



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. DEGREE COLLEGE KILAM

TEH. DEVSAR DISTT. KULGAM 192231

192231

<http://www.gdckillam.com>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Degree College Kilam was established in 2007 and started functioning actually from May 8, 2008 in a make shift arrangement with courses in Social Science and Humanities streams. The College was shifted to the new campus in December 2016. Spread over an area of 83 kanals, the college has a sprawling campus, comprising of two big play fields, main building, three prefab huts, a canteen, a spacious parking facility, beautiful lawns and two streams flowing through the campus throughout the year. The main building of the college houses different sections like; Principal's Office plus one retiring room, Staff Room, Class Rooms (eight in number), Laboratories, Library, First Aid Centre, IT Lab, Office and eight washroom blocks. Since its establishment in 2007, the college has progressed by leaps and bounds in every sphere of academic activity. The college at present, offers courses in both Social Science and Science streams with subjects like General English, Urdu, Mathematics, History, Political Science, Sociology, Education, Arabic, Kashmiri, Functional English, Economics Geography, Environmental Science, Physics, Chemistry, Botany and Zoology. In order to keep pace with the modern times and adopting innovative methods of teaching learning, the college has established two smart class rooms. In the year 2018, the college established its own website, www.gdckillam.com, thus going online. The green meadow lawns, the flowing streams and abundance of green trees in the campus makes it an ideal place for teaching learning and research activities.

Vision

To unearth the latent capacities of the stakeholders with a wish to prune and trim them for utilitarian motif.

Mission

- That our stake holders are prospectively benefitted.
- That our pass outs shall occupy a respectable niche in the society.
- That our ambassadors are seen serving in all shades of life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. We have a positive student-teacher ratio thereby giving conducive environment for every teacher to address the individual problems of every student.
2. Our college has a team of young and energetic faculty members with strong Academic and Research Background.
3. The college aspires for environmental sustainability and we have tried to develop an eco-friendly campus.
4. The strength of our college is its social connectedness and local engagement. The college carries out many extension activities with an objective to sensitize our students towards their social responsibilities and to contribute towards public service and social justice.

Institutional Weakness

1. The college has not introduced the vocational and technical courses yet.
2. The attendance of the students is satisfactory but not excellent, the reason being their poor socio-economic background.
3. Due to paucity and alternative uses of allocated funds we haven't been able to establish a full-fledged Eco-Friendly campus. We haven't been able to procure installators for solid waste management, facilities of rain water harvesting and install solar power panels etc.

Institutional Opportunity

1. The flowing water streams in the campus have a scope of being developed into a fish pond which could not only be a source of income but also provide us an opportunity to introduce skill oriented courses like fisheries.
2. Our location and ample landscape in the campus provides us an opportunity to develop a botanical garden thereby allow us to cultivate traditional medicinal plants and introduce skill based courses regarding apiculture and sericulture.

Institutional Challenge

Challenges

- 1) The college is located in a village, so our context provides us very little opportunities to develop proper linkages with industry and to explore alternative sources of financing. We almost completely rely on the public funds. Therefore the pace of the developmental projects is entirely determined by the allocation of public funds.
- 2) The college has some important extension programmes. We have adopted few villages, ten schools, and adopted about twenty elderly of a village to facilitate their medical care, To come up to the expectations of the concerned a big challenge for us.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As the College is affiliated with the University of Kashmir, so it has adopted the University academic calendar for all curricular activities. The CBCS pattern, introduced from 2016, is implemented in all the courses. The curriculum delivery is a well-documented and planned affair in line with the College vision and mission. At the outset, the Principal of the college conducts meetings with the various department heads to develop strategies

for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. The College encourages its faculty members to participate in Orientation/ Refresher Courses/ Workshops/ Seminars organized by the various Universities so as to update their knowledge and to improve the teaching practices. Every Faculty member is tried to achieve PEOs and POs- Programme Educational Objectives and program objective of each branch of study are framed. The students of that branch would have gained strong fundamental knowledge, acquired enough managerial skill and developed an inclination for lifelong learning. The teaching and laboratory plans are approved by Head of Department (HOD) before the start of semester and communicated to students by respective course teacher. The course files are evaluated by Internal Quality Assurance Committee (IQAC) with help of concerned senior subject teacher and the HOD. IQAC monitors the academic activities on regular basis to ensure the execution of timetable. It also monitors execution of academic calendar and teaching learning process and finds the gap, if any. For a group of around 50 students a teacher is allocated as Mentor. Mentor conducts a weekly meeting and does the counselling of poor performing students. The academic performance of students is continuously monitored by conducting unit tests, mock practical examinations during the semester. Bridge courses are organized and conducted for the first year students and lateral entry students to help them understand basic concepts.

Teaching-learning and Evaluation

The college is a greenhouse for the students to develop and flourish their potential and to excel in their skills. The process of teaching in the college is rigorous but simplified. Teaching starts with the entry of the student in the campus and the student consciously or sub-consciously learns during the period their stay. Students report to the college on time wearing proper uniforms. They follow the rules of the campus and anything otherwise is dealt accordingly. This process teaches the students to adapt to the set values of institutions and inculcates discipline in them. Teaching learning and evaluation go hand in hand. The institute believes in cooperative learning. Understanding the varied needs of every student, the institute has adopted 6E Model of instruction wherein the active participation of students continually improve the learning outcomes. The 6E's include Engage, Explore, Explain, Elaborate, Evaluate and Extend. The college is well equipped with all the facilities to stimulate and enhance the inherent capabilities of the students be it in curricular or co-curricular activities. Growth of an educated, independent and tolerant human being who could withstand stress and positively contribute to the society, is the aim of our education system. The coherent policies of the different departments are the strength of the institute. Also the transparency and the rigorous evaluations have resulted in overall improvement of educational outcomes. Classical to modern, all methods of teaching are used according to the subject matter. Lecturing and use of white board markers is often supplemented with charts, specimens and models. More focus is paid towards ICT to augment effective teaching. Social sciences believe in cognitive learning and the teachers accordingly devise methodologies to involve most of the senses of the students, however the science subject teachers focus more on experimental methods including field trips. Evaluations are done periodically through class tests, quizzes and discussions. Assignments, projects and seminars form an essential part of our evaluation system.

Research, Innovations and Extension

Government Degree College Kilam started its functioning from 2008 in a makeshift campus and was recently shifted to the new campus. The infrastructural limitations earlier were a hurdle in conducting independent research. Now the college is trying its best to create a niche to start research independently and in

collaboration with national agencies. The college has a charming team of researchers who, despite all odds, have been able to publish a good number of works. Out of the 24 faculty members (12 permanent and 12 contractual), five are Ph. D's and ten are M. Phil. The institution encourages the faculty members to publish their research work but is not in a position to provide any financial incentives for the same. Recently one of the faculty members was invited to China for presenting a paper in young scientists' forum as a fully funded participant and the college was pleased to provide every possible help. In the last five years the faculty members have published 77 research papers in various research journals and a good number of books/ book chapters. The college is guided by the parent university regulations i.e. University of Kashmir. The regulatory framework of the university at present is not allowing the faculty of the colleges to conduct any Ph. D programs under their supervision.

Infrastructure and Learning Resources

The degree college Kilam is a newly established college. However it aims to create physical infrastructure with latest information technology. The college presently has 09 white board and 02 smart board classrooms. College has on eseminar hall with seating capacity of 125 individuals. There are 06 well-equipped laboratories and a spacious canteen. Separate toilet facility is available for girls, boys and staff members. College has medical and transport facility for the students and other staff. The college provides ample facilities to the students for playing indoor and outdoor games like Cricket, Volleyball, Kabbadi, Kho-Kho, Badminton, Carom, Table Tennis, Chess etc. Pure drinking water facility is available at the entrance of main building of the college.

College has a library with the collection of 5035 books. The total area of library is 2356 square feet. Separate reading facility is available for students and faculty members; student seating capacity is 80 and staff seating capacity is 12. Library has a separate periodicals, magazine and newspaper section. Library has collection of rare books, reference books, and manuscripts which are of great historical importance. Every year the library spends around Rs. 02.028 lakhs on average for purchase of books and other materials.

The college has one computer lab of 22 computers. Scanning, Printing and Xerox facility is available in the college for official use. The whole college campus has access to Reliance Jio- 4G Wireless Access Points with greater than 10 MBPS bandwidth. The college has well equipped language laboratory with headsets, language software and desktops. The college has its own website which is updated on regular basis to provide latest information to the students related to admissions, examination, results and timetable etc. Student computer ratio of college is 19:01. One IT and SS Centre is available in the college for the benefit of students.

The working of the college is completely decentralized and participative. At the beginning of each academic session, principal of the college formulates various committees and it is through these committees the whole campus infra-structure is maintained regularly.

Student Support and Progression

The overall development and welfare of the students is the only motive of the college. The students are supported by scholarships, career counselling, guidance for competitive exams, personal counselling etc. The Below Poverty Line (BPL), Orphans, physically challenged students etc are supported financially through scholarships by the college on the recommendations of the College Financial Aid Committee. Students of the college are informed about all the scholarships provided by various agencies like the Ministry of Minority

Affairs, various NGOs etc and are helped and encouraged to apply for the same. To ensure safe and healthy environment to the female students, the college has constituted a Gender sensitivity and grievance redressal cell which functions in an efficient manner. The students are notified of various career options in Govt., private sector and opportunities in higher education across the country from time to time. The completion of the syllabus in time is the top priority of the faculties. In this direction, the college has constituted “**Students’ Council GDC Kilam**” which reports on syllabus completion, feedback about the faculty, to enhance the student-faculty interaction etc. Sound body posses sound mind is the slogan of our institution which is evident from the sports activities organized by the institution during the last five years. Right now the college does not have recognized alumni association. But the registration of the same is under process.

Governance, Leadership and Management

Government Degree College, Kilam encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management through the formation of various committees. The staff members are actively involved in decision making process to sustain and enhance the quality of education imparted by the Institution. The management plays an important role in ensuring the policy statements and action plans for fulfilment of the stated mission. The staff members of the institution participate in the meetings regarding monitoring of policies and plans of the college. Periodically meetings are held between the teaching and non-teaching staff members. The perspective/Strategic plan of the Institution for development have many aspects like academics, infrastructure, equipment etc. Broad based advisory council chalks out and documents in its perspective long term plan that is carried out in light of the broader guidelines of the administrative department and affiliating Institution. Meetings are being held for the discussion of the plans as per the requirement for the implementation of the plans which depends upon various factors such as the financial position, state laws, affiliated universities statutes etc. The Institution has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions. The Principal plays a pivotal role in the Governing Council and Academic Advisory Body and all the other statutory and non-statutory committees. As per the instructions issued by Higher education Department, a self-assessment Performa (SAP) and departmental reports containing the information about the academic scores and other activities, along with the results are submitted annually by every faculty member. The college follows the Self-Appraisal method of the faculty through specific structured format. Internal Quality Assurance Cell is newly started in our institution with the thrust on academic excellence. The institution imbibes quality standards in all its academic activities. The Internal Quality Assurance Cell collects feedback from all the stake holders, analyses the same to identify the gap and formulates necessary action plan. IQAC plays a pivotal role in evaluating the working, viability, further improvements and usefulness of policies and plans.

Institutional Values and Best Practices

Government Degree College, Kilam, has always strived in displaying the best institutional values and practices. The institution is committed to Sustainability and, Social and Local engagement. The college promotes gender equity and sensitivity, environmental consciousness and local development.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. DEGREE COLLEGE KILAM
Address	Teh. Devsar Distt. Kulgam 192231
City	Srinagar
State	Jammu And Kashmir
Pin	192231
Website	http://www.gdckillam.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mohammad Shafi Khan	01931-215628	9419040661	01931-215627	principalgdckilam@gmail.com
IQAC Coordinator	Javaid Ayub sheikh	01931-	8803099372	01931-	sunatjaviadps@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Jammu And Kashmir	University of Kashmir	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-04-2011	View Document
12B of UGC	13-04-2011	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Teh. Devsar Distt. Kulgam 192231	Rural	10.5	21850

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BSc, Science	36	Twelfth	English	500	30
UG	BA, Arts	36	Twelfth	English, Urdu, Kashmiri	2000	424

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				14			
Recruited	1	0	0	1	0	0	0	0	12	1	0	13
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	6	3	0	9
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	2	0	0	3
M.Phil.	0	0	0	0	0	0	6	0	0	6
PG	0	0	0	1	0	0	3	1	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	5	0	0	5
PG	0	0	0	0	0	0	3	1	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	243	0	0	0	243
	Female	211	0	0	0	211
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	10	2	0	0	
	Female	10	4	0	0	
	Others	0	0	0	0	
ST	Male	8	1	0	0	
	Female	1	0	0	0	
	Others	0	0	0	0	
OBC	Male	54	13	3	5	
	Female	46	12	3	2	
	Others	0	0	0	0	
General	Male	155	99	134	95	
	Female	118	107	115	121	
	Others	0	0	0	0	
Others	Male	2	2	0	0	
	Female	3	0	0	0	
	Others	0	0	0	0	
Total		407	240	255	223	

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 115

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
407	240	255	223	232

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	225	150	75

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
91	61	70	57	45

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	3	3	2	1

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	15	10	10	10

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 11

Number of computers

Response: 22

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.17	24.76	11.02	6.16	6.15

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Being the affiliated institute, the institute implements the curriculum prescribed by the University of Kashmir(KU). For effective implementation of the curriculum, the following process is developed and deployed.

Plan for effective implementation of curriculum: At the outset, the Principal of the college conducts meetings with the various department heads to develop strategies for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods . We follow the academic calendar provided by the University which is circulated to all departments. At the beginning of the semester we prepare Objective Driven Teaching Plan.The College encourages its faculty members to participate in Orientation/ Refresher Courses/ Workshops/ Seminars organized by the various Universities so as to update their knowledge and to improve the teaching practices. The college provides ample books and other teaching and reference materials like journals, magazines, teaching models to enable its teachers to ensure effective delivery of curriculum. Library committee conducts meeting and takes appropriate decision regarding the requirement and procurement of books, journals. The encourages faculty members to evaluate their own learning and teaching practice through 'encouraging innovation in learning and teaching' pedagogy programme. Every Faculty member try to achieve PEOs and POs- Programme Educational Objectives and Program Objective of each branch of study are framed. The teaching and laboratory plans are approved by Head of Department (HOD) before the start of semester and communicated to students by respective course teacher. The course files are evaluated by Internal Quality Assurance Committee (IQAC) with help of concerned senior subject teacher and HOD. IQAC monitors the academic activities on regular basis to ensure the execution of timetable. It also monitors execution of academic calendar and teaching learning process and fills the gap, if any. For a group of around 50 students a teacher is allocated as Mentor. Mentor conducts a weekly meeting and does the counselling of poor performing students.. The academic performance of students is continuously monitored by conducting unit tests, mock practical examinations during the semester. Bridge courses are organized and conducted for the first year students and lateral entry students to help them understand basic concepts. Employing learner centric techniques such as assignments, peer learning, group discussion, case studies, projects, quiz etc., in the delivery of the academic courses.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 67.83

1.2.1.1 How many new courses are introduced within the last five years

Response: 78

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The institution takes great care in sensitizing students about the important issues related to Gender, Environment, Professionalism and Ethics. The main aim is to create possibilities among the students for extensive, progressive and creative engagement with the social and natural world around them. The curriculum is designed in such a fashion to meet these demands. A great care is taken in the classes to engage the students in discussions and debates, so as to educate them, train them and make them professionals. The collage teaches a full-fledged course on environmental studies, named as “Environmental Science”, besides providing ample space for ethical, gender and professional values in the curriculum.

Environmental Studies: To make the students aware of environmental issues, University has incorporated the subject as Environmental studies in First Year. The course gives basic knowledge about environment and issues related to it. It also includes creation of awareness about environmental problems and inculcate skills in students to identify and solve environmental problems by participating in environment protection

and environment improvement. The college has well established National Service Scheme Cell that works particularly in the area of the environment. Regular cleanliness and plantation drives are undertaken by the college in association with its NSS unit to keep the environment clean and green. The college follows the Honourable Supreme Court's directives and takes due care to ensure that the entire college community is imbued by a heightened degree of the cardinal principles of Reduce, Reuse and Recycle. The college has a motto "Back to Nature"

Gender: We believe that woman is not born as a woman but is socially made so. So to challenge the stereotypic image, the college conducts various programmes and arrange various guest lectures on gender issue. The college has a Women Empowerment Committee headed by Prof. Mehraba Akbar that works to boost the spirit of equity, and equality among the students. The college is sensitive towards harassment, eve teasing or violence of any sort against woman. It has established Grievance and Redressal Committee to look in such matters and take action whenever and wherever needed.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 00

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 11.13

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
248	100	200	180	80

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15000	1500	1500	1000	500

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 18

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
137	71	6	7	10

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college admits students in different disciplines under the rules specified by the governing University (University of Kashmir). The college has an admission committee which reviews the student credentials i.e. the academic background, previous medium of education, economic status, curricular and extra-curricular activities of the student while taking the admission. Academic performance of the student in class room atmosphere, laboratory practicals, class tests and intra-college seminars are used to assess the strengths and weaknesses of the admitted students which are then grouped informally in to slow learners and advanced learners.

Slow learners:

- The college has made a provision of remedial classes for the weaker students in every subject so that uniformity of intellect and excellence of education are achieved.
- Although with the introduction of CBCS, the heavy burden of syllabus has reduced but on recommendations from the students, arrangement of extra classes for full coverage of syllabus within limits of time is ensured.
- Special introductory lectures regarding basics of the subject are organised by the HODs which helped to improve the learning outcomes
- Counseling sessions for the slow learners are organised by the different departments to cater to the psychological needs of the students
- Poor performance of the students due to absenteeism is conveyed to the mentors and parents through different media and through meetings and remedial measures accordingly taken.
- PPTs of the subject matter are provided to the slow learners to gain in-depth knowledge where ever possible in addition to charts and supplementary books.
- Motivations in the form of monetary help, medals or books are given to slow learner who excel or improve their scores.

Advanced learners:

The college strives to assist both slow learners and advanced learners. For advanced learners, the institution provides additional inputs as under

- Faculties from other institutions are invited for special lectures on difficult parts of the curriculum
- Seminars, group discussions and quiz programmes are organised where in the students perform to improve their presentation skills and develop critical and scholastic thinking
- The institute harbour a large library with numerous valued books at easy access to the students
- For independent learning, electronic library (InflibNet) is accessible during the college working hours with subscription of valued books, journals and periodicals.
- **Junior mentors** are selected among the advanced learners who help the slow learners of their class.
- The college recognizes the achievement of the advanced learners either in terms of cash awards or medals in various functions conducted by the college.
- The advanced learners are prepared to represent the institute in state/national level activities both in academics and sports.

2.2.2 Student - Full time teacher ratio

Response: 29.07

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.25

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

Response:

The goal of quality education can only be attained when the teaching-learning is student centric. The institution encourages the entire teaching faculty to use student centric teaching methods wherever possible in addition to the usual classical lecture method. More focus is given to methods where active engagement of the student is possible. The classes are usually interactive and the students are encouraged to come up with their own innovative ideas and viewpoints only under the guidance of the teacher. Lectures are often

supplemented by models, charts and collages so that learning stimuli are provided through more than one senses which had resulted in more effective learning and improved results. **Demonstrations** of different activities and processes are performed by the teacher and the students are encouraged to repeat the same in presence of the teacher. **Experimentation** is the base of science learning and is being done with zeal in the different departments of the institute. **Field surveys** are a part and parcel of learning in this institute wherein the students get a firsthand experience of the subject matter. Also the surveys have proved fruitful to attend the aesthetic needs of the student fraternity and are probably the main reason of turning this college into a peaceful campus in this turmoil hit state. The students are also encouraged to take surveys under the guidance of teachers to get familiarity of social, cultural and environmental problems and to inculcate the charater of responsibility and problem solving **inclination**. **Class tests and assignments** is a handy tool to assess the depth of learning and the level of intellectual development in the students and are routinely done during the study courses.

According to the subject matter, full use of **ICT** to enhance the understanding and comprehension of essential concepts by the students is done by the teachers. In this connection, the college has highly equipped smart class rooms, 24*7 internet wifi connectivity and tens of computers to the access of teachers and students. The institute has also established a guidance and counseling cell through which students are guided to make it to the different prestigious universities and to excel in different competitive examination at both the state and national levels. The institute has a digital library with a vast collection of E-books and journals to help promote e-learning in the student fraternity. There has been consensus of occasional educational tours which the institution has approved to further strengthen the holistic development of all the students of the college.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 50.88

2.3.3.1 Number of mentors

Response: 8

2.3.4 Innovation and creativity in teaching-learning

Response:

The pedagogy used by the teacher depends on the subject matter to be delivered. The institution uses innovative and creative methods of teaching in addition to the conventional lecturing using white marker boards. All the faculty members of the institute work as a team and share the resources, knowledge and experience to attain the major objective of excellence in education. The teachers are seen employing laptops and desktops to develop power point presentations wherein through images, videos and animations complex concepts are cleared without much difficulty.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 34.67

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 47.62

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.07

2.4.3.1 Total experience of full-time teachers

Response: 113

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Reforms in continuous internal evaluation (CIE) system at the institutional level

Since the institution is affiliated to the university of kashmir, it has to adhere to the prescribed norms of the university however in addition to the guiding principles of the university, the institution has undertaken the following steps to ensure continuous assessment of curricular and co-curricular improvements of the enrolled students

1. With the start of the each calendar year, the enrolled students are provided a copy of college prospects during an orientation programme for early information of activities and processes of the college

2. The college has formed different committees headed by convenors and co-convenors. The examination committee is responsible for timely conducting examinations while the supports committee govern the co-curricular aspects of the student community.
3. Every class ends with a “**discussion on the topic**” which although runs under the leadership of the class teachers but is the sole activity of the students and helps to assess the comprehension of the topic.
4. Conventional class tests are routinely taken after every calendar month in addition to the university prescribed internal assessment tests to further evaluate the attainment of educational goals. Various academic programmes like Quiz tests, objective tests, essay writing and current affairs competitions are also organized for this purpose.
5. Individual attention is given to the students during practical’s and the attained skills are then evaluated through Internal Practical Examinations
6. In addition to all these, seminars and field trips are organised which help to evaluated the growth in communicative skills, the social competency and the depth of information.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The institution strictly follow the guidelines of affiliated university and all the internal assessments are timely coordinated. After every class test the class teacher intimate results within 10 days and the marked answer scripts are redistributed to the examinees for any grievance and those in turn are redressed within 2 days. Objective type test results are however declared the next day with Key to the questions posed by the class teacher. The answer scripts are then cross checked by other teachers of the same subject and authenticated by the Head of the departments.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The institution has an efficient and effective grievance redressal mechanism under the grievance redressal cell. The institution has installed grievance boxes at different places of the college to collect anonymous/signed complaints. The exam related grievances are however rectified by the respective class teacher. The students are free to contact the subject teacher to clear doubts regarding the marks statements and are provided photocopies if necessary. In case the issue persist, the grevince is forwarded to the HOD or to the principal for final decision. The students answer on blue books provided by the university. In a time bound manner, the answer books are checked and marked by the concerned teacher and then cross checked by some other faculty member of the same department. The answer scripts with the award rolls are then forwarded to the Head of the department for authentication and the award rolls sent to the affiliate university. During this whole process a student is welcomed to contest the evaluation process and the same

shall be attended to. Any discrepancy after wards can be redressed on the requisition of a written complaint to the controller of examinations of the university. The institute conducts one internal assessmentRequisite weightage given to attendance participation in project works, classroom discussions, seminars and behavior.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college being an affiliated institution of University of Kashmir, follows strictly the academic calendar prescribed by the university. The HODs and the principal set the dates for different academic activities in accordance with the university calendar. All the activities start with staff meetings and discussions where the incumbent issues and their possible remedies are discussed to ensure smooth and successful completion. Since the state of Jammu and Kashmir has unusual and unscheduled breaks in the college working days, the staff committee is authorized to recommend for schedules to compensate the losses. The college runs on a time table dully compiled after inputs from all the department heads of the institution. The timetable is available in the principal office, in the common staff room, in all the departments, on the notice board and also on the college web/Fb page

On an average the institution works.....days a month anddays a year. The continuous internal assessment and evaluation pattern runs as under

First Internal assessment test -July 15-20

2nd Internal assessment test- September 5-10.

The subject teacher evaluate the papers within 10-15 days and the corrections if any are made within two more working day. The results of evaluation from class room discussions, seminars, projects and assignments and the marks assigned to attendance are then added to get the final ranks of the students. The award rolls are then submitted to the university through proper channel. Since the college is established in a rural area far from the city's hue and cry, the institute seldom faces the difficulty of completion of syllabus in stipulated time.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The three year (6-semester) undergraduate courses offered by the college are intended for the holistic development of the students. The college presently offers bachelor degree in arts and sciences. Under the arts stream, the subjects being taught are urdu, mathematics, History, Political science, Sociology, education, functional English, geography, Arabic, kashmiri and Geography while in the science stream we have covered physics, chemistry, botany and zoology in addition to environmental studies. The aim of the

college is to keep pace with the modern technologies and to adopt the latest innovative methods of teaching for the ultimate benefit of students. Also the institute is planning to add programmes with potential to provide quick placements like biotechnology, computer sciences, business administration etc.

Since the institute is an affiliated one, it solely runs according to the set criteria of the university of Kashmir. The different combination of subjects and the syllabus thereof is also the responsibility of the university. The college with its team of faculty is dedicated to attain the major and minor objectives set forth by the syllabi and has also excelled in delivering quality output. The main programme outcomes are as under

1. Develop motivation to study and learn and to understand the need of quality education in the life of an individual and the society as a whole.
2. To impart knowledge and develop creativity and scientific temper in the young students
3. To develop responsible and compassionate beings with an ultimate seek of goodness for the society

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The programme specific objectives can be categorized according to the subject combination approved by the directing university and hence the specific subject objectives are being inked as under

Physics:

The concept of basic mechanics helps the students to make a knowhow of present technologies and the working of machines and equipments of daily use. The concepts of Newton's laws provide insight to motion and the fundamental governing principles behind it. The understanding of Gravitation, Electricity, Magnetism, thermodynamics, stastical mechanics, waves, optics, Modern physics and nuclear physics provides a sound knowledge base to the student to further his development and to contribute to the development of the society

Botany:

The subject enlightens the student community of the plant diversity and the importance of flora in the sustenance of life on this planet. Starting with Lower botany, which includes algology, and bryology, the students understand the concept of evolution and speciation and the theory of developmental complexity. Pteridophytes, gymnosperms and angiosperms being important part of the ecology are attended to and their systematic and nomenclature imbibed. The study of Plant physiology, genetics, embryology, cell biology, plant biochemistry and molecular biology help the students to have a deep knowledge of the life of a plant, the processes and their interdependence.

Sociology

The students taking up sociology as a subject in graduation course of the college to know the the society, its composition, values and culture. The subject is helpful in knowing sociological basis of religion, rural sociology, techniques of social research, gender sensitization, sociological thought. The course develops in the students myriad perspectives in viewing the society and its functioning.

Politics

The subject of politics provides the students an understanding of values political systems are based upon, besides providing the students the factual information regarding the political systems of the world including the regional and national politics. The major objectives attained through this subject include teaching political thought and theory, Indian political system, international relations, comparative political analysis etc.

Economics

The specific objectives attained by incorporation of economics as an academic subject in the undergraduate course are:

To equip the students with the knowledge of Microeconomic theory, macroeconomic theory, economic issues of growth and development, economic policy and development in India etc.

History

The students of history are expected to know all about the glorious past of the state and the country. To impart such understanding, the undergraduate subject of history include Anciant Indian history, history of Mahajanapadas, Moriyen empire and gupta empire. The subject also include Medeval and Modern India. The history of Jammu and Kashmir also forms an essential part of the course.

Mathematics

The main topics of UG syllabus are calculus, differential equations, analaysis, complex trigonometry, logic and sets, 2 and 3-dimentional geometry, linar algebra and advanced calculus. The students of mathematics are proficient in the theory and applications of the above said topics and these in turn can invoke an ability of solving the problems of wide variety of related and unrelated topics of the society.

2.6.3 Average pass percentage of Students

Response: 80.22

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 73

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 91

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 00

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 33

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College has initiated a weekly programme where the teachers/scholars meet face to face and discussed the contemporary trends in research of their relevant fields. Our college encourages and facilitates the teachers to attend national/international workshops, conferences, paper presentations and seminars. The college has initiated different programmes like carrier counselling and free

coaching/guidance to prepare pass-out students for entrance in various universities in PG courses and other competitive exams.

The Institution has an eco friendly campus and the college management encourages staff, NSS and other students to carry out research projects that give practical solutions to problems which causes hazard to the environment. The college has adopted 10 middle schools located in its vicinity and has an expert awareness committee which visits the adopted schools, and other educational institutions and acquaints the students about

- Inclusive education in schools and colleges and disability studies.
- Preschool education and Early Childhood Development.
- Mid- Day Meal Programme planning and monitoring.
- Maintenance of health and facilitates playground the nearby school students.
- Food safety and security Adult and Functional literacy- Newer Approaches.
- Prevention of Sex Selective abortions and Girl Child Education.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.35

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	1	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.43

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College has motivated the students to take part in different extension activities viz. Swachh Bharat

Mission, AIDS awareness, Child Labour, Education for all, Women Empowerment, Environment Pollution etc. The college students and the faculty members organise various activities to address the different social issues. As a result our college has earned a reputation for being an established institution of higher education with high regard for social responsibility.

Adopted communities: The College has adopted a number 10 primary and middle schools and have signed MOU with various others. The college in its extension activities reach out to different place in the villages and resettlement habitations namely Kilam, Bozgom, and few schools (Primary and Middle). The programme has been running successfully over several years. As part of the programme, the NSS team of the college takes up various issues in the vicinity like blood donation, cleansing, and various other awareness programmes. The college also reaches to an orphan school Al-Hilal Kulgam by providing the orphan students financial and academic support.

College organises the following programme to address the various social issues:

Civil defence awareness cum training programme to train the participants for minimising the effects of any un-eventuality due to natural/man-made disasters.

Providing transport Facilities to students in case of exigencies to overcome the difficulty in finding appropriate transportation services during emergencies.

College admin hired four labourers for cleaning of the drain near Govt. middle school Kilam for cleanliness of College locale.

Conduct of Narcotic & Drug Abuse Seminar to create awareness of the side Effects of Addiction and Drug Abuse on individual, family and society

Conducted of two rounds of free medical tests, check up and distribution of free medicines for the elderly for sensitising students for their responsibilities towards society.

There are so many such issues which were addressed by College and are briefly described in response and relevant attachment of the question **7.1.10.1:** Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 10

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	0	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 2.19

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	07	8	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 11

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has adequate facilities like classrooms, laboratories; library, seminar hall and computer lab for running of under graduate courses with 454 students on rolls. At present; college has only eleven spacious and airy classrooms among them nine have the facility of white boards and two classrooms have the facility of smart boards and one-on-one interaction for learning and enhancement of effective communication skills. Maximum faculty members are using power point presentation in the classrooms. The college has six laboratories for running the six under-graduate courses in Physics, Chemistry, Zoology, Botany, Geography and Functional English subjects. These laboratories are well equipped with tools, chemicals, computers and other necessary equipments needed for day to day practical classes as per course work. Students are allowed to use laboratories for extra hours. The college currently offers under-graduate courses in Arts, Medical and Non-Medical streams, however, from upcoming academic sessions college will introduce new courses in B.Sc. IT, BCA and B.Com.

The college has a well-established library which caters to the need of students and twenty four faculty members. It has a rich and varied collection of (5035) books. Each working day library issues/returns good number of books to the students and the faculty. The library has subscription of different newspapers, magazines and journals in various disciplines. The college has a water cooler which provides purified water to the students and the staff. The College has a well-equipped computer laboratory of twenty two (22) computers with up-graded programmes. Students are given access to computer laboratory as and when they require. A well renovated seminar hall, which provides common platform to students and faculty to bridge the boundaries, is located in the first floor of the main building. Standalone facility is available for the differently-abled students with suitable equipments in the ground flower of the college campus. A spacious canteen with a modern kitchen is located in the college campus; which serves healthy and hygienic food at reasonable rates to faculty, students and other individuals. It has seating capacity of thirty individuals inside and there is also an open-air space which can accommodate about 40 individuals.

The College owns a vehicle which is made available for the students and staff for official visits. College organizes induction, welcome, and farewell programmes for newcomers and outgoing students respectively. One IT and SS cell has been established by the affiliating university for the benefit of students. Students are using this facility at the time of submission of admission cum examination forms. the college has a dispensary room is inside the main campus with an examination bed, first aid equipment, blood pressure monitor and a well-trained medical assistant. The college has separate toilet facilities for boys and girls. Hassle-free macadamized parking space is available in the college for at least 20 cars and 30 two-wheelers. All roads inside the college are fully macadamized. Two beautiful lawns each for boys and girls are maintained by the gardener of the college.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college utilizes a lot of its resources to provide an environment to the students where they are encouraged to participate in sports and other co-curricular activities. Students are trained in sports under the guidance of qualified Physical Training Instructor (PTI). The college provides ample facilities for sports and games to the students. It has two big play grounds which are extensively used to train students in various outdoor sports activities such as Cricket, Volleyball, Kabbadi, Kho-Kho, Badminton; Hide and go Seek, etc. These two sports grounds are well maintained by the physical education department of the college. The college is newly established one and provides a small number of indoor sports activities to the students like Carom, Table Tennis and Chess. The college extensively organizes cultural activities on various occasions like the College Foundation Day and Annual Meet. The College is known for its vibrant NSS unit. There are seventy five (75) enthusiastic members (both girls and boys) who are regularly involved in various out-reach programmes. The NSS Unit participates in various functions organized by the college at different occasions like celebrations of Gandhi Jayanti, World Environment Day, Ozone Day, Teachers Day and the like. Regular training is provided by Physical Education Department to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various levels of competition including intra college, inter-university and national events. Intra-college events are also organized by the college to encourage students to participate. Track suits and all sporting equipments are provided to the students for major events. All the participants are awarded with participation certificates.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 18.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 63.71

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.86	16.8	8.48	5.54	3.56

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has been recently established and has already started work on automation of library with the Integrated Library Management System. Automation is an ongoing process and a good library can never be fully automated because every year thousands of books keep on adding to the account of the library. Therefore, work of automation of college library is under process with standard version. From next academic session i.e from 2019-20 the issuance of books to students and faculty members of the college and maintenance of the issuance record will be fully computerized. The Library has a total area of 2356 square feet. It has separate reading facility for faculty and students. The student seating capacity of library is eighty (80) and staff seating capacity is twelve (12). The library remains open from Monday to Saturday except holidays. The timing of library is 09:30 AM to 04:30 PM. It has a separate periodicals and magazine section. The library has a library committee, which shoulders all the responsibilities of the library like purchase of books, journals, magazines etc. The purchasing is done on the recommendation of the faculty members. These recommendations are approved by the HoD's and thereafter by the principal of the college. The college gets feedback from the students and faculty through different feedback collected by IQAC and feedback/suggestion boxes, which are available in the library. The valid feedback, provided by the users, is implemented with the approval of the principal in letter and spirit.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library is an institution where a reader can consult and acquire desired information under single roof. Library is a service institution. Its services are one of the most widely used and accepted in the modern world. Academic community particularly in colleges utilizes library services for research and teaching purposes. Academic work is supported by library. Therefore, library is rightly regarded as the heart of an academic institution. A library is a collection of printed or written materials arranged and organized for the purpose of study and research. The library is considered a storehouse for the recorded experience of humanity. Imparting knowledge and dissemination of information is the primary function of the library. The library of college is well-established. It has rare books, manuscripts and special collections which are of great historical importance. Rare books are extensively used as reference books by the students of the college. The names of some of these rare books are Siyaah-Rooda-Jaren- Manz (Under Dark Down Pours-1997), Kashur ZabanTehadbukTawareeq (2017); Copies of Monthly Azan of 1952, 53. The college library has rich text books, reference books, encyclopedias, journals, magazines and newspapers.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.03

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.50	2.83	1.53	2.81	1.47

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 19.71

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 83

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college frequently updates its IT facilities for strengthening the teaching and learning process. The college has one computer lab which is equipped with twenty two (22) latest computers with required software and antivirus. The computer lab is powered by UPS to ensure uninterrupted usage of computers. Scanning, Printing and Xerox facility is available in the college and all faculty members can use this facility for official purpose. The whole college campus has access to Reliance Jio- 4G Wireless Access Points with greater than 10 MBPS bandwidth. Faculty members can access Wi-Fi anywhere in the campus to gain additional information, carry out research activities, and download information related to the curriculum and also to enhance their knowledge about their subject. Students are encouraged to use IT infrastructure in the best possible way for their learning. The college has well equipped language laboratory with headsets, language software and desktops. The library of college is under the process of up-gradation from the traditional file based system to the Automated Library Management System. The college has its own website which is updated on regular basis to provide latest information to the students related to admissions, examination, results, timetable, syllabi of different subjects, faculty, news and events and other notifications. Students can access their assignments for every course provided by the course faculty through college website.

4.3.2 Student - Computer ratio

Response: 18.5

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 36.21

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.3	7.9	2.54	0.62	2.59

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The working of the college is completely decentralized and participative. All the departments are headed by the HODs and each faculty member has been assigned different administrative duties in addition to teaching learning and evaluation. All the administrative works are carried out through the college committees, constituted by the Principal. Each committee is headed by a convener.

Laboratories

The laboratories of the different courses in the college are furnished according to the rules. Necessary equipment and material is obtained to deliver the best standard of education to the students. Lab-in-charges record the details of consumable and non-consumable equipment in respective registers. With respect to the time table, the students conduct experiment in their assigned labs with assistance and supervision from the lab-in-charges and lab technicians. Consumable and non-consumable material registers are updated periodically.

Library

Books are purchased every year after the recommendation of concerned faculty members and students of the department. Before placing the order, market is surveyed and physically verified. The library follows certain rules in the usage of books. The entry register is kept for both staff and student at the entrance of the library. At the end of every semester, it is ensured that all the students return the books to the library. Likewise the teachers are allowed to take different books after entering in the teachers register. Whoever is leaving the college; be it a student or a faculty member must get a No Dues Certificate (NOC) from the librarian.

Sports

The students and the teaching faculty of the college are free to use all the facilities available within the college campus. However; the sports facilities can be used by the students only with a written request submitted to the Physical Training Instructor at the beginning of the academic session. **Computer**

Laboratory

The computer laboratory facilities are open to all the students for academic purpose. The students are divided into groups/batches so that the computers can be given equally for the students use. The computers are upgraded every year and the components in the electronic lab are replaced every year to provide the students with the state of the finest experience.

Classrooms

The environment of students when they study, plays a pivotal role in their performance. It therefore becomes extremely necessary to provide them with a surrounding that is peaceful, comfortable and spacious. The college takes every necessary steps to make this possible. .

Purchasing

The purchase of equipment and various consumable items required for the smooth functioning of the college is done through the tenders and Dasti quotations which are compared and best suitable one is selected and recommended in order of preference.

The college strictly follows the rules and regulations put forth by the Higher Education Department and Finance department of the state. Internal and external audits are done yearly. If any discrepancy is found in financial records, a query is put up for the concerned official for clarification.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 13.29

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
161	00	00	60	00

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 3.02

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	15	10	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 19.78

5.2.2.1 Number of outgoing students progressing to higher education

Response: 18

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

An active student council is present in the college in the form of “Students' Council GDC Kilam”. It comprises of three faculty members, two class representatives {one male and one female} from each semester and the Principal acting as Chairman of the council. The main function of the council is to look into the lacunae/requirements and solutions thereof to them.

The class representatives have direct access to Head of the Institute to report any kind of inconvenience of any sort vis-a-vis students, faculty. They provide the necessary input required by the management as they are directly connected with the first hand happenings in the institution. They are given the duties of decision making, event organization and coordination amongst many other roles. The Student Council members and members of all other committees are involved in all college activities.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 0

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**Response:**

The Alumni Association of this college is in the process of registration. The college is newly established in a rural area. A limited number of students have completed bachelors degree from the college, which are busy in the different fields of life. College tried a number of times for formulation of the Alumni association but unfortunately no one turned. In 2018 college worked hard for formulating an alumni association and conducted a few meetings with a number of passouts of this college and started proper formulation of Alumni association. Alumni members are very much serious to contribute to the overall development of this institution in best possible manner. Seeing their seriousness, the College Administration is sanguine that the registration process and the formal meeting of Alumni will take place from the current financial year.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh**File Description****Document**

Alumni association audited statements

[View Document](#)**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 0**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Number of Alumni Association / Chapters meetings conducted during the last five years.

[View Document](#)

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision and Mission

- To provide facilities of Higher Education in Rural areas especially to economically backward students, for their excellent endeavor.
- To inculcate human and moral values in students so that they could become ideal citizens of the country.
- To maintain balance between education and employability, the skill based courses are introduced to facilitate future challenges in life successfully.
- As majority of students in our college come from rural background, therefore, keeping in mind their professional needs, along with traditional courses, the modern courses at UG and PG level have been started to serve the students
- To mould the character of students for imbibing qualities of courage, brotherhood, unrighteousness, and cultural values/norms.

6.1.2 The institution practices decentralization and participative management

Response:

Government Degree College, Kilam encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management through the formation of various committees like Advisory committee, Purchasing Committee, Development and Construction Committee, Library Committee, Grievance and Redressal Committee, Women Empowerment Committee, IQAC etc. the top management lays stress on all committees in order to make them socially useful and productive workers. The staff members are actively involved in decision making process to sustain and enhance the quality of education imparted by the Institution.

The principal of the college is the academic as well as administrative head of the Institution and is involved in managing all the functionalities of the college. The principal ensures that all provisions of the university, bye-laws, the statutes, and the regulations are followed. The principal and the staff members are actively involved in decision making process to sustain and enhance the quality of education imparted by the Institution.

The principal provides illuminating suggestions and guidance in planning, organizing and execution of all academic activities. The management plays an important role in ensuring the policy statements and action plans for fulfilment of the stated mission. The college committees are encouraged to participate in all academic and administrative activities.

The staff members of the institution participates in the meetings regarding monitoring of policies and plans

of the college, periodical meetings are held between the teaching and non-teaching staff members. IQAC plays a pivotal role in evaluating the working, viability, further improvements and usefulness of policies and plans.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The perspective/Strategic plan of the Institution for development have many aspects like academics, infrastructure, equipments etc. Broad based advisory council chalks out and documents in its perspective long term plan that is carried out in light of the broader guidelines of the administrative department and affiliating Institution. Meetings are being held for the discussion of the plans as per the requirement for the implementation of the plans which depends upon various factors such as the financial position, state laws, university statutes etc. In the academic aspect, the Institution is planning to start new UG and PG courses with affiliation from the concerned University. This year new subjects/Disciplines were introduced like Integrated English Commerce, Kashmiri, Geography, Functional English, and Arabic. Among these subjects Geography, Functional English, Arabic, Kashmiri got the affiliation from the University of Kashmir.

Perspective/ Strategic plans are becoming developed and deployed by implementing the Academic calendar issued by Higher Education Department of State Government. The staff members work as per the schedules stated in academic calendar. It is ensured that regular class work and other activities are being run according to the strategic plans.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The internal organizational structure and Decision Making Processes of the College:

The Institution has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions. The organizational structure consists of statutory bodies like the Governing Council, Academic Advisory body etc. The Principal is the academic head of the Institution. He provides leadership and guidance in planning, organizing and execution of all programs with the active support and participation of the staff members. He plays a pivotal role in the Governing Council and Academic Advisory Body and all the other statutory and non-statutory committees.

Principal

HODs & Conveners of various Committees

Section Officer

Accountant/Head Assistant

Senior Assistant/Senior Laboratory Assistant

Clerical Staff/Laboratory and Library Staff

File Description	Document
College Committees	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Institution has various bodies/cells/committees. We work with full devotion for the welfare of the student's community. We take concern of the chaos, confusion, misbehavior and take action through the cells/committees/bodies. We also appreciate the excellent work done by staff members and students. The effectiveness of those bodies/committees/cells is hinted here with proper evidence.

File Description	Document
Advisory Committee	View Document
Purchasing Committee	View Document
Development/Construction Committee	View Document
Debates and Seminar Committee	View Document
Library Committee	View Document
Canteen Committee	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The Institution takes all the necessary measures to increase the professional competencies of faculty. The college provides full support like infrastructural facilities, library resources and Internet connectivity in order to enhance their academic efficiency. Science laboratories are well equipped with latest instruments, specimen, chemicals, white boards etc. The staff members are encouraged and allowed to attend seminars, refresher courses, general orientation courses, workshops and conferences related to their subjects to enhance their knowledge and become efficiently professionals. The non-teaching staff is also given an opportunity to develop their professional skills by attending training courses. For development of administrative skills, the college staff is involved in most of the managerial and developmental activities of the college. The college management provides the following facilities:

- Free Bus facility and accommodation is provided to all faculty members.
- System with internet facility is given to all the PG handling staff.
- Examination Duty- Pay is provided for the faculty members for discharging examination duties and evaluating papers.
- Periodic revision of Pay Scales of the staff.
- Casual/ Medical Leave for all staff.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 46.19

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

As per the instructions issued by Higher education Department, a self-assessment Performa (SAP) and departmental reports containing the information about the academic scores and other activities, along with the results are submitted annually by every faculty member

The college follows the Self-Appraisal method of the faculty through specific structured format. For promotion purpose, the faculty members are required to fill up the Self-Appraisal Reports. The teaching experience, research papers and other credentials of faculty members is reflected through SAP or SAR. The responsibility of promotion of lecturers, Senior lecturers, professors is assigned by Higher Education Department of J&K.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College conducts regular internal and external financial audits as per the requirement of University of Kashmir and UGC. Internal auditor submits a detailed quarterly report to the Director for planning and monitoring. An Annual statutory report is prepared by an external auditor. The college external auditor prepares external audit report which is then sent regularly to UGC through University of Kashmir. Attached are copies of some of external and internal Audit records of the college.

File Description	Document
External Audit Report	View Document
Internal Audit Report	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during

the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college follows the strategies for mobilization of funds and optimal utilization of resourced as directed by UGC. The college accounts department prepares an annual budget estimate in consultation with six departments, the Director and Governing body. This estimate is then sent to UGC by accounts department of the college. The college then receives budget approval letter from UGC on the basis of which all financial utilization of funds take place. For major expenses, approval from Governing body is taken after recommendation from Staff Council Committees/Statutory Committees.

File Description	Document
Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Internal Quality Assurance Cell is newly started in our institution with the thrust on academic excellence. The institution imbibes quality standards in all its academic activities. The Internal Quality Assurance Cell plans to collect feedback from all the stake holders, analyses the same to identify the gap and formulates necessary action plan. It also conducts orientation programs, faculty development programmes and training as required. It consistently helps the management to sustain and enhance the quality of the institution.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The institution reviews teaching and learning process with the help of the management and staff committee. The entire process is carried out by IQAC.

Institutional mechanisms to review the teaching- learning process

- Regular meeting with the head of the department by the principal
- Regular faculty meeting by the head of the department
- Regular all faculty meeting by the management members
- Management review meeting
- Internal and external audits

Structure

The college vision, mission, policy, system procedures are well defined.

Methodologies

- Student feedback
- Parents feedback
- Teachers feedback
- Feedback from alumni
- Implementation of innovative teaching methodology
- Logbooks (work done register) for all subjects including practical Student attendance Student profile.

Outcomes

- Increasing the pass percentage of students.
- Enhancing the course completion rate.
- Increasing quality education.
- Producing responsible citizens.
- Making the students to meet the challenges to real world.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The following incremental improvements are made regarding quality related to Academic and Administrative as given below;

ADMINISTRATIVE

Partition walls for Pre-fabricated Huts

College Canteen for Boys and Girls

Two wash rooms for Boys and Girls.

Fresh water Connection

ACADEMIC

Smart Classrooms with audio-Visual aids

5 New courses were introduced

Tutorial System is followed

Skill Courses are conducted

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 2

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

The College showcases gender sensitivity by providing the facilities for the Safety and Security, and Counselling. There is Gender Sensitivity and Women Empowerment Cell that takes care of these things. The College has installed complaint boxes at few places, where students can complaint about any inappropriate behaviour or assault by faculty, staff or another student. The college tries to resolve the cases of eve-teasing by counselling and guidance. In our day to day working and within the class room discussions as well, the teachers try to instill empathy in the views towards own gender as well as gender of others. Every year college conducts orientation programme in which there is specific focus on gender sensitivity.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 20720	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 6.94	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 300	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 4320	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p>Regarding the Solid Waste Management, the college provides facilitates of separate Dustbins for different hierarchies of solid waste such as organic wastes, paper, plastic, glass etc as prioritised in Swachhe Bharat Abhiyan. These wastes are then disposed off properly. Since the college is a newly established one, we were'nt able to procure incinerators for solid waste management yet. For Liquid waste management the college has drainage system and Septic Tank. The hazardous chemical wastes from the science labs are appropriately disposed off. The college does not generate any substantial amounts of e-waste, hence the e-waste management is not an immediate priority.</p>

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Since the rivers and streams flowing in the valley of Kashmir are mostly perennial, as such there isn't the shortage of fresh water throughout the year. Therefore the provision of rain water harvesting structures is not a pressing priority for our college. It is not to say that we don't require rain water harvesting at all. However amidst the alternative uses of the allotted funds, developing facilities for rain water harvesting is not our immediate priority. We have developed a canal in the campus which besides providing water adds to the serenity and picturesque of the Campus.

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

To encourage Green practices some Students and Staff have taken the initiative of using Bicycles and public transport, Pedestrian friendly roads have been developed, the campus is mostly plastic free, Staff and students especially NSS volunteers are taking cleanliness drives within the campus and in the immediate vicinity of the college. The office is partially paperless. Furthermore the campus has enough green landscape with trees and plants. It needs a special mention that within our college we not only have chinar and walnut trees but also a flowing water canal.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 3.98

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	0.7	4.5	0.2	0.22

File Description**Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 20

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	2	5	1	1

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes**File Description****Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 17

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	3	1	1

File Description

Document

List of activities conducted for promotion of universal values

[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes the college organizes national festivals like independence and republic day. In fact on the eve of Independence and republic days, the college students are invited to functions held at district headquarters. The college also organises programmes on the birth/death anniversaries of MK Gandhi, Nehru, Ambedkar, Iqbal, etc. For instance this year we celebrated the Gandhi Jayanti week by organising extension lectures on the political, social, educational and educational philosophy of MK Gandhi

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Yes the college maintains complete transparency. For doing so the college has both economic as well as academic audit committees. The college obtains its funds via Budget Estimation, Allocation & Monitoring System which is an online computerised system to distribute the budget and to authorize expenditure. As soon as the budget is released, the departments allocate funds to their field officers through this system. The system permits the re-appropriation of funds within the prescribed limits and allows withdrawal/surrender of budget grants. The system provides limited facility to modify cash flows. MIS section gives various reports on budget authorizations, cash flows, fund transfer

transactions and authorization slips generated, which provides realistic and transparent picture of actual expenditure and bills in process.

Within the college, before incurring any expenditure, the associated committee either carries out a proper market survey or opts for tendering. Only after the establishment of consensus within the committee members, the purchasing is done or tenders are allotted. Furthermore audits are carried out both by the government agencies (external) as well by economic audit committee of the college.

As far as administrative and auxillary functions are concerned, the Principal of the college is the ultimate administrative head. However there is a proper democratisation within the administrative decision making via the functioning of different college. The principal administers the college through these committees only.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Eco- Friendly Practices and aim of Environmental Sustainability:

The college practices and aspires for environmental sustainability. As mentioned earlier we are a college based in a village, situated in a scenic and serene locale, we have locational advantages in terms of environmental and aesthetic resources. Conservation and sustaining of these advantages is an imperative. The college is committed to keep our environment neat, clean and pollution free. The college follows all regulatory requirements relating to environmental compliance. In doing so the college maintains a green belt around the buildings in the campus. Approximately 75% of the plot area is covered by trees, bushes, grass, lawns, heritage trees like Chinar, walnut and mulberry trees etc. to ensure that the campus is eco-friendly and maintains natural balance. We have developed and are maintaining a stream and a canal, the flowing waters of which testify to the eco friendliness and environmental sustainability of our college.

To encourage Green practices some Students, faculty and Staff members have taken the initiative of using Bicycles and public transport, Pedestrian friendly roads have been developed, the campus is mostly plastic free, Staff and students especially NSS volunteers are taking cleanliness drives within the campus and in the immediate vicinity of the college. We took a massive plantation drive in which we planted more than 800 conifer saplings in 2016. The office is partially paperless. The use of polythene in the campus is prohibited. Regarding the Solid Waste Management, the college provides facilitates of separate Dustbins for different hierarchies of solid waste such as organic wastes, paper, plastic, glass etc as prioritized in Swachhe Bharat Abhiyan. These wastes are then disposed off properly. For Liquid waste management the college has drainage system and Septic Tank. The hazardous chemical wastes from the science labs are appropriately disposed off.

However it is pertinent to mention that all is not well, we are facing many difficulties in establishing ourselves as a completely eco-friendly campus of international standards. Since we are an institute relying completely on public exchequer, due to paucity of funds we face bottlenecks in establishing

rainwater harvesting facilities, procuring incinerators for solid waste management, install solar power panels etc. However we are positive that within sometime we will install these facilities as well.

Social Connect and Local engagements

The second best practice is to increase the social connectedness of the college and establish it as locally engaged institution. We would like to reiterate that our college is amongst the few colleges in the valley that have been established in a village. Therefore we have important responsibilities towards our own locale. We believe that students thrive most when the colleges make them agents to social transformation. Most of the extension activities carried out by our college has the objectives of sensitizing our students towards their societal responsibilities through “learning by doing” and to contribute towards public service and social justice. In doing so students are formally as well as informally encouraged to connect to the world beyond college.

In order to establish proper linkages with the local community, the college has two units of National Service Scheme, of which only one is fully functional. It is funded by University of Kashmir. It regularly carries out different social works and the registered volunteers dedicate themselves in the service of humanity and environment. Over the years the students, faculty and staff have been carrying out environmental awareness programmes, cleanliness drives of villages, water bodies etc., free medical camps, health awareness programmes, plantation drives and programmes of social deconstruction regarding caste, gender, sanitation etc. This process of continuous dialogue with the local communities proved to be very effective in promoting responsive citizenry.

Having said that, we also realize that much more needs to be done on the fronts of social connectivity. The paucity of funds and the resistance of some villagers towards the programmes of social deconstruction are the biggest hindrances in our path.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college aspires to foster excellence in teaching and learning, community service and capacity building of stakeholders to prune and trim them for utilitarian motif. The college has laid its foundations on the principles of inclusivity, social responsiveness and public good. We can say that the college has done really well in terms of increasing the accessibility and inclusion in an area declared as educationally backward. For instance in 2017 out of 407 students enrolled in our college more than 32% belonged to economically and socially backward categories. We also have a pretty positive gender parity index in terms of accessibility.

5. CONCLUSION

Additional Information :

This summary gives the highlights of our work. An attempt has been made to keep it brief. Further details are contained in the Self Study Report ahead.

Concluding Remarks :

From this brief summary it is quite evident that the college has some unique advantages as well challenges. Acquiring a positive grade from an accreditation agency of the repute of NAAC will surely turn out to be a water-shed moment for our College.

