

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT COLLEGE FOR WOMEN PARADE

GOVT COLLEGE FOR WOMEN PARADE GROUND JAMMU-180001 JAMMU
AND KASHMIR
180001
www.gcwparade.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College for Women, Parade Ground, located in the heart of the old walled city of Jammu has been striving since 1944. The college embarked upon its journey on 1st June, 1944 as **Maharani Mahila College** through Mahila Education Society (registered body of the prominent and respectable women of Jammu) at the instance of Maharani Tara Devi. It was taken over by the Govt. of Jammu and Kashmir on 25th November, 1953 and was renamed as Govt. College for Women, Parade Ground, Jammu. Initially, the college started functioning with Arts courses. Commerce and Science courses were added in the subsequent years. College is affiliated with the University of Jammu since 1954.

It is primarily an undergraduate college offering 55 combinations in Humanities and 9 combinations in Science, Commerce and BCA. It also offers Postgraduate courses in Home-Science & Music. In addition to this, campus offers vocational course in Stenographer & Secretarial Assistance in English. Food Production, Bakery and Patisserie (FCI) as well as Arts & crafts as certificate courses. Junior Software Developer, Accounts Executive and Accounts Payable Receivable under (RUSA) and Fashion Designing and Tailoring under Community College Scheme of UGC as diploma courses. The college received Star College grants under DBT GOI it has been conferred the Autonomous by UGC in January, 2014. The college was also conferred with the honour of 'College with Potential for Excellence' (CPE) in April, 2016 for a period of five years by the UGC. At present has adopted choice based credit system.

Vision

Government College for Women, Parade Ground, Jammu envisions to be metamorphosed from an institution of learning to a centre of excellence by surpassing quantifiable standards in all areas of life.

Mission

To pioneer technological driven high quality teaching and develop competencies to meet 21st century global standards, gain finesse in research, imbibe human values and to continue introduction and addition of courses commensurate with viability and marketability.

THE OBJECTIVES

To facilitate the emancipation and empowerment of women by continuously incorporating diversity and inclusion to optimize their potential. To make them participants in transmuting the society in shaping the global future.

THE VALUES

1. Helping students who suffer from social, educational or psychological difficulties through consultancy, remedial and development programmes.
2. Committed to serving with empathy and compassion.

3. Transforming lives for the benefit of society.

Sensitive to ethical issue and receptive to new ideas and critical enquiries

OUR RESOLVE

The college has conceptualized a roadmap to realize this dream through a broad guideline the FOCUS.

P: Promoting Efficiency to achieve Excellence.

A: Augmenting Academic Ambience through innovative and effective teaching pedagogies.

R: Revitalizing the work areas.

A: Auditing of Academic and Administrative functioning

D: Developing the Infrastructure.

E: Evaluating periodically, the Executed Plans.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college is centrally located and easily approachable catering to the needs of women candidates hailing from different regions of the State.
2. Permanently appointed teachers with excellent academic records.
3. Consistent good performance of the students.
4. Well equipped Laboratories and other ICT facilities like the touch sensitive LED screens attached with podium used for teaching
5. Hostel with facilities like mess, washing machines and hot plates for the students from far flung areas.
6. Alumnae, Industry and Professionals participation in Board of Studies
7. Active participations of Students in Sports, NCC, NSS and extension activities who bring laurels to the college at Regional, State, National and International level .
8. Well Stocked Library with more than 67000, books of various subjects.
9. Three newly established Smart Class Rooms. and EDUSAT(SIT)
10. Vocational Diploma Courses under RUSA for students
11. Diploma course in Fashion designing & Tailoring under Community College Scheme of UGC.
12. Hygenic environment for girl students is maintained as there is facility of sanitary napkin vending machines in newly renovated washrooms of the campus
13. Availability of professional Counsellor and Legal Aid Clinic for students.
14. Facility of CCTV surveillance for the safety.
15. Coaching classes for competitive exams like JUET/CUCET/KAS are held in the college
16. Biometric attendance System for teaching and non teaching staff to ensure attendance
17. Autonomy to College provides Academic freedom & flexibility.
18. **'College with Potential for Excellence'** by UGC to the college

Institutional Weakness

1. Lack of Research opportunity for teachers
2. Lack of consultancy services.
3. Few linkages and collaborations with National level institutions
4. Infrastructural Constraints as the college does not have space for expansion.
5. Transfer of Faculty from one region to another (as per transfer Policy of the Govt.)
6. Low Placement rate.
7. Lesser alumnae involvement in the institution
8. Being an under graduate degree college, placement rate is low

Institutional Opportunity

1. To introduce more PG courses. Some new courses have been introduced in the 2018-19 session viz. Master Degree Programme in English, Zoology and Computer Application.
2. Organizing more entrepreneurship and Skill development programme for the students
3. Inculcating and strengthening research and consultancy culture among the faculty members. Ph.D Programme in Home Science being introduced. Starting research programmes in other departments is an opportunity
4. Establishing industry –institutional linkages in order to improve employability of students.
5. Opportunity to implement content development (MOOC) will be availed in future
6. To organize more national/international conferences
7. To increase industry tie ups
8. To implement incubation cell and start up activities

Institutional Challenge

1. Getting funds for Research and infrastructure development
2. Accomodating new courses in the campus space.
3. Mobilization of resources from UGC and other funding agencies.
4. Preparing the students with varied socio-economic backgrounds to excel in the globalized world.
5. To motivate students to become young entrepreneurs

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is a multi faculty offering twenty nine subjects with fifty five combinations in Humanities, Social Science & Languages. Nine combinations are offered in Medical & Non- Medical streams. Apart from these BCA and B.Com are also available. A number of skill enhancement courses and discipline specific courses are also offered to the students. Apart from Post Graduate programme in Home- Science & Music. In the session

2018-19, PG courses in Computer Application, English and Zoology have also been advertised.

Nine Value Added Courses (VAC) and 7 Certificate and Diploma courses are also offered. All the courses try to focus on the employability/entrepreneurship and skill development. Choice based credit system (CBCS) has been implemented in all the programmes.

After attaining autonomous status, various Board of Studies gives its recommendations to the Academic Council of the College and the agenda thus passed is taken to Governing Body for confirmation.

In P.G.Home Science, students, submit dissertation as partial fulfillment of the degree and do on-job training in different organizations. The findings of PG Dissertation are presented in seminars / conferences / workshops and published in renowned journals.

The college IQAC conducts student assessment of teachers on structured performa to obtain feedback from students. Feedback is also taken from alumnae and parents. Information from all the above is discussed and deliberated in faculty meetings, BOS meetings, academic council and Governing Body and used for the improvement of courses and teaching.

Teaching-learning and Evaluation

The Government College for Women , Parade Ground Jammu prints its information brochure and widely advertises its admission process. The admission process, the scholarships and other necessary provisions provided to the students are well defined on the college website as well as the information brochure.

The Institution assesses the learning levels, concept, understanding and articulation abilities of the students at the beginning of the session, through the process of interaction in class rooms and laboratories in addition to this, teachers understand the levels of students by conducting quiz competitions, class and oral tests. All the departments display a time table depicting the room no's and teacher for facilitating the students. Academic calendar is adhered to the maximum.

Different teaching methods are used to replace the traditional ones in order to capture the student attention and make discourse more productive. Many extension lectures/guest lectures are organized to expose the students to the outer arena.

At present the college has 124 permanent faculty out of them 64 are Ph.D. Teachers keep themselves abreast with the pace of development in the spectrum of knowledge through FIP, refresher courses, orientation courses and attending seminars and conferences. the teachers also publish their research output in reputed journals

Since the college attained autonomy, the examination system is being developed and strengthened to cater to more than six thousand students of the college. The college is trying to make the examination system IT friendly.

Research, Innovations and Extension

College abounds in academic excellence at UG and Post graduate levels. More than half of the teaching faculty comprise of Ph.D degree awardees, and more than 40 per cent are M.Phil degree awardees respectively. Post-doctoral works include fellowships and D.Lit in the faculty pool of the college. The Principal Investigator is endowed with the powers to exercise his/her autonomy while carrying out research activities. With a large pool of computers, free Wi-Fi facility on campus, well-equipped laboratories, museums, radio studio and a library with great repository of books and journals, College facilitates research work by the faculty, and learning of students respectively. Project works assigned to students ensure their orientation towards research work.

Reputed national and international journals have published the academic works of faculty members of College. Findings from the exploratory work of some faculty members have been awarded by the domain experts at national and international level. A few of the faculty members are on the editorial boards of many national and international journals.

The NSS and NCC units of College along with Red Cross, and the department of Home Science are actively engaged in extension and outreach activities. Department of Home Science works in collaboration with NACO for AIDS awareness programmes and ASHI, a national NGO, for women empowerment and their self reliance. College strives to fulfill its social responsibility through its extension and outreach activities.

Infrastructure and Learning Resources

The college aims to create physical infrastructure with latest information technology; has 2 seminar halls with ICT, EDUSAT(SIT), Radio Studio, well equipped laboratories, 3 smart classrooms, starboard, magic studio and LCD projectors. There are three museums and a Botanical garden in college. There are facilities for the differently abled students and teachers. Each department has access to Wi-Fi connection and the entire campus has access to reliance Jio 4G. It also has a Genset of 50 KV for uninterrupted power supply to auditorium, administrative block, department of Computer Science and Examination Section.

College has a sports ground, an indoor games studio, and fitness studio centre. College also houses a fully air conditioned and well equipped Auditorium with seating capacity of 200 people. There is also a canteen facility with a seating capacity of 80 people. It has one cubical each for NCC & NSS activities. Separate medical room with medical assistant is also available within the premises of campus.

Administration block has one air-conditioned cubical for IQAC cell in the basement. Central Library of the college is set up in the two storied building. The college is in the process of computerization of accounts, examination system as well as general administrative work respectively.

The college is under CCTV surveillance. Hostel is equipped with facilities like Wi-Fi, washing machines, hot plates, solar water heating plant. Admission in the hostel is purely based on merit.

Recently, a modern language lab has been established. The college is sanctioned grant to set up a music studio.

Student Support and Progression

Various efforts and initiatives have been taken by the college to provide quality education for overall development of the students. To support the students, various facilitating mechanisms like, guidance and counseling cell, grievance redressal cell, placement cell etc. are providing services in the college. College also has anti-ragging cell and cell against sexual harassment. A number of capability enhancement and development schemes like guidance for competitive examination, career counseling, remedial coaching, personal counseling are run by college. College has legal aid clinic and counselor who counsels the students about career education, health, stress management and various other related issues. The career and counseling cell of the college conducts coaching classes for competitive exams like, **KAS, JUET, Banking** etc, with the help of faculty members of college and eminent resource persons from different institutions. Students are also benefitted by vocational education and training. The placement of the students under **UDAAN** scheme is also facilitated by the college. The placement cell of the college invites various placement agencies like **IBM, DAKSH BUSINESS, TCS, IL&FS, YES BANK** etc. for the placement of the students.

Scholarships are given by the College & various government departments such as, social welfare, tribal affairs departments etc. College Presidium acts as a representative body and has participatory role in various activities of the college. College promotes active participation of the students in cultural, literary, NSS, NCC and sports activities. College has highly placed alumnae at state, national and international level.

Governance, Leadership and Management

The Govt. College for Women, Parade Ground Jammu has always been driven by the need to empower women and make them independent and successful both at professional as well as personal level. This quest for holistic development of the students has been driving the decisions makers of the college in every aspect, right from the choice of syllabus to other co-curricular activities. The leadership encourages the students and staff to participate in the co-curricular and extracurricular activities like inter-collegiate and national competitions. The staff members are encouraged to pursue research activities and to participate and organize Seminars/Workshops/Conferences at National and International levels. They are also given permission on duty to attend refresher and orientation programmes. All faculty members of the college are members of their respective subject board of studies. Heads are members of Academic Council. Some senior faculty members are also members of Academic Council and Governing body. The college has specific plans of development in its academic and administrative units. These plans are developed on the basis of feedback of the stakeholders. The quality policy matters are threadbarely discussed with different committees and reviewed time to time. The curriculum is in accordance with UGC guidelines and is augmented according to the local needs for which industrialists, professionals are also consulted.

Institutional Values and Best Practices

During the last five years our institution has taken initiatives for promotion of Gender Equity and has also organized sensitization programmes from time to time to empower the young women of society. Proper facilities are provided to the students to make their lives comfortable in the campus.

various initiatives have been undertaken by college to go green. The campus is sensitive to the differently abled students and provides them all possible help. Swachhta Abhiyan and many more awareness programmes are

conducted by the students of NSS, NCC and Homescience under the community extension programmes. The college excels in all the sports and NCC activities. the participating students almost clinche all the honors and awards where ever they participate whether it is inter university, district , state and national level. The students also undergo youth exchange programmes in NCC.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT COLLEGE FOR WOMEN PARADE
Address	Govt College for Women Parade ground Jammu-180001 Jammu and Kashmir
City	JAMMU
State	Jammu And Kashmir
Pin	180001
Website	www.gcwparade.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	HEMLA AGGRAWA L	0191-2544305	9419103074	0191-2544305	principalgcwparade@gmail.com
IQAC Coordinator	Neeraj Kumar	01912-544305	9419134418	01912-533305	iqacgcwparade2018@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of	01-10-1954

'Autonomy'				
Date of grant of 'Autonomy' to the College by UGC		10-01-2014		
University to which the college is affiliated				
State	University name	Document		
Jammu And Kashmir	University of Jammu	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	05-05-1988	View Document		
12B of UGC	05-05-1988	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				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	01-04-2016
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	Govt College for Women Parade ground Jammu-180001 Jammu and Kashmir	Urban	0.4291	18692.46

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	BCA,Computer Science	36	Higher Secondary	English	40	39
UG	BCom,Commerce	36	Higher Secondary	English	400	400
UG	BSc,Medical	36	Higher Secondary	English	340	340
UG	BSc,Non Medical	36	Higher Secondary	English	290	290
UG	BA,Arts	36	Higher Secondary	English	950	950
PG	MA,Home science	24	Graduation	English	18	4
PG	MA,Music	24	Graduation	English	11	0

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				46				77			
Recruited	0	1	0	1	13	33	0	46	16	61	0	77
Yet to Recruit	0				0				0			
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				41
Recruited	19	13	0	32
Yet to Recruit				9
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				21
Recruited	14	4	0	18
Yet to Recruit				3
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.	0	1	0	8	18	0	8	29	0	64
M.Phil.	0	0	0	1	3	0	3	17	0	24
PG	0	0	0	5	11	0	8	12	0	36

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	1	1	0	2
M.Phil.	0	0	0	0	0	0	2	3	0	5
PG	0	0	0	0	0	0	11	10	0	21

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		Total
	10		12		22

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
Diploma	Male	0	0	0	0	0
	Female	32	0	0	0	32
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	90	0	0	0	90
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	6020	0	0	0	6020
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	29	0	0	0	29
	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	0	0	0	0
	Female	653	704	775	637
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	452	514	512	471
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	298	278	405	301
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	4547	4319	4452	4281
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	84	341	519	481
Total		6034	6156	6663	6171

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Arts	View Document
Commerce	View Document
Computer Science	View Document
Homescience	View Document
Medical	View Document
Music	View Document
Non Medical	View Document

3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7
File Description			Document	
Institutional Data in Prescribed Format			View Document	

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6171	6663	6156	6034	5364
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
1326	1155	1404	1361	1351
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13824	13733	12303	7857	5452
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of revaluation applications year-wise during the last 5 years

2017-18	2016-17	2015-16	2014-15	2013-14
1079	2095	1551	1175	992

3.3 Teachers**Number of courses in all programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
302	258	244	244	219

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
124	123	99	99	95

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
124	123	123	123	99

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution**Number of eligible applications received for admissions to all the programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4664	5133	4866	4750	4849

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
610	704	709	734	696

File Description	Document
Institutional Data in Prescribed Format	View Document

Total number of classrooms and seminar halls

Response: 50

Total number of computers in the campus for academic purpose

Response: 220

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

2017-18	2016-17	2015-16	2014-15	2013-14
819	77.81	127.00	145.79	175.49

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

The College is a multi faculty, offering 29 subjects in total, with 55 combinations in Humanities, Social Science & Languages, and Nine combinations are offered in Medical & Non-medical streams. Apart from these BCA and B.Com are also offered by the College. The College follows CBCS pattern and has developed a number of skill enhancement courses and discipline specific courses which are offered to the students. It offers Home Science & Music at the Post Graduate level. This year Post Graduate courses in MCA, English and Zoology have also been started (2018-19). The aim of the College is to empower and provide quality education to female students in order to enable them to face challenges in various fields of life.

In the last five years the syllabi of all programmes have been revised 10% to 20% every year. While framing the curriculum, due emphasis is given to the other components like interdisciplinary approach, provision for experiential learning, multi-skill development, ICT enabled learning, development of creativity and originality, employability, entrepreneurship, personality attributes (traits), values and social consciousness.

All the courses try to focus on the employability / entrepreneurship and skill development. But programmes like BCA, B.Com, Music, Home Science, Fashion Designing and Tailoring (Community College) and Bio-Technology have activities which have a direct bearing to this. New programmes like Geography, Bio-Technology and Computer Application have been introduced. Choice Based Credit System (CBCS) has been implemented in all the programmes since 2016.

The Institution runs courses which addresses Gender, Environment, sustainability, human values and professional ethics. Number of Value Added Courses (VAC) imparting transferable and life skills are also offered e.g. Information Management, Bio-informatics, Tour & Travel Management, Archeology, Musicology, Journalism, Translation, Social Work, Food Preservation and Quality control, Arts & Crafts, Food Production, Bakery and patisseries production, Junior Software Developer (JSD) and Accounts Executive (Payable & Receivable) under RUSA, Stenographer and Sercial Asstant (English)(NCVT) .

Science subjects compulsorily have the theoretical and practical components, which are complemented. Soft skilled training (communication skills, Basic Computer skill) ensure overall personality development. These prepare the students for exposure to all-round career opportunities. B.A and M. Sc in Home Science and Music have relevant topics suited to National and Global trends and have relevant thrust towards communication skill. All courses ensure both knowledge and skill development leading to global competence.

The Post Graduate students of Home Science do research and submit dissertation as partial fulfillment of

their degrees. The findings of PG Dissertation are presented in seminars / conferences / workshops and published in renowned journals. Teachers and students are encouraged to Attend Research Oriented workshops and Training Programmes to enhance their research skills.

The IQAC of the college ensures that the curriculum bears a thrust on the core values adopted by NAAC. The institution uses guidelines of Statutory bodies (UGC), State council of Higher Education Department and other concerned bodies for developing and restructuring the curricula keeping in view the local, national and global needs.

File Description	Document
Any additional information	View Document

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 100

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 7

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

Response: 7

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years	View Document

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
47	41	41	40	40

File Description	Document
Program/ Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 3.31</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 10</p>	
<p>1.2.1.2 Number of courses offered by the institution across all programs during the last five years</p> <p>Response: 302</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 7</p>	

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	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:

Courses which address

1. Gender : All the U.G. courses in humanities , eg. Sociology, psychology, education, Home Science, English Literature have the components related to gender studies, gender sensitization and participation. The need for the sensitivity has been felt and training and awareness programmes have been organised by various departments from time to time to aluminate gender based prejudice and there by change stereo type working culture as regards to ability of women & men including attitude towards women in learship positions.The students of PG department of Home-science extends the knowledge to the community through role plays nukkad natak and various awareness programmes. The college has women's study centre since 2006 which is imparting maximum awareness and sensizing students regarding gender.

2. Environment & Sustainability- Subjects like M.Sc. CRME, EVS, Botany, Chemistry, Economics, Zoology focus on environmental sustainability and teach the students regarding renewable resources, non-renewable resources suistanable economic growth ,healthy environment , social sustainability and environmental sustainability

3. Human Values – Generally in the courses of Arts faculty i.e., Humanity & Social Sciences (Philosophy, education, Home Science, Sociology) soft values of life – morality, truth, honesty, sincerity, loyalty, mercy, nobility, courage, charity and other basic values without which the world would become barbaric and chaotic,are taught. Thrust has also been given to the national expectations, development studies, unity and integrity of nation, value based education .

4. Professional Ethics- Subjects like BCA, Commerce, Home Science, Psychology, BCom helps to improve the personal and corporate behaviour of students by enhancing their knowledge and skills and teaching them how to use this knowledge when providing service to public.

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

Response: 4

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 4

File Description	Document
List of value added courses	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above**Response: 1.69**

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
240	120	90	30	44

File Description	Document
Any additional information	View Document

1.3.4 Percentage of students undertaking field projects / internships**Response: 0.21**

1.3.4.1 Number of students undertaking field projects or internships

Response: 13

File Description	Document
List of programs and number of students undertaking field projects / internships	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5)**

Parents for design and review of syllabus Semester wise /year-wise**A. Any 4 of above****B. Any 3 of above****C. Any 2 of above****D. Any 1 of above****Response:** B. Any 3 of above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	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

File Description	Document
Any additional information	View Document

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: 0.01

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
0	0	0	2	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Demand Ratio(Average of last five years)

Response: 2.55

2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2049	1869	1869	1869	1869

File Description

Demand Ratio (Average of Last five years)

Document

[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: 100

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
610	704	709	734	696

File Description	Document
Average percentage of seats filled against seats reserved	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 Institution assesses the learning levels, concept, understanding and articulation abilities of the students at the beginning of the session, through the process of interaction in class rooms and laboratories in addition to this, teachers understand the levels of students by conducting quiz competitions, class and oral tests.

Strategies for the Advanced/Quick Learners:-

- Provision of additional learning and reference material.
- Assignment and student seminars on contemporary topics.
- Students are encouraged to participate and present papers in Seminars/Conferences/Workshops/Inter-College Competitions organized by other colleges.
- Students also participate in in-house competitions such as Debate, Group Discussion and Quiz Programmes.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- The academic achievements of the students are extremely motivated and awarded by the college on Annual Day Celebration.
- Special coaching classes are conducted to secure University Ranks.
- Special coaching classes are arranged in the college for entrance to P.G classes (JUET), for administrative services (KAS), for jobs in Higher Education Department (NET/SELET).
- Professional coaching classes held by Chanakya, SR Colleges of competitions, Genesis etc are also organized in the college.
- Students are encouraged to participate in Udaan placement drives, an initiative of J&K Government.

Strategies for the Slow Learners:-

Teachers construct a positive environment in the class in which students are encouraged to clarify their doubts without any hesitation or disruption by peers. Teachers adopt strategies of slow pace of delivery, reduced levels of challenge, peer-support and more feedback and praise

- Slow Learners, who are not able to manage with the teaching in regular classes are assisted to clarify their doubts in tutorials by the concerned teachers to strengthen their learning and clear the concepts
- Extra classes are conducted to improve the academic performance of the slow learners and students

who participate in sports and other activities. This practice helps the slow learners to improve subject knowledge and help them to catch up with their peers.

- Remedial classes are undertaken for Sc/ST/OBC, sponsored by Life Long Learning, University of Jammu.
- Group study system is also encouraged with the help of the advanced learners.
- Academic and personal counseling is given to the slow learners by the tutor, mentor and the counseling cell.
- Additional study material and references of books is provided to the students and teachers interact in simple language with the students for better understanding.
- All the staff members maintain good relation with students and deal with their problems in a gentle manner.
- Skill development courses and computer training classes are organised by the college to help them in future placements.
- Workshops on communicative skills especially in English are conducted which have a positive effects on the students self-esteem and confidence

The teachers encourage the quick learners to work with slow learners to bring them at par with them and feel “valued”.

2.2.2 Student - Full time teacher ratio

Response: 49.77

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.03

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View 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:**

Till 2013-14 the college followed the annual system of examination as per the University of Jammu. Since 2014-15, the college attained the Autonomous status and the examination pattern changed to semester system. There are two semesters in each academic year. and in each semester there are two internal assessment tests and one semester examination. hence in three year degree course there are six semesters. The P.G Courses have four semesters in total and the examination pattern is same as undergraduate.

At the end of each semester an examination is held in each course that is evaluated by an external examiner. The College Calendar is drawn every year by the Advisory committee, headed by the Principal of the college and suggestions given by all the HOD's and Controller of Examinations are incorporated. The curriculum is designed by the faculty members and is discussed various Board of Studies meetings and approved by the college Academic council.

A fixed number of courses are taught in each semester through different teaching methods: lectures with the help of various teaching Aids (ICT, OHP, Smart Classrooms, other visual Aids), brain storming sessions, demonstrations, discussions, field visits, industrial visits, assignments, internal assessment test, etc. as follows:-

1. Summer camp: summer training programmes helps to translate class room knowledge into practice and helps the students to gain experience, learn new skills.
2. Institutional Training /Organizational Training: - students of B.Com, Zoology, Home Science, BCA visit various organisations like **FCI, IIM, Jammu and alike** for skill enhancement training .
3. Industry Visit: Inorder to get insight into the internal working environment of the industry students are taken to different industries/organizations like poultry farm, dairy farm, apiculture and sericulture and Ceviz Company in Chandhigarh and BSNL Office.
4. Projects and Field Works:- To promotes Hands on practical experience the departments like Botany, Zoology, Physics , Home Science and Chemistry undertake projects and carry out field visits, subject tours
5. Guest Lecture/ Seminars:- Guest Lecture/Seminars are organized in order to give exposure to the students to the outer arena.
6. Exhibitions: - exhibitions of the Models prepared by the students are organized by different departments
7. Competitions: - students participate in Display your Talent competitions held by the college and University of Jammu.
8. Research aptitude has also been promoted in students by including them in innovative projects.

Examinations for P.G and U.G programmes is conducted as per the schedule and notifications; date sheet is issued for each semester. College Examination Committee organizes and plans for efficient conduct of the entire process of examination. College Principal designates an associate Professor as controller of examination, who in turn gives responsibility to a Project Director for examination of each semester.

The project director makes a panel of the coding officers and the evaluators and gets the approval from the Principal. Result is compiled and sent for processing to the concerned agency and after approval of the controller of examination and the Principal the result is declared and uploaded on the college website.

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

Response: 84.68

2.3.2.1 Number of teachers using ICT

Response: 105

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: 51.43

2.3.3.1 Number of mentors

Response: 120

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

The institutional calendar starts from the month of July, when the college reopens after the summer break. it reflects all the activities beginning with the commencement of classwork. The summer and the winter breaks are fixed as per the Higher Education Calendar. The academic calendar is printed on the brochure, which is given to the students at the time of admission. The academic calendar is also uploaded on the website. Academic Calendar committee of the college co-ordinates with the various committees and prepares a schedule in consultation with the student union. The events to be performed and the trips and the visits by the various departments are taken into consideration for preparing the academic calendar. As per the UGC norms each semester has 90 days teachings. As per the course credits in theory and practical's, the time table is set with one hour teaching for each theory class. The college works six days in a week from 9 am to 3pm. all the departments are updated with the time table at the beginning of the session. time table is also placed at various notice boards of the college for students convenience. The institution prepares its own datesheet for internal as well as external examinations for theory and practicles under the supervision of Examination Committee headed by the Principal of the college, taking due suggestions from the HODs. Teaching Plan At the beginning of the session, every teacher frames a teaching plan and

methodology of teaching which is submitted to the respective heads of department. HODs discuss the plan with the Principal. Relevant instructions and information is passed to the staff by Heads of the departments in turn. The Principal directs the HODs to ensure that teaching plan is adhered to and the syllabus is completed within the set time frame with proper methodology. Internal Examination schedule is according to the Academic Calendar of the institution. The Teacher updates and explains the students about the teaching plan, time frame and evaluation method at the beginning of the session. Students are made fully aware of the internal and external examination and evaluation system. This information is also imparted to the students through college Brochure at the time of admission and the notifications about the exam schedule are also put up on the notice board and the college website, at least 15-20 days prior to the commencement of the examination.

2.4 Teacher Profile and Quality

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

Response: 91.39

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 53.49

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
64	70	50	50	55

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: 12.37

2.4.3.1 Total experience of full-time teachers

Response: 1534

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: 13.89**

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
4	2	2	2	5

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	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
0	0	0	0	0

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

2.5 Evaluation Process and Reforms**2.5.1 Average number of days from the date of last semester-end/ year- end examination till the**

declaration of results during the last five years**Response:** 84.4

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
55	157	129	81	0

File Description**Document**

List of programs and date of last semester and date of declaration of result

[View Document](#)**2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years****Response:** 10.12

2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1079	2095	1551	1175	0

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years**Response:** 33.32

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
572	996	474	198	185

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system**Response:**

Initially the process of examination was according to the notification issued by the University of Jammu and according to the date sheet issued by the University of Jammu and the appointment of supervisory staff is made by the Convenor of examination committee of the college and the Principal, whereas, the evaluation and re-evaluation and the compilation of the result was done by the University of Jammu. But now being an Autonomous College, the College frames its own date sheets and the conduct of examination, evaluation, re-evaluation is within the campus under the supervision of the Controller of Examination and compilation is through manual coding and the compilation of the result is done by the hired agencies approved by the Principal and the Controller Examination.

Positive impact on Examination procedures

- Course wise moderation of result is done to maintain a level of uniformity in performance.
- The final year results are declared within one month from the last day of examination to ensure that the students do not miss any opportunity in their professional career.
- Apart from the regular examinations, special examinations for final year students are conducted immediately after declaration of the results which helps the students to clear their backlogs without losing a year.
- The college has examination cell in the college premises hence it is convenient for students to approach the concerned persons regarding their problems.

Processes integrating ICT for Examination

- Student registration,
- Scanning of students photograph
- Hall ticket with photograph
- In house printing of question papers, to maintain secrecy.
- Result processing,
- Mark sheet
- Availability of necessary information regarding Examination on the college website
- Examination results on the institution college website.
- Information regarding Reevaluation on college website.

Continuous internal assessment system

Continuous internal assessment system is conducted through class tests, presentations, and assignments, non-formal assessment based on observation of individual student's participation in group work, classroom learning and initiatives.

As per the guidelines 20% of the total marks is given to the students through internal examination and 80% through external examination in the theory and similarly 50% in internal practical examination and 50% in external practical examination. The student is promoted to 2nd semester without any formality, but the student is promoted to 3rd semester only if she has cleared 50% of the credits of 1st semester and cleared all the internal assessment of 2nd semester. Duly the student is promoted to 5th semester provided the student clears 50% credits of 3rd semester and cleared the internal assessment of 4th semester. The student is required have All clear at the time of 6th semester result in case it is not so the students are bound to clear all the credits in 4 1/2 year to get the degree.

After every semester the marklist is given to the students and after sixth semester the compiled mark sheet

of all the six semesters is given. The Degree is awarded by the University of Jammu duly signed by the Vice Chancellor of University and the Principal of the College.

2.5.5 Status of automation of Examination division along with approved Examination Manual A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: C. Only student registration and result processing

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	View Document
Current Manual of examination automation system	View Document
Any additional information	View Document
Annual reports of examination including the present status of automation	View Document

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:

Response:

Program outcomes The goal of learning outcome is to provide a framework to guide student's progress in the course/programme. Our outgoing students have the basic knowledge of their academic fields and are committed to excel in their future endeavors. We prepare them for job market/masters degree programmes/higher education. The students are trained to be socially conscious, morally upright, have genuine concern for human values. They will be responsible citizens of the country who will follow personal and professional ethics to promote peace and love in the community.

Program Specific Outcomes To improve student's performance, field visits interventions, practicals, demonstrations, increased community participation are included in the design of the curriculum for

different programs. Communication Skills taught to the students so that they can communicate effectively, articulate ideas clearly and effectively

The following mechanism is followed by the institution to communicate the learning outcome to the teachers & students.

- The Course Outcomes (Specified as Objectives) for each course of our college programs are specified in the Syllabus.
- Hard copy of the syllabi & learning outcomes are available in the departments for ready reference to the teachers & students.
- Soft copy of the curriculum & learning outcomes of the programmes and courses are also uploaded to the college website for reference.
- The teachers of a particular course refer to these expected course outcomes in their classes

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

Response:

Response:

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

Attainment of program outcomes/program specific outcomes/course outcomes

- The students of the college takes part and also present paper in, seminars/ conferences/ workshops and research projects.
- Training programs are organized in the college to provide job opportunities to the students.
- Courses having social relevance are offered either as part of the programme curriculum or as value-added programmes.
- College Conducts certificate courses and summer training camps which encourage self-employment among students.

Evaluation of program/ course outcome

Both qualitative and quatitative assessment is used to assess the learning outcomes.

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

Attainment of program outcomes/program specific outcomes/course outcomes

- The students of the college takes part and also present paper in, seminars/ conferences/ workshops and research projects.
- Training programs are organized in the college to provide job opportunities to the students.

- Courses having social relevance are offered either as part of the programme curriculum or as value-added programmes.
- College Conducts certificate courses and summer training camps which encourage self-employment among students.

Evaluation of program/ course outcome

Both qualitative and quatitative assessment is used to assess the learning outcomes.

Evaluation of program/ course outcome

Both qualitative and quatitative assessment is used to assess the learning outcomes.

- The performance of the students is monitored and observed by the teachers in the classroom and laboratories.
- Quiz competitions, seminars and other such activities are held regularly.
- Two Internal Assessment tests and one external exam is conducted in each semester, the results are notified on the college website, notice board and sometimes also through print media. The results of the main curriculum are printed in the gazettes which are also uploaded on the website. The students who excel in the examination are honored in merit awards ceremony at Annual day function of the college or other function.
- For better assessment of learning outcomes indirect methods are used by taking students, alumni and Parents feedback. This feedback is useful in interpreting the effectiveness of the programs. Based on the feedback of the IQAC member's take further line of action for the upcoming academic year and ensure improvement and development in the existing program.
- The programmes are updated regularly by updating the course content and design courses through respective boards of studies in all programmes and their approval by the academic council of the University.
- The performance of the final year students, placement records and success rate in various enterance exams like JUET, competitive exams such as, NET, SLET, Bank Examinations are also considered as indicators of attainment of the various programs outcome.

2.6.3 Average pass percentage of Students

Response: 64.9

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

Response: 1326

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

Response: 2043

File Description	Document
List of programs and number of students passed and appeared in the final year examination	View Document
Link for annual report	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 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: No

File Description	Document
Any additional information	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 0

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

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

File Description	Document
List of teachers receiving grant and details of grant received	View Document
Any additional information	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research 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 teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers.	View Document
Any additional information	View Document

3.1.4 Institution has the following facilities

1. Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. Media laboratory/Business Lab/Studios
5. Research / Statistical Databases

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: C. Two of the facilities exist

File Description	Document
Institutional data in prescribed format	View Document

3.2 Resource Mobilization for Research

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

Response: 12.4

3.2.1.1 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
0	0	0	5.20	7.2

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies	
Response: 0	
3.2.2.1 Number of research centres recognised by University and National/ International Bodies	
File Description	Document
Names of research centres	View Document
Any additional information	View Document

3.2.3 Percentage of teachers recognised as research guides	
Response: 3.23	
3.2.3.1 Number of teachers recognised as research guides	
Response: 4	
3.2.3.2 Number of full time teachers worked in the institution during the last 5 years	
Response: 124	
File Description	Document
Details of teachers recognized as research guide	View Document

3.2.4 Number of research projects per teacher funded, by government and non-government agencies, during the last five year	
Response: 0.2	
3.2.4.1 Number of research projects funded by government and non-government agencies during the last five years	
Response: 5	
File Description	Document
Supporting document from Funding Agency	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

College has put multipronged efforts to strengthen the innovative eco-system. College has an incubation cell which had organized a three day national workshop on research methodology to transfer knowledge to the participants. In the year 2016, college introduced 2 short term (free of cost) skill development certificate courses in collaboration with Food Craft Institute, Government of J&K.

A two week Entrepreneurship Development Programme was organized by College in collaboration with MSME (Micro Small and Medium Enterprises) J&K, for the benefit of ST students and many more such skill development programmes are carried out by College on a regular basis.

Under EDPs, students are also given projects related to art & craft. They are encouraged to avail such opportunities and equip themselves with the knowledge and skills needed for becoming self reliant. Towards this end, College in collaboration with ASHI(Association for Social Health in India), and Bal Niketan provide students 'on-the-job' training in the field of Social work.

MoUs have also been signed with FCI (Food Craft Institute, Jammu), Government of India and J D Institute of Fashion and Technology, Jammu Centre and therefore students of Home Science and students of Fashion Designing and Tailoring stand to gain from such initiatives.

'Outreach Radio Studio' being a part of College infrastructure is under the PG department of Home Science that is actively engaged in providing training on anchoring, commentary, interview, script writing, voice dispatches , social advertisement , promos, jingles etc. to the students. Workshops on Radio & Broadcasting Skills, and Communication Skills are a regular feature of College activities. NAAC sponsored 2-day National Workshop was also organized by College to share inter-faculty knowledge on different topics.

Innovative measures to build awareness among women students on Financial assistance and loan facilities through conduct of training programmes by banks had been undertaken by College. Also, career counseling and placement cell collaborated with SEBI to organize 'Financial Education' workshop for the students.

Functional English department through the use of technology and by adopting innovative teaching methods has been able to transform the lives of many students particularly from the far flung areas of the state with minimal or no exposure to computers prior to joining College. It has benefitted students from the urban areas as well. The technology driven teaching methods help students to develop their presentation

skills, anchoring skills, interpersonal skills with a confident outlook ready to take on challenges as they graduate from College.

College runs a six months diploma course in Fashion Designing & Tailoring under Community College Scheme of UGC. College takes pride in the fact that for more than one decade, six months vocational course in Stenography and Secretarial assistance in English is being successfully run in college. College also offers 6 month diploma course under RUSA in Junior Software Developer and accounts, and Executive Accounts Payable and Receivable

The College this year gave the opportunity to a group of students to organise a workshop for teachers on Research Methodology as a startup activity in social sector

File Description	Document
Any additional information	View Document

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

Response: 2

3.3.2.1 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
1	0	0	0	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 5

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

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

File Description	Document
List of innovation and award details	View Document
e- copies of award letters	View Document

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 0

3.3.4.1 Total number of start-ups incubated on campus 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 startups details like name of startup, nature, year of commencement etc	View Document

3.4 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.4.3 Number of Patents published/awarded during the last five years**Response:** 0

3.4.3.1 Total number of Patents published/awarded 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 patents and year it was awarded

[View Document](#)

Any additional information

[View Document](#)**3.4.4 Number of Ph.D.s awarded per teacher during the last five years****Response:** 4

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 4

3.4.4.2 Total number of teachers recognised as guides during the last 5 years

Response: 1

File Description**Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

URL to the research page on HEI web site

[View Document](#)**3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 1.1

3.4.5.1 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
15	29	23	21	31

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

3.4.6 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: 0.48

3.4.6.1 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
19	14	9	3	7

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

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response: 3.76

File Description	Document
BiblioMetrics of the publications during the last five years	View Document

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 2.5

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document

3.5 Consultancy

3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and

the individual**Response:** No

File Description	Document
Any additional information	View Document

3.5.2 Revenue generated from consultancy during the last five years**Response:** 0

3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)

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

File Description	Document
List of consultants and revenue generated by them	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years**Response:** 0

3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)

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

File Description	Document
List of teacher consultants and revenue generated by them	View Document

3.6 Extension Activities**3.6.1 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 P.G. Department of Home Science has adopted villages named Jagti, Manguchak, Panjgrain, Nadore for extending community service. Awareness programmes on HIV/AIDS were conducted for the children of village Panjgrain. The communication kit was prepared by the P.G. students of Home Science. Every year series of intervention programmes are conducted for women and children on the following issues: women health and hygiene, reproductive health, management of Swine Flu and Eye Flu, nutrition during pregnancy and lactation, nutrition during childhood period, skill enhancement in embroidery stitches, HIV/AIDS/STD/Menstrual hygiene awareness programmes etc. Villagers of Panjgrain also received training on Rain Water Harvesting. The target groups for the activities are women and also children. Children of village Jagti were provided training for utilization of waste materials. Badly affected by floods, village Manguchak was adopted and a survey was conducted using various PLA methods. The P.G. department of Home Science has been working to ensure that the women folk learn the art of making and selling indigenous products like clay, pottery, grass seats, puppets etc. Students and faculty members jointly with an NGO ASHI (Association for Social Health in India) has been motivating the villagers of Nagrota for construction of toilets in their homes and also conduct interventional programmes. Home Science students in collaboration with ASHI periodically visit 'Neha-Ghar'- an orphanage and train the orphan girls on basic skills. Puppet shows and wall writing was also performed on Food and Drug Safety at village Jagti. Students enacted 'Nukkad Natak' to spread awareness on AIDS. 'Red Ribbon Club' of College works in collaboration with Jammu and Kashmir State AIDS Prevention and Control Society for AIDS awareness among women at large. NCC and NSS units of College are instrumental in sensitizing students and ensuring their direct participation in various social activities in and around the campus. Since 2011, NCC cadets have been visiting people door-to-door for successful conduct of 'Pulse Polio' campaign. NCC cadets are engaged in 'Swachhta hi Sewa'-cleanliness drive extending to villages and slum areas. 50 NCC cadets distributed dustbins to people in slum areas. Cleaning of statues, public places, Shram Daan, visit to old age homes, blood donation camps along with flag day fund raising etc. are a regular feature of NCC activities. NCC cadets through 'Nukkad Natak', rallies for social causes, and distribution of Swachhata Awareness booklets endeavour to build awareness and discipline among people. Students of College regularly participate in the 'Red Cross Mela' that is organized by the Red Cross Society for activities like blood donation and health awareness programmes. Teachers of the College towards their discharge of Lok Sabha election duties had extended their services to train people on the use of EBMs. Under 'Vittaya Saksharata Abhiyan' (VISAKA), students of BCA, NSS volunteers and NCC cadets participated in process of spreading awareness regarding digital transactions by organizing various activities in College and in the neighbourhood community.

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

Response: 20

3.6.2.1 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
7	6	3	3	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 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: 76

3.6.3.1 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
16	25	10	10	15

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.6.4 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: 26.9

3.6.4.1 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
2070	1860	1980	1060	1251

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Government or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 0.8

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

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

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 10

3.7.2.1 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
3	1	4	1	1

File Description	Document
e-copies of linkage related Document	View Document
Details of linkages with institutions/industries for internship	View Document
Any additional information	View Document

3.7.3 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: 2

3.7.3.1 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
1	0	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	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 infrastructural policy of the college is propelled to envisage the future requirements of teachers, administrative staff and students particularly. **It has 50 classrooms out of which 3 classrooms are converted into smart classrooms, 17 other classrooms can also be converted into smart classrooms with the help of star boards, magic studios, handy projectors etc.** college has **28 laboratories**, which creates and strengthen an environment for effective teaching and learning because each laboratory is well equipped with tools, chemicals, computers and other necessary equipments as per the requirement of various subjects. Out of 28 labs, **6 labs of the college such as, Home-Science lab, Functional English lab, Two labs of BCA, Commerce lab and Electronics lab are having access to WIFI/LAN facilities.** Apart from this two seminar halls are also equipped with ICT facilities. **Campus has one EDUSAT (Satellite Interactive Terminals) so as to create effective teaching and learning in the campus.**

The college campus is decorated with 3 Museums for students:

Archaeological Museum for students of Arts stream, Zoological Museum for students of Zoology (Medical stream), Botanical Museum for students of Botany (Medical stream). Botanical Museum too is a source of extensive learning for students. A variety of medicinal and herbal plants of different species such as, **Hibiscus, Alovera, Ashvghandha, Asparagus, Stevia, Gossberry etc.** are grown in this garden.

Department of Home- Science has a radio studio which provides Airplay and promotional exposure to its students. Campus Radio Station carries variety of activities such as, **Taking Interviews, Designing Social Advertisements, making and recording of Jingles etc.** It is a matter of pride that the institution has Women's Studies Centre in which many **initiatives for awareness programmes, intervention programmes, Gender sensitization programmes and motivational lectures are conducted.** IGNOU Centre has recently been set up in the college campus to facilitate the community. There is a facility of Legal Aid Clinic to bring awareness of law and students may also seek legal advice from them as and when required,

The college has a well established Central Library for the under graduates, post-graduates and now even for PhD Programmes in Home Science. Library caters to the need of more **than 6,000 students, 124 permanent faculty and faculty on academic arrangement.** Library functions on an open access system for the faculty members and students. It **has a collection of about 68,000 books and a number of volumes of periodicals, rare books and magazines** in various disciplines. The section lends books to the students and faculty provides a reading room, gives reprographic facilities and is a source of information to the students and teachers at large. However, College satisfactorily meets the educational need of differently able students and teachers the policy of college is to provide all possible infrastructures (e.g. use of Braille system, Daisy players for blind students, and wheel chair for lame students) so that they merge with the mainstream of education.

The college has power generators of capacity 50 kv which provides full power back up to Administrative block & Auditorium.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

College provides sufficient facilities for sports and games to its students. It has one sports ground which is extensively used to train students in various outdoor sports activities such as Cricket, Hockey, Handball, Athletics etc. Total area of sports ground is 12 canals. It was established before 1944 and the user rate of sports ground at present is 150 students per day. The college has one Indoor games hall on the first floor of Sports Block which is also used as Girls Common Room. Students in the indoor hall are trained for games like: Judo, Chess, Wrestling, Table Tennis, etc. The user rate of indoor games hall is 50 students per day. Sports block also has one fitness centre that was established in the year 2011. It is well equipped with 3-Treadmills (2 electronic & 1 manual), 1- Home gym multipurpose, 2- Allegro, 1-Twister, 1-Base Vibrator and the user rate of fitness centre is 20 students/teachers per day. The total area of sports block is 1250 sqft.

The college has one fully air conditioned Auditorium which is well equipped with public address system, dais, projector, and has seating capacity of 200 person. Its area is 3,508. 64 sq. feet and was established before 1944. It is used for multipurpose activities such as **competitive, academic, cultural activities and co-curricular activities**. It is also used as Yoga centre. The workshops, conferences and seminars organized at national and state level are hosted in the auditorium. The user rate is 3000 to 5000 students per month. The college extensively organizes cultural activities on various occasions like the college foundation day, national and religious festivals. NCC cadets of the college also participate in the functions organized on National festivals like Gandhi Jayanti, Independence Day, Republic day etc. The head of the Music department is the convener of the Cultural Committee who supervises the organizing and training of students for cultural activities. Students who participate in ' Display your talent ' organized by the university are also trained in the auditorium by the cultural committee.

The music department of the college is well established with various classical instruments such as Sitar, Harmonium, Tabla, Tanpura, Dholak, Synthesiser, Octopad etc. The students of the music department are also invited by universities and other govt organization for performing saraswati vandana and other classical folk songs and dances on events like convocation, Gandhi Jayanti, Independence Day and Republic day etc

File Description	Document
Any additional information	View Document
link for additional information	View Document

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

Response: 16

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

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: 81.29

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
25.5	36.3	84.2	101.8	105.2

File Description	Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The work of automation of central library of college started on 26th Dec. , 2012 with the Integrated Library Management software named as Library Genie i.e. libgenic. As automation is an on going process and a

good library can never be fully automated because every year thousands of books keep adding to account of library therefore work of automation of college central library is under process with **standard version** . In the coming session i.e 2018-19 the issuance of books to teachers and students and maintance of the issuance record will be computerized, earlier it was file based. The features of integrated library management software are:

- Acquisition (ordering receiving & invoicing materials)
- Cataloging (classifying and indexing materials)
- Circulation(lending materials to Patrons and receiving them back)
- Serials (tracking magazine and newspaper holdings)
- OPAC (online public interface for users)
- Barcode (Smart card integration and printing)
- Member Administration
- Manage member/Patron information
- Material Reservation by priority
- Issue collection
- Damage and missing book report
- Generate comprehensive reports
- Media creation management
- Media supplement entry supervision
- Library member card issuer
- Issue collection
- Accept/renew issues
- Circulation management alert + system
- Fee/auto fine collection
- Search video media/member
- Enhance productivity of librarians and other staff
- Error fee and transparent library transactions.

File Description	Document
link for additional information	View Document

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

Response:

The College has a well established Central Library for the UG and PG students of the college to cater the need of more than 6000 students, 138 faculty members including permanent as well as faculty on academic arrangement. Rare books are extensively used as reference books for the students of the college. The library is one of the most prestigious libraries of the city colleges and has ample collection of rare books .The range of these books are from state to national history books . The name of some of these books are: Jammu Fox; Biography of Maharaja Gulab Singh (1792-1891), Kashmir Constitutional history

& documents (1977) , Nationalism & social reform in India (1885-1920). Sunset of sikh Empire (1967), Speeches & writings of Gopal Krishen Gokhele (1962), Delhi history & places of interest (1975), History of Economics (1972) and many more. Issuance of these books are not confined to teachers and students of campus; these books are also issued to ho'nable Governor, dignitaries of State Government & bureaucrats on their demand.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following

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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 2 of the above

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

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

Response: 4.99

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
11.70	3.20	3.55	2.98	3.50

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

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

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.55

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

Response: 475

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution regularly updates its IT facilities as is evident from the following facts:

The college earlier had an elementary seminar hall with projector facility but now it has been renovated and updated with the latest equipments namely : Touch sensitive smart screen and a podium to convert it into smart room cum seminar hall. A class room in the New Arts/PG Music block has also been updated and converted into a smart class room cum seminar room having touch sensitive smart screen and podium.

Two new labs have been created in the New Arts/PG Music block for the conduct of practical work for MCA students as well as the students enrolled in vocational course. these labs are equipped with newly purchased latest computers. The old functional english lab have been upgraded as new language lab which is well equipped with the headsets and the language software for 30 systems .

The lab in the commerce department is updated for the optimum use of teachers where teachers have access to internet facility for academic purposes. The old electronics lab has also been upgraded and converted into a smart class room cum lab.

Old computers iof the BCA labs, Home science lab, Commerce lab, IQAC, Examination section, Office and other departments of the college are updated and serviced on regular basis.

The college has access to Virtual Private Network Connection (VPNC) therefore, no updation is done in regards to internet connectivity . Apart from this the entire campus has access to Reliance jio- 4G Wireless

Access Points.

The Edusat (SIT) was recently updated to the latest technology in order to meet the demands of distance educational sector. Edusat Network empowers students through cutting edge technology and caters to the needs of the students extensively.

The Library is under the process of updation from the traditional file based system to the automated library management system.

The college is under CCTV camera surveillance for the safety of the students. There are 24 cameras installed in the various academic, hostel and administrative blocks of the campus.

The college has its own website which is updated on regular basis to provide latest information relating to academics, committees, news and events, examination, results and other notifications like tender notices.

The college also has digital display board of high definition, put up in the entrance of the college, which is used to display latest notifications.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 28.05

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

?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: <5 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
Any additional information	View Document
Link to photographs	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: 99.94

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
45.0	41.9	93.9	110.6	128.8

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	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. Each department is headed by the senior most faculty member. The administrative section is headed by section officer. Each faculty member is assigned different administrative duties in addition to teaching learning and evaluation. Students also participate in the college management and the alumni of the department is also a member of departmental Board of studies.

At the start of each academic session, leadership formulates various committees viz Discipline, College Development, Purchase, Technical, Scholarship, Grievance Redressal, Library, placement, admission, sports etc. Each committee is headed by a senior faculty member, who is the convener of the committee. The students and the staff can put forward their issues (relating to purchase, maintenance or any grievance

or recommendations etc) to the principal, which are forwarded by her to the concerned committee for necessary action to be taken. These committees meet periodically under the chairpersonship of the worthy principal and either recommend or resolve issues of concern. The resolutions provided by the committee are recommended by the principal. The Minutes of meeting of the decisions taken and resolutions provided are maintained by the committees.

The decisions taken by the committees are put forward during Student teacher interaction, Parent Teacher meet and feedback is also taken for the same. The committees take regular feedback from students and staff to analyse their problem for the overall development of the college.

The college has implemented e-governance in various areas of operation namely: Administration, Finance and Student Support.

The college website displays information pertaining to staff and student such as college contact information, the syllabi of various subjects, committees, code of conduct for students and staff, faculty information, PIO for RTI , etc.

The notifications about various activities such as admission, results, events, awards etc. is notified on the website. The maintenance of examination results is outsourced and the results are displayed on the college website. The website also displays the tender notices given for advertisement in newspaper through information the Govt. department.

The information about all the gazetted and non-gazetted employees is maintained on the Centralized Personnel Information System (CPIS) as directed by the state Government.

The purchase of equipment and various consumable items required for the smooth functioning of the college is done through the Gem Portal. If the item or the required quantity is not available on GeM, tenders are floated and the vendor with minimum prices is given the order. Books are purchased annually after the recommendation of heads, faculty and students of the department. Before placing the order, the market is surveyed and physically verified. Online transactions for admission fee, payment of salary and other payment are done. Drafts are also used if required. The college strictly adheres to the rules and regulations put forth by the Higher Education Department and Finance Department of the state. Internal and external audits are done annually. If any discrepancy is found in financial records, a query is put up for the concerned person/ department for clarification.

File Description	Document
link for additional information	View Document

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: 10.82

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
813	550	400	856	642

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	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: 2.48

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
0	0	197	189	326

5.1.3 Number of capability enhancement and development schemes –

1. Guidance 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****7 or more of the above****Any 6 of the above****Any 5 of the above****Any 4 of the above****Response:** Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 12.16

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
800	750	700	735	700

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:** 0.23

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
11	22	12	10	14

File Description	Document
Details of of students benefited by Vocational Education and Training (VET)	View Document
Any additional information	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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.25

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
11	0	2	0	4

File Description	Document
Self attested list of students placed	View 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:** 48.11

5.2.2.1 Number of outgoing students progressing to higher education

Response: 638

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	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:** 22.62

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
3	1	1	0	2

5.2.3.2 Number of students appearing 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
4	4	21	23	24

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	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: 26

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
3	9	8	2	4

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
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Students of the college are beneficiaries of the liberty and sovereignty to have their own presidium. Presidium acts as a representative body and have a participatory role in various activities of the institution. The elections for the student's presidium are facilitated by the student welfare committee in the presence of its dean and under the overall supervision of the principal. The college has student council having members from each & every class of the college which are democratically elected during the class elections and are named as class representatives. These elected class representatives further participate in

the election of General body named Presidium of the college. The presidium comprises of President, Vice President, Treasurer, General Secretary and Joint Secretaries. The president of the college has the responsibility of coordinating the activities of the student council and publicizing the affairs of the student's body. Treasurer of the student council is the custodian of all the funds raised during various charitable activities. Student Council is on the various committees of college like environment committee, disciplinary committee and cleanliness committee and sports committee. The student representatives are also the members of Board of Studies, Departmental Purchase committee, Tour & Picnic Committee. The date sheet of the examination is finalized in consultation with the student council. Some of the students of the council are actively engaged in organizing activities under the aegis of incubation cell. Student council in collaboration with red cross and other charitable organizations help to raise the funds for the people in need.

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

Response: 11.4

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
3	14	14	13	13

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	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:

Alumni/Alumnae relation is an important part of an institution's advancement activities for many reasons.

Alumni/Alumnae are an institution's most loyal and strong supporters. There is a alumnae association in the college but it is not a registered body. Prof. Indira Rathore is the President of the association. Alumnae of our college has been participating faithfully and consistently in alumnae meets and functions. Most of the alumnae of our college are well placed at good positions in Govt. and private organizations and play an active role in voluntary programs like mentoring students in their area of expertise. The members of the alumni association give their valuable suggestions from time to time for institutional, academic & infrastructure development. These suggestions are conveyed to the college council through the principal who adopts the possible suggestions. The college also organizes interactions of the students with the meritorious alumnae in preparing them for their future endeavors. The association contributes to the development of institution through financial means and at times they contribute good books to the college. Alumnae is also the member of the board of studies of the college.

College takes pride in the fact that many prominent women faces of the state are alumnae of the college. Foremost among them is the First Woman Chief Minister of The state Ms. Mehbooba Mufti followed by Ms. Sushma Choudhary, first Woman IAS officer of the state, Ms. Shamma Jain Rtd IFS Officer, Ms. Meera Jamwal, First woman senior President of J&K Bank, Vice Chancellor of the Cluster University, Jammu Dr. Anju Bhasin, Director Prasar Bharati Ms. Anjali, Commissioner Secretary RDD Ms. Sheetal Nanda, Dr. Neelu Rohmetra Director IIM Sirmaur, Dr. Meenakshi Kilam Registrar University of Jammu. It is a great honour and privilege for the college to have Padham Vibhushan Dr. Ved Ghai as its worthy alumna.

5.4.2 Alumni contribution during the last five years (INR in Lakhs) ? 15 Lakhs

10 Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: <2 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

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
1	0	0	1	1

File Description	Document
Report of the event	View 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:

The College envisions to be metamorphosed from an institution of learning to a centre of excellence by surpassing quantifiable standards in all areas of life; to pioneer technological driven high quality teaching and develop competence to meet 21st century global standards, gain finesse in research ,imbibe human values and to continue introduction and addition of courses commensurate with viability and marketability;` To facilitate women emancipation and their empowerment by persistently advocating diversity their by making their experience and all-inclusive for them to optimize their potential. To make them instrumental in transmeeting the society for tapping on the global opportunities.

Government college for Women parade ground Jammu is the first women college of the State established in 1944, pre-independence. It is always driven by the need to empower women and make them independent and successful both as a professional Women and home makers. The quest for holistic development of students has been driving the decision makers of the college in every aspect right from the choice of the syllabus and wide range of activities.

Skill enhancement courses that form an integral part of the curriculum equipped the students with appropriate hands on skills with continuum approach that help them to job ready in the competitive market with comprehensive specialization, thus, increasing efficiency of the candidate. Students are given liberty to choose their leader and form the student council that help them to share their ideas, interests and concerns with the teachers and authorities. The council helps the institution in all the academics besides social programs, cultural events, community projects, rallies etc.

Students are given abundant opportunities to groom themselves and learn skills of leadership that help them to deal with their peers, team building, resource utilization, confidence building etc. The college boosts self-confidence, high self-esteems and social skills in the students by exposing them to different activities like debate, quiz, seminars, cultural, great personalities like scientists, teachers and philanthropists from different fields are invited for interaction with the students. The students are also exposed to the external environment by sending them to different institution in and out of the state.

Various skills like communication in different languages, radio broad casting, hospitality, arts and crafts etc also form an important aspect of the curriculum. Students after passing out of the college enter the outer world with great deal of self awareness, empathy, leadership and collaborative skills so as to be acknowledged and understood in the professional and social environment.

Institution fully believes in the policy if you educate a Women, you educate Whole Society. College aims at the all-round development of the young minds, who enter the college to get transformed into young citizens having sound value system.

For effective leadership, different committees are formed by the Principal to implement various action plans. Needs of students are identified by the College administration through class representatives and members of students union. Students report their problems to Dean Students Welfare and the Students Welfare Committee that address their problems by taking suitable action under norms.

6.1.2 The institution practices decentralization and participative management

Response:

The Principal who is the administrative head of the institution has decentralised her powers among the different members of staff with respect to formation of different committees like development, purchase, stationery and printing, library, sports, students welfare etc. wherein the senior - most faculty member acts as the convener with a few faculty members acting as members of the committee. The decisions pertaining to different committees are taken up in different meetings held from time to time in the presence of the Principal in the interest of the institution. In certain cases under special circumstances the decisions are over marked by the intervention of the advisory committee of the college.

Each department in the college is looked after by the senior most faculty member designated as Head of the Department who frames the strategic planning authorising each faculty member to take up certain duties with respect to the conduct of classwork, internal examinations and extra curricular activities also the non teaching staff of the department is governed by the head for proper functioning of the respective components.

Administrative section is headed by SO (Section Officer). **Senior Assistant, Junior Assistant, Head Assistant & Accountant** working under him. Each faculty member is assigned different administrative duties in addition to teaching learning and evaluation. Students also participate in the college management as member of Board of studies. Different co-curricular and extension activities are also organized in consultation with students. Hence, it is collective effort to run the institution by teachers, conveners of different committees, students and non-teaching staff under the leadership of the Principal.

There are regular meeting of the Principal with staff members. All the issues of the concern are discussed with teaching and non-teaching staff and Principal encourages the involvement of the staff for improvement of effectiveness and efficiency of the institutional process. Suggestions of Governing body and academic council are also incorporated in the curricular and extension activities of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

Good governance

The institution has a student centric strategic plan for the college which is framed in accordance with vision and mission of the institution. College formulates a development plan after threadbare discussion with various stake holders, which is implemented through different committees so that the institution's vision statement can be converted into a reality. The College development committee makes the perspective infrastructure plan for the institution as per the need of the hour and keeping in mind vision for the next five years. The Principal proposes expansion plans for the institution after due deliberation with Advisory and Development committees subsequently proposals have been prepared and DPR's for some of the projects on priority basis are invited and forwarded to Higher Education Department for approval.

Infrastructural Development

To overcome the scarcity of water the college underground water storage tank was built and decision to face lift the college building was also taken. DPR's for the renovation of old hostel block into spacious and well lit To overcome class room problem DPR's for the multi-story building with underground parking, classrooms and Laboratory have been invited from concerned agencies. DPR's were also invited for constructing an addition two floors for more classrooms girl's common over music block, and a fabricated reading room over library block, stands sanctioned . It was felt that college should have some adjoining area for the expansion. a proposal is submitted to Higher Education Department and Divisional Commissioner, Jammu to provide land for off-campus somewhere in the nearby vicinity.

Academic Development

The college prepares perspective plan every year with reference to academic programmes, field action projects. These plans are developed on the basis of NAAC peer team recommendations, student's feedback, parent's suggestions and Govt. Policy on education. These policy matters are driven by the Principal of the college through different committees & reviewed from time to time. The College shifted from annual system to semester system in 2014-15 and subsequently to CBCS system from 2016-17. College also started few new subjects in16-17 viz Geography& Computer Application. And also Under community college scheme Fashion designing & tailoring .From this session college has started P.G courses in English Zoology and M.C.A. The proposals are mooted through Board of studies to Academic Council and finally approved by Governing body.

ICT Development

As for as ICT based infrastructure in teaching learning and administration is concerned, college has 225 computers, 03 smart class rooms, 05 LCD projectors, 03 LED televisions, 14 laptops, 07 magic studios with interactive panels, 10 VPN connections, 04 Sony Handicams, 02 voice recorder, 05 multimedia projector, 10 Xerox copiers, a large size Sony LED, 02 normal size LED's, a LCD display, 04 small handy visual projector, 02 audience response system and a 50 KV Genset have been installed in the campus. Science laboratories are also upgraded with new instruments. College library is well equipped with computers and automation of books is underway.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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:

ORGANOGRAM OF THE INSTITUTION

The following Organisation Chart of the institution depicts the administrative hierarchy of the institution

Government of Jammu and Kashmir

?

University of Jammu

?

Government College For Women Parade Ground, Jammu

?

GOVERNING BODY

?

PRINCIPAL

?

ACADEMIC COUNCIL

?

FINANCE COMMITTEE

?

INTERNAL QUALITY ASSURANCE CELL

?

COMMITTEES OF VARIOUS ACTIVITIES

1. Governing body

Composition of governing body: The governing body consists of the following members:

- Three members (one educationist, one industrialist, one professional with proven academic interest possessing at least PG level qualification) nominated by the State Govt., one of them is to be the chairperson.
- Two teachers of the college/institution nominated by the principal based in order of seniority for a period of two years.
- A nominee of the University Grants commission for a period of six years.
- A nominee of the State Government for a period of two years.
- A nominee of the Vice Chancellor for a period of two years.
- The Principal of the college/institution shall be the Ex-officio member Secretary.

Tenure : two years for all members expect for the UGC nominee whose term shall full six years

Meeting : **The governing body meets** atleast twice a year

Powers and Functions

- To award scholarship, fellowships, medals, prizes and certificates on the recommendations of the Academic Council.
- The Approval of new programmes/courses/diplomas.
- To perform functions as may be necessary and deemed fit for the proper development of the institution
- The powers and functions of the governing body shall be exercised in accordance with the guidelines, rules and regulations that may be issued by the UGC, the state Govt. and the University from time to time.

2. Academic Council

Composition of the academic Council:

- The Principal of the college who shall act as chairperson.
- All the Heads of departments in the college.
- Four teachers of the college representing different faculties by rotation in order of seniority in the college.
- Not less than four experts from outside the college representing different areas such as industry, commerce law, education, medicine, engineering, management etc. to be nominated by the governing body.
- Three nominees of the University to be nominated by the vice chancellor on the request of the college.
- A senior faculty member nominated by the Principal, shall be the member secretary.

Tenure of the members: Two years

Meeting: The members of the academic council meet at least once in a year.

Functions

- To make regulations regarding admission of students, sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- Make regulations and recommendations to the governing body for the institution of Scholarship fellowship, prizes and medals
- Advise the Governing Body on suggestions pertaining to academic affairs and any other decisions made by it.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for Additional Information	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

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: Any 3 of the above

File Description	Document
Screen shots of user interfaces	View 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:

At the start of each academic session, leadership formulates various committees viz Discipline, College Development, Purchase, Technical, Scholarship, Grievance Redressal, Library, website, placement, admission, hostel, sports etc. Each committee is headed by a senior faculty member, who will act as the convener of the committee. The students and the staff can put forward their issues to the principal, which are forwarded by her to the concerned committee for necessary action. These committees meet periodically under the chairmanship of the worthy principal and either recommend or resolve issues of concern. The resolutions provided by the committee are recommended by the principal. The Minutes of meeting of the decisions taken and resolutions provided are maintained by the committees.

On the recommendations various bodies and committees following activities are implemented in the college and they are now followed :

1. Feed back from students is collected yearly.
2. Parent teacher meets are organised.
3. Self Appraisal report of the faculty members is collected.
4. Seminars, Workshops and conferences are organised for professional development of faculty members.
5. College regularly publishes news letter, magazines etc

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college administration permits the teaching staff to undergo different professional development programmes like refresher courses, orientation programmes, workshops and seminars. At a time, only 20% of the faculty is allowed to attend any course outside the institution. The college also organizes workshops and seminars for the development of its faculty members. The college teachers are also allowed to undergo Ph.D programmes under FIP scheme.

The college also addresses the grievances of the teaching and non-teaching staff through the Grievance Redressal Cell headed by the chair.

Computer Trainings are also organized for the non-teaching staff by the Department of Computer Science. They are also allowed to attend professional training organized by the state Govt for their promotion. There is also a provision for financial aid in case of mishappening for teachers, 7% Teacher Welfare Fund is deducted from the remuneration of exam duties and evaluation which can be claimed in case of mishappening.

Some other Welfare measures for teachers are:

1. Infrastructure:

- Teaching and Non-Teaching
- Hygienic working environment
- Well maintained, individual work stations

2. Increments:

- Teaching
 - Annual and special increments on emoluments
 - 3 increments on award of PhD during the job
 - 2 increments for M.Phil qualification
- Non-Teaching
 - Annual and special increments on emoluments

3. Leave

- Teaching
 - Vacation leave based on academic calendar
 - Casual, Maternity, Child Care and Sick Leave as per rules
 - Paternity leave for male employees
 - Medical leave
 - Duty leave for attending conferences, congresses, symposia and seminars, delivering lectures in institutes and colleges
- Non-Teaching

- Casual, Maternity, Child Care and Sick Leave as per policy
- Paternity leave for male employees
- Earned leave which can be availed during the time of vacation period in the academic calendar of the college

4. Health

- Teaching and Non-Teaching
 - Medical assurance from ICICI Lombard for Insurance of teaching and non-teaching staff members for ease in accessibility to comprehensive health services.
 - In case of any adversity College Teachers Association (CTA) and faculty members also contribute .

NAAAC

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: 0.32

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
2	0	0	0	0

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: 7

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
11	5	4	6	9

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: 46.41

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
54	39	51	49	53

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

College has a Performance Appraisal System which is embodied as process for a “Continuous Improvement for Success” establishing a shared understanding about what is to be achieved and how it is to be achieved. It is an approach to enrolling people in the vision and mission of the college. It increases the probability of achieving success.

The Performance Appraisal System has evolved from an annual performance appraisal system to a system of “Continuous Improvement for Success”. There are specific interdependent key roles of the designated faculty members. Every semester, students have the opportunity to provide feedback to Faculty Members through feedback forms.

Each faculty member has the opportunity to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. The self-appraisal also enables administrative and non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the college.

At the end of every academic year Principal evaluate each faculty member through APR’s submitted by the faculty members. The Performa for evaluation includes punctuality, commitment and readiness to assume responsibility. Students also evaluate the performance of their teachers through confidential student’s feedback, outcome of which is analysed by senior faculty members and discussed with the concerned teacher.

The institution follows the UGC prescribed Performance Appraisal System for teaching Staff. All the faculty members are directed by IQAC through Principal to fill Performance Appraisal report annually at the end of each academic session. The performa for the same provides the information about the performance of an employee with regard to the work load, books prescribed, professional development courses attended and organized, research publications, books and chapters authored.

Each faculty member fills APR (Annual Perfomance reports) periodically in the prescribed format given by Higher Education Department. This APR's includes workload of the teacher, books precribed by the teacher and any professional development programme attended. These are then endorsed by the Principal to the Higher Authorities.

Feedback from students is also collected and evaluated by the IQAC and teachers are advised accordingly.

The non-teaching employees also submit their annual performance report (APR). However, their APR’s format is different from the teaching staff. Their self-appraisal report is submitted to higher authorities confidentially by the Principal of the college.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Financial Audit is an annual activity which the college undergoes regularly. There are two kinds of financial audits conducted annually, one by the Finance Department of State Govt. and the other by the Account General (AG). The queries raised by these auditors through different para's are properly answered. The salary is reconciled by the AG. Financial matters are routed through cashier and accountant.

Leadership also frames a committee to conduct internal financial audits. The committee goes through all the documents pertaining to financial matters. If any discrepancy is found, a query is raised for the particular person or department. This query is settled through the accountant of the college.

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: 7.06

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
2.068	1.53	0.99	1.5	0.9750

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

College functioning depend heavily upon the grants-in-aid system provided by the Government and funding agencies like UGC, DST, ICSSR, DBT, etc. Grants received from Government are used for various purposes like purchase of the books, equipments, for development of the infrastructures, maintenance of the office and other purposes where as the grants which is received from the UGC, DST,

DBT, ICCSR divided in to recurring and non-recurring and accordingly used. Govt. funds are released under specific heads and utilized under the specific heads.

As college attains status for college with potential for excellence (CPE) therefore addition grant under the CPE scheme is also received and properly mobilized for purchase of the books, up gradation of the ICT facilities and for the professional development of faculty and up gradation of labs & class rooms. College also received an additional grant from DBT under Star College Scheme and it has been optimally utilized in the up gradation of science laboratories which includes Chemistry, Botany, and Zoology & Physics.

As university Grants Commission of India has suggested that resource mobilization be done by Universities/other institutions by encouraging and enhancing of flow of resources from society. Our college takes a lead in this direction by generating funds from Auditorium and Canteen. About 7 lakhs are generated as govt. revenue and partially utilized for the maintenance of auditorium.

Mobilization of financial resources is done to a great extent through fee vide Govt. Order No 25/HE of 2015. Fee collected under various heads, viz., Admission fee, Pool fund, student aid fund, building maintenance fund, games sports fund, reading room fund, furniture fund, stationery fund, magazine fund, motor vehicle fund, identity card fund, student service fund, seminar/cultural fund, activities fund, medical aid fund, relief fund, red cross fund, miscellaneous fund, edusat & NSS fund. digitization networking fund, Corpus fund, red cross fee, NSS fee, examination development fund, university sports fee, university culture free, examination maintenance fund, registration fee & insurance. Science students also deposit laboratory fee. For CBSE students there is an additional eligibility fee.

Fee collected from students is accumulated in local fund accounts as per the requirement of the college through the committees which made for the purpose comprising of different teaching faculties after assessing the needs of the college students optimal utilization of resources is done in judicious manner.

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:

The plan of action is chalked out by the IQAC in the beginning of the year towards the quality enhancement and outcome is achieved by the end of the year. The Plan of action is like improvement in the library, introduction of the new subjects, skilled development courses etc. IQAC also exhort the teaching faculty to mobilise the resources from the UGC and other funding agencies. It even prepares the students especially from rural area to excel in the global world.

To ensure quality in teaching, feedback for the assessment of faculty is taken from the students. The feedback is analyzed confidentially and teachers are advised for improvement accordingly. Teachers are timely reminded to interact with students. IQAC maintains a transparent system by organizing Parent-Teacher meets, where feedback is taken from parents for the improvement of the institution. Alumni meet are also organised by the IQAC periodically where suggestions are invited periodically and are acted upon. Also, the alumni aids the institution from time to time by way of donations which are then utilised for the

welfare of the institution. IQAC also ensure the development programme for support staff by organising computer training for non teaching staff.

To ensure the teachers are involved in professional development, IQAC collects annual Self Appraisal report of faculty members for transformation to higher authorities. IQAC also organizes seminars, workshops and conferences in the institution. also encourage the faculty to go for refresher courses and orientation courses. The College news letter and magazines are published annually.

IQAC also supports the institution in establishing linkages and signing MOUs with different institutions, organizations and industry there by strengthening the placement opportunities for the students.

IQAC also performs its own SWOC analysis from time to time in order to introspect and enhancing the quality initiatives. IQAC through Board of studies (having besides the teaching faculty of the concerned department, the members from the corporate sector, universities, alumni.) helps in curriculum designing as per the UGC norms.

IQAC also proposes the use of modern technological methods for teaching for e.g the use of ICT and smart class rooms.

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 heads of various departments monitor the functioning of the classwork including theory and practical. IQAC organizes annual Board of studies for all subjects to ensure it is at par with UGC. IQAC ensure that ICT methods are used to improve the teaching-learning process. At the end of the semester, confidential feedback is taken from the students regarding the teaching methods used, syllabus covered and revised etc.

After the completion of 40% syllabus, internal assessment examination is conducted for the students. If any student is unable to pass the examination, she is given another chance to reappear for the internal assessment.

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

Response: 1.8

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
1	2	1	2	3

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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of 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:

After the NAAC assessment cycle-II held on 2011 some of the post accreditation quality initiatives taken are as below:

1. A new centralized library block has been constructed. The Science & Arts libraries from old location have been shifted to the new building. The automation of the library started in 2012.

2. Music department has been shifted from old block building to a new building adjacent to library.
3. There is a facility of three smart classrooms
4. A new building for Canteen is constructed with increased seating capacity from 30 to 80 students.
5. The Electronics Department has been set up in 2013
6. New subjects have been introduced viz biotechnology, geography, NCC and computer application.
7. The college attained the Autonomous Status in January 2014.
8. Semester system and subsequently choice based credit system is introduced.
9. Skill enhancement courses have also been introduced under CBCS.
10. College has also attained College with Potential for Excellence(CPE) status in 2015.

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: 36

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
6	6	5	8	11

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

Response:

Response:

1. SAFETY AND SECURITY:

The College follows a proactive collaboration in establishing and monitoring safety procedures applicable to the infrastructure, resources, emotional and physical well being of the students within the college premises to create a safe learning environment. The college has taken measures to keep its environment including the building, premises, playgrounds, laboratories, computer rooms, libraries, toilets, drinking water facilities, parking area and surroundings safe and secure.

- Students are not allowed to go out of the institution during college time
- The college has installed CCTV cameras at all the vulnerable areas within the college and hostel premises.
- Security personnels are deputed on the entrance gates.
- The college has limited the entry of the outsiders within the premises. Information is sought from the visitors and the parents at the reception during the sign-in/sign-out process.
- Students are allowed to go out only after obtaining signature of the dean/member of the student

welfare.

- Whenever the students go out for field visits or picnics they are escorted by the female teachers and the information is also passed on to the Police department of the concerned area to make the necessary arrangements for the security and safety of the girls.

To aware the students of the crime erupting in the society they are sensitized through Nukkad Nataks on women against violence, gender discrimination, female foeticide etc. Self-defence programmes are organized to aware the students regarding their safety and security.

- Anti-ragging committee is there which works to free the campus from violence & ragging.
- The college has constituted separate committees for redressal of grievances of the staff as well as the students.
- Sanitary pad vending machine is installed in the washroom of the sports block which is a small effort to ensure comfort to the students and their basic hygiene related needs.
- The laboratories and the hostel kitchen are fitted with the basic fire safety equipment. police helpline and convenor hostel numbers are displayed on notice board.
- Legal aid clinic has also been established recently for legal awareness and empowerment of the poor and the downtrodden.
- In case of any medical emergency institution has a First aid centre along with a pharmacist to provide immediate first aid to the students. Transport facility is also available to cater to any medical emergency

2. Counselling:-

The college also has a counseling cell where a professional counselor caters to the career, social, personal, emotional & psychological needs of the students. The goal of counseling is to enhance the mental health of the students in order to help them achieve academic success, personal development and lifelong wellness by providing quality and confidential counseling services.

(C) COMMON ROOM:

The institution provides facility of common room to the students which they avail during their vacant period or at the time of need. The common room has the facility of daily newspapers, magazines, books, furniture like lockers, single bed, tables, chairs, computer with internet facility & first aid facility.

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

Response: 8.45

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

Response: 18

7.1.3.2 Total annual power requirement (in KWH)	
Response: 213	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 5.92	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 7.3	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 123.4	
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>The following initiatives are taken for solid waste management</p> <p>1.Solid Waste Management :</p> <p>In Solid Waste Management we stress on three 'R' i.e. Reduce, Reuse & Recycle. The students are motivated to reduce the wastage and consider buying the items that are really required. The students actively participate in the various programmes like "Best out of Waste" wherein they prepare different articles from the waste materials which are later exhibited in the College & also stalls are put up with sales counters. The money generated is then used for the welfare of the students. However, the removal of waste paper, glass, metal etc from the different departments is done regularly & is send for recycling annually.</p> <p>Different coloured dustbins are installed for segregation of solid waste in the college campus.</p>
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Green coloured bins are installed for wet and biodegradable waste whereas blue is for plastic wrappers, glass, plastic bottles and non biodegradable waste. Cleaning and emptying of dustbins is done on regular basis everyday. Moreover municipality vehicles frequently carry the waste away.

Since female hygiene and sanitation are the key aspects of Swacch Bharat Mission so disposal of soiled sanitary napkins is very important . Thus, for safe and environment friendly disposal of used sanitary napkins, Sanitary napkin incinerator is installed in the washroom of Sports block.

College has a provision to speed up composting of dry leaves and branches which enriches the ground and helps to promote the growth and development of healthy plant tissue. An exhibition cum guest lecture was also organized by the college for the awareness of the students related to Solid waste management.

Liquid Waste :

Well constructed drainage system exists in the College which is cleaned regularly to avoid stagnation.

E-waste :

E-waste which on the face of it seems quite clean & safe which is not so. Its qualitative characterization shows it to be very complex consisting of several hazardous constituents that can play havoc with the health in general, therefore, some of the e-waste generated is used for technical education purpose by using the hardware in the labs for display.

As the college always strives to be abreast with the new technologies, the waste seems to be expanding. E-waste management has become an immediate & long time concern.

Implementation of e-waste inventory management system so as to further enhance the responsibility of the institution in preventing the direct exposure of students to the unused electronic items.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water harvesting is a new concept as there is ground water scarcity now-a-days hence, water conservation is the need of the hour. Our college is one of the oldest colleges in the state which is located in the heart of the city. There is shortage of land area and the structure of our building is such that it is very difficult to incorporate this provision. The building structure was constructed approximately seventy years back, when this concept did not exist. However, we are planning to construct two new multistorey building blocks for post graduation courses. The college authority has instructed the concerned agency to incorporate this provision for future utilization of this resource.

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:**Response:**

- **Bicycles:** Cycling is a fast growing component of mobility in today's world as it offers excellent value for money & good health, requires a certain infrastructure on the roads with respect to mobility, management & safety issues.
- Since the college is located in the heart of the city area with a surrounding comprising of a busy market and narrow lanes and bylanes, is not cycle friendly and cycling in this area offers some challenges like traffic congestion associated time delay, exposure to pollution, urban transport etc. However, the absence of pavements/bicycle tracks, green corridors impair the interest of the students for the use of bicycles.
- **Public Transport:** Since the public transport is available from every nook and corner of the city, it offers a cheap mode of transport and helps the students to reach the doorstep of the college, so most of the girls thronging from different areas prefer to use the public transport system.
- **Pedestrian Friendly Roads:** The students staying in the vicinity of the college prefer to walk as it is economical, eco-friendly and also increases the body mobility.
- **Plastic Free campus:** Our Institution believes in keeping our campus plastic free. We have put up hoardings at many places in the college prohibiting the use of plastics. Instructions are also passed to the canteen contractor to stop the use of plastics in any shape. Seminars are also organized to spread awareness among the students regarding the hazards of using plastics. Thus, use of polythene and plastic is banned in the campus.
- **Paperless office:** Our college is striving hard towards incorporation of technology and the office is partially digitalized with computers available with most of the office staff which helps in enhancing

the efficacy of the official work like account transactions, tendering, examination roll nos. results etc are displayed on the college website. However, most of the routine jobs are handled in paper due to the following factors associated with complete automation i.e. virus infestations, security risks, maintenance costs, wired networks that increase the risks of hacks and data breaches.

- **Green landscaping with trees and plants:** Plantation drives are organized from time to time. The college has successfully retained a patch of green in the form of a Botanical garden amidst the concrete landscape all around. It has some rare varieties of herbs and the medicinal plants. Due to Monkey menace we have to protect them under wiring.

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

Response: 0

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	0	0	0	0

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
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 25

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
5	5	5	5	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	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: 10

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
2	2	2	1	3

File Description	Document
Report of the event	View Document
Any additional information	View Document

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	
File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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:** 39

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
5	5	9	12	8

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:**

National Festivals are celebrated with great enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste to celebrate the national festivals such as Gandhi Jayanti, the Independence Day and the RepublicDay.

Gandhi Jayanti is celebrated to commemorate the birth anniversary of the Father of the Nation, Mahatma Gandhi. Every year, this auspicious occasion is celebrated on October 2 with great zeal and enthusiasm. This day is celebrated as **Communal harmony day**. Various cultural and literal programmes are organized. Different types of competitions, such as symposium, painting, cleanliness drives etc are

organized to remember the legacy of Mahatma Gandhi.

Independence Day is celebrated to mark the independence of India.. On this day, our students participate in various formal events including flag-hoisting, march-past and other cultural programmes which are organised to commemorate the day of freedom.

Republic Day is amongst the three national festivals of India. This auspicious day is celebrated on January 26 to commemorate the adoption of constitution. Like the Independence Day, flag hoisting ceremony and cultural programmes are organized .

The birth and death anniversaries are also celebrated so that the thoughts of great Indian personalities are sowed into the young minds through various programmes conducted on these days such as:

1. One day seminar was organized in collaboration with Beti & Shiksha foundation, New Delhi & Gandhi Samiti, New Delhi to pay homage to Kasturba Gandhi on her 73rd death Anniversary. The theme was “Sheroes of India’s Freedom Struggle.”

2. The birthday of Sardar Vallabhai Patel, the first Home Minister of India (October 31) is celebrated every year as “**Rashtriya Ekta diwas**”(National Unity Day) as a mark of tribute to the efforts of this great leader to unite India.

3. National Integration Day is observed every year on 19th of November all. It is celebrated as the birthday anniversary of the first woman prime minister of the India Indira Gandhi.

4. We celebrate Teachers’ day every year on 5th September. Students express their gratitude and appreciation for their teachers on this day in the form of speeches and the cultural programme. This day is dedicated to Dr. Sarvepalli Radhakrishnan – second President of India. As a tribute to this great teacher, his birthday is celebrated as teachers day.

5. The birth anniversary of Bharat Ratna Dr.B.R Ambedkar is celebrated every year. The students of our college participated in a symposium on “Role of Dr.B.R.Ambedkar in shaping modern India.”

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

Response:

Response:

1. The institution maintains transparency in its financial, academic, administrative & auxiliary functions in a very clean and fair manner. All the funds are handled ethically & responsibly. Openness and transparency is maintained in normal operating procedure as it leads to the building of trust.

Our institution has taken many initiatives to make the system transparent in its working like :

2. The course curriculum is prepared and uploaded on the college website so that students can retrieve

this information whenever required.

3. The timetable and the other notices are also displayed on the notice boards and also circulated among the staff and students for attaining academic transparency.
4. Answersheets of the internal assessment test are evaluated and shown to the students to look into their mistakes.
5. Regular meetings are held to arrive at important decisions. Minutes of the meeting are made and decisions are arrived at collectively. And approval is taken from Principal to execute the action
6. The HOD's and the convenors of various committees are delegated the duties and they are empowered to execute their own decisions, though after taking approval from the head of the institution.
7. For financial transparency, the tenders for purchasing of various items required, are floated online/also purchasing done through DGS&D previously and now through GEM portal.
8. The complete fee structure i.e admission fee, examination fee, revaluation fee etc are displayed on the website as well as in the prospectus. Payment of fee is also done online. Whatever amount of fee is charged, students are provided with its proper receipts. Prospectus is also displayed on college website.
9. The disbursement of scholarships and other monetary benefits given to the students are also done through online transactions.
10. Financial matters are routed through the cashier and the accounts assistant and the transactions are done online.
11. Salaries of staff is credited to their respective accounts through the bank invoices.
12. Regular audits are undertaken by the Finance/Accountant General Office.
13. A Chartered Accountant is also appointed by the institution.

7.2 Best Practices

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

Response:

Title of the Practice1: Empowering the girl students. The aim of the college is to empower girl students who come from diverse backgrounds ranging from underprivileged to affluent ones.

OBJECTIVES:

1. To provide quality teaching and develop competencies in ICT to meet 21st century global standards
2. to continue introduction and addition of courses to commensurate with viability and marketability
3. To motivate the girls for their future journey as entrepreneurs & enabling them to pursue their dreams and become financially self sufficient.
4. to gain finesse in research,
5. to promote physical health
6. to encourage healthy discussions in the classrooms,
7. to imbibe human values
8. to provide individual mentoring and counselling
9. to teach them self defence
10. to take the suggestions and feedback from students

CONTEXT: The key to success by providing them quality education through various skills in a conducive environment

PRACTICE: The college has devised many strategies for achieving this goal.

1. introduced innovative teaching-learning methods where the students learn by doing.
2. College runs two diploma courses under RUSA in Junior Software Developer and Executive Accounts Payable and receivable. IFLS has partnered with RUSA to train the students for Vocational courses in J&K Colleges and ensure 100% placement to all for which the MOU has been drawn between the Government and IFLS.
3. the college has introduced many skill enhancement courses. In 2016, College introduced two short term (free of cost) skill development certificate courses i.e. food production and Bakery & Patisserie. Art & craft workshops are also organized in which they are given training in –painting, photo frames making, candle making, sketching, paper cutting etc. Students are given projects on art & craft to make them self-reliant.
4. A six months vocational course in Stenography and Secretarial Assistance is also run by the College.
5. the P.G students are encouraged to work for the upliftment of the communities and also do research on social issues. College in collaboration with ASHI (Association for Social Health in India) & Bal Niketan provides the students with ‘on-the-job’ training in the field of social work.
6. Through **constructive feedback**, and open **discussions**, the college has managed to uplift the morale of the most underprivileged students to be more self-reliant.
7. Blog boxes or suggestion boxes : are installed at various places around the campus wherein the students can fearlessly/secretly put their ideas and concerns without disclosing their identity.
8. The students well being is promoted by encouraging them to participate in sports, yoga classes, NCC and NSS.
9. Email, whatsapp and phone : The use of technology/ social media is another efficient mechanism that helps for achieving different levels of communication within the student peer groups & between students and teachers/ authorities.
10. workshops on self defence are conducted from time to time.

EVIDENCE OF SUCCESS:

1. our students are excelling in all the areas and every year good number of students are meritorious.
2. Alumni of the college are well placed in Government and private sectors eg. Higher Education, High Schools, Administration, Police, Banks, Judiciary, Social Welfare Department and NGOs. We feel proud that our Ex CM Mrs Mehbooba Mufti is also an Alumna of this college.
3. Students have been awarded gold, silver and bronze medals in sports activities at district, state, national and international level.
4. the college has signed MOU's with two institutions, FCI (Food Craft Institute, Jammu) Ministry of Tourism, Govt. of India and JD Institute of Fashion Designing & Tailoring for better training and placement of students.
5. This is the only institution in the state who was selected by the UGC for the community college and the course in Fashion Designing and Tailoring was started.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:

Every year because of the increase in number of students, the college is short of infrastructure, for which

the proposals are mooted to the government and certain additional spaces wherever possible are created

II. Title of the Practice 2: Making Campus Eco Friendly

OBJECTIVES: .to conserve Energy

Use of renewable energy

Efforts for Carbon neutrality

Plantation

Hazardous waste management

E-waste management

CONTEXT: The institution lay stress on Eco Friendly Environment .It creates awareness among students, teaching and non teaching staff about its significance.

PRACTICE:

Energy conservation:

Maximum Use of natural lighting and ventilation to avoid day time lights.

Florescent bulbs are replaced with Compact Fluorescent Light bulbs.

Seminar halls are fitted with energy efficient split air-conditioners.

Students and faculty are made conscious to switch off the electrical and electronic devices of the classes when not in use.

Efforts for carbon Neutrality: The college collects the waste every day and bury degradable waste near trees and in a pit in one corner of the college so that it becomes manure for the trees and other vegetation.

Non degradable waste is regularly collected by local agencies for recycling.

Polythene bags are banned in the college.

the college has a Botanical garden which is loaded with green foliage ,a well maintained garden with flowering plants and crotons. Two full time gardeners are appointed to take care of the garden. The department of Botany also takes care of this garden.

Plantation

NSS volunteers and NCC cadets plant trees in the campus. Botany department conducted a plantation

drive, where all the staff members participated and planted trees in the campus. An Alumna of the college planted 5 fruit trees in the college on her Birthday.

Cleanliness of the campus Regular cleaning of campus is done by the 10 sweepers appointed by the college .

The NSS, Volunteers & Teachers also undertake cleanliness drive under Swachata Abhiyan from time to time.

E-waste management The college lays emphasis on paperless office and Reuse of one -side- printouts . ?
? UPS Batteries are recharged / repaired by the suppliers. ? Waste compact discs are used by students for decoration and participation in competitions like 'Best out of Waste'.

Awareness Programmes

The college s conducts awareness programmes on global warming, Ozone depletion and such other environment related issues regularly.

The EVS Department regularly conducts classes on Best Out of Waste exhibits the products for student awareness.

Students participate in Tree Talks, World Environmental day, Ehno Botanical Talks etc

EVIDENCE OF SUCCESS: The campus is green with trees all around despite the monkey menace.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:

E Waste cannot be safely disposed off because of the Government policy. The e waste list has to be submitted to the government for writing it off. The Government the n formulates a committee for the same.

The college being in the heart of the city has space constraints, still it maintains a botanical garden and has also planted trees on the periphery of the college.

?

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:

Sports instills a spirit of discipline, self reliance & confidence besides good health , recreation and happiness. NCC aims at developing character, comradeship, discipline, a secular outlook, spirit of adventure & ideals of selfless service among the young students. Further it aims at creating a pool of

organized, trained & motivated youth with leadership qualities in all walks of life.

Sports & NCC are the strongest areas of our institution wherein most of the students participate in different games, camps and competitions and excel bringing laurels to our institution at all levels (District, State, National and International Level). Some of their achievements are highlighted as under:

During the academic session 2013-14 there were 15 participations in athletics, winning 4 gold, 4 silver & 7 bronze medals. 71 participations were at inter college level in different games like Handball, Basket ball, hockey, Kho-Kho, Korf ball, chess & kabaddi. Out of these 27 won gold and 40 got silver medals.

Similarly in the session 2014-15, 32 girls participated in different games at Inter University level and at National level in the games like Kabaddi, judo, basket ball. Hand ball etc. and bagged 2 bronze & 2 silver in high jump & 800 mtrs race. Cadet Jasmeena Chib & cadet Smiley bagged best cadet trophy along with a special prize. 5 cadets were selected for SNIC , Srinagar where they won 9 medals(6 gold & 3 silver) in various competitions.5 cadets attended Army attachment camp at Satwari, where they won one gold medal in drawing competition, two silver in singing and essay writing & one bronze in debate competition. 9 cadets were selected for Thal Sainik Camp at New Delhi. They won 3rd position in firing, 4th in line area competition, 5th in cultural, 6th in health & hygiene, 9th in obstacles and tent Pitching competition & 1st in Map reading competition. 5 cadets attended NIC Noida. Cadets won a gold medal in song competition, a trophy in group song & 3rd position in Tug of war.Five cadets also attended a SNIC Camp at Dimapur, Nagaland and bagged 3 gold medals and 2 trophies. 3 cadets were selected for RD camp 2015 at Delhi where JUO Akansha Sharma got Gold medal in Bellet & bronze in cultural competition. 4 cadets were selected for RDC at Delhi and bagged 1st position in line area and 2nd in ship modeling. Tsering Angmo was selected for YEP Russia

In the session 2015-16 at district level there were 90 participations getting 31 gold and 53 silver medals at inter college level there were 135 girls who participated in various games and clinched 94 gold 27 silver 10 bronze 13 championship trophies & 1 runner up trophy. 28 girls participated at inter state level and won 15 gold & 13 silver medals. Similarly at national level we got 1 gold, 2 silver & 2 bronze medals. Aakansha Sharma represented the college at international level & won a gold medal in Rural international badminton championship held in Nepal.

In the session 2016-17 at university level we had 35 participations whereas at national level we had 11 participations in various games like volley ball, kho-kho, wushu, chess, fencing, T-20 cricket. 1 girl participated national, cycling, championship held at Nepal. Saumya Kouser won silver medal in north zone, sports climbing championship Bangalore. Best Institution award was given to GCW Parade NCC 2016-17 2nd Girls Battallion by Col. Rajesh. **Lt.Suman Lata of GCW Parade was awarded with the Best Associated NCC officer award.**SUO Shivani Bhagat & SUO Jasmeena Chib attended YEP at Sri-Lanka & Nepal respectively. Cadet Soumya Kousar participated in Ecocycling expedition held at Delhi to Nepal and won gold medal and a trophy. Cadet Shashi Sharma attended Parawing Camp at Agra and bagged a gold medal and a trophy. Cadet Suhaney Jamwal participated in Vittiya SAKsharta Abhiyaan held at New Delhi & was presented with a laptop by HRD Minister Mr.Prakash Javdekar. 50 NCC Cadets participated in Yoga camp held at Basohli & bagged gold medal in group song. Shashi Devi was declared the best cadet in the camp and got gold medal. They also got a gold medal in Guard of honour and one gold in honesty. Cadet Preety attended SNIC Kawarati at Lakshadweep & bagged gold medal in group dance competition.

In the Session 2017-18, bagged 1st prize in Gatka Championship at District level, at National Level we

won 4 Gold medals in Basket balland at International level won 4 Gold medals in Basket ball at Nepal & 4 Silver medals in Basket ball at Bhutan. Juhi Charak was declared the best cadet. Janvi Sharma got 2 Gold medals in Cultural Presentation from J&K Directorate.

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5. CONCLUSION

Additional Information :

Additional Information

The college took the lead to revive the culture and tradition of J&K in collaboration with the partner Montage Films and held major inter college events to showcase the culture and heritage of Jammu province. The college was nominated headquarters and instituted a silver rolling troupe (Mashal). The first event (Jashne-Virasaat) was held at GCW Gandhinagar and second at GGM Science College. The similar study the culture and heritage, the college is conducting surveys in collaboration with INTACH. The College conducts educational trips, study tours, picnics and educational tours regularly. It also prints its newsletters and college magazine. It conducts various awareness programs like Guest lectures, Quiz competitions, Symposia, Conferences related to diverse fields. Various events like Poster making, Painting/Slogan writing, Rallies are also organized from time to time. For this purpose College has setup various literary clubs like Language club, Science Club and BCA club that organize different events and also publish different Newsletters reflecting their activities. Also, College publishes its College Magazine, '*Dwigrata*'.

Art of Living and Yoga are regularly undertaken.

The College undergoes SVEEP (Systematic Voters Education and Electoral Participation) program regularly in which Poster making competition, Quiz, Symposia, *Nataks* and mockpoll are held.

The College has prepared an Examination Manual that contains procedures and guidance for the examination system to help ensure the quality and consistency of exam process which are tentative and subject to the approval of the Governing body of the College and the University of Jammu.

Concluding Remarks :

The college is a premier educational institute with 124 permanent teaching faculty; 64 teachers are Ph.Ds, 24 are M.Phils. & 36 are PGs. As Autonomous college it has taken up the responsibility of designing its own courses, syllabi and conducting of examination. Each department has its own Board of Studies which includes subject experts from different colleges and University of Jammu. Syllabus is revised periodically to keep abreast with the development in respective disciplines. College has own examination cell evaluation & revaluations are done by the secrecy cell of the college, result is compiled by the outsource agencies and declared on the college website.

As Employability is the major concern in the design and development of curriculum. Hence, the college offers number of vocational , certificate, diploma and skill enhancement courses. The college has commenced post graduate programmes in English, Zoology , Computer Application and Ph.D programme in Home Science from current academic session. Besides Career Counseling cell, a Legal Aid clinic has also been establishes recently. The college has taken strides towards improving the infrastructure on the campus and hence new blocks are being constructed which have total built up area of 10551 sq. feet and renovated existing infrastructure like renovation of Chemistry, Zoology, Home-Science etc. Whereas renovation of existing

infrastructure and building of more infrastructure is also under way.

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification				
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 10 Answer after DVV Verification: 10</p> <p>1.2.1.2. Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 47 Answer after DVV Verification: 302</p> <p>Remark : Edited as per clarification response</p>				
1.3.2	<p>Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. How many new value-added courses are added within the last 5 years Answer before DVV Verification : 16 Answer after DVV Verification: 4</p>				
1.3.4	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.4.1. Number of students undertaking field projects or internships Answer before DVV Verification : 270 Answer after DVV Verification: 13</p> <p>Remark : HEI input edited as per clarification response.</p>				
1.4.1	<p>Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise</p> <p>Answer before DVV Verification : B. Any 3 of above Answer After DVV Verification: B. Any 3 of above Remark : HEI input edited as per clarification response.</p>				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: B. Feedback collected, analysed and action has been taken Remark : HEI clarification</p>				
2.1.2	<p>Demand Ratio(Average of last five years)</p> <p>2.1.2.1. Number of seats available year-wise during the last five years Answer before DVV Verification:</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

2017-18	2016-17	2015-16	2014-15	2013-14
2020	1860	1860	1860	1860

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2049	1869	1869	1869	1869

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

2.2.3.1. Number of differently abled students on rolls

Answer before DVV Verification : 5

Answer after DVV Verification: 2

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 139

Answer after DVV Verification: 120

Remark : HEI input edited as per clarification response.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	4	10	7	18

Answer After DVV Verification :

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

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

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

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	4	1	1

3.7.3 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)

3.7.3.1. 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)

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Geotagged photographs are not found through uploaded link.

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)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	0	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	0	2

5.2.3.2. Number of students appearing 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

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24	21	28	32	31

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	14	14	13	13

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
80	61	65	63	84

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
54	39	51	49	53

Remark : HEI input edited according to clarification response.

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

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

Answer before DVV Verification:

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

15	7	1	5	14
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Answer After DVV Verification :

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

Remark : Onlu IQAC initiatives will be counted.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses in all programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>47</td> <td>41</td> <td>41</td> <td>40</td> <td>40</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>302</td> <td>258</td> <td>244</td> <td>244</td> <td>219</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	47	41	41	40	40	2017-18	2016-17	2015-16	2014-15	2013-14	302	258	244	244	219
2017-18	2016-17	2015-16	2014-15	2013-14																	
47	41	41	40	40																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
302	258	244	244	219																	
2.5	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>45.0</td> <td>41.99</td> <td>93.96</td> <td>110.6</td> <td>128.8</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>819</td> <td>77.81</td> <td>127.00</td> <td>145.79</td> <td>175.49</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	45.0	41.99	93.96	110.6	128.8	2017-18	2016-17	2015-16	2014-15	2013-14	819	77.81	127.00	145.79	175.49
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