



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE, AKHNOOR

VILLAGE PALWAN TEHSIL AKHNOOR

181201

www.gdcakhnoor.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College Akhnoor is affiliated to University of Jammu, Jammu. It was established in August 2005 by Govt. of Jammu and Kashmir. The college is located away from the hustle and bustle of city which provides congenial environment for studies. Initially it was started functioning from Govt. Middle School Akhnoor with 117 students having only *Arts stream with computer application as one of the subject*. Subsequently the college was shifted to its own campus having 340 kanals of land in the year 2008. *College earned a recognition status under 2(f) and 12(b) with the UGC Act 1956 in 2011*. In 2010 science stream was also introduced with the establishment of four science departments viz Physics, Botany, Chemistry and Zoology. Commerce stream was started on the demand of local public and the students in 2015. The student enrollment recorded a steep increase since establishment. At present GDC Akhnoor is one of the largest among fellow colleges established in 2005 with an enrolment of 2058 students with 1306 girl students and 752 boys, 34 permanent faculty members, 18 academic arrangement teachers and 13 Non teaching staff members. The college, since its inceptions, has been governed by educationists of great eminence who have contributed immensely in laying a strong foundation. The college imparts skill based and job- oriented courses besides formal education at UG level in the form of Rashtriya Uchattar Shiksha Abhiyan (RUSA) sponsored Add-On Certificate Courses (Accounting Executives- Recievable and payable and Domestic Data Entry operator). The purpose to introduce such courses is to take higher education on the path of more job & market -oriented track i.e. accessible to all segments of society and results in increasing the employment opportunities by establishing academic-industry linkage in line with the market demand. The college has also sent proposal for the extension & modernization of existing infrastructure in Undergraduate Courses in respect of up-gradation of laboratories, library, smart/tradional class rooms, college auditorium and hostel. We hope that the Govt. Degree College Akhnoor will make remarkable progress not only in academics but also in extensions and co-curricular activities with the effective support of all the stake holders.

Vision

To make GDC Akhnoor one of the pioneer institution of Higher Education as well as developing whole some personality of younger generations by providing innovative educational environments, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper.

To inculcate the indispensable virtues of tolerance, honesty, hard work and amity among our students.

Mission

To transform lives of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge through innovation and ethical practices.

To promote reservations and integration of cultural diversities of the region, state and country.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Govt. Degree College Akhnoor is one of the leading colleges established in 2005 catering the need of over 2000 students belonging to the far flung and border belt areas. College is a multi-faculty institution offering academic programmes at the Undergraduate level in the discipline of Arts, Science, Commerce and Computer Applications. College is also offering two Skill Add on Courses to the students to create employability. The college campus is spread over 340 kanals of land in eco friendly atmosphere. The college has 34 permanent faculty members, 18 academic arrangement teachers and 13 Non-teaching staff members having responsiveness, dedication and devotion. College has well established laboratories, library having good collection of books and also smart class room for ICT enabled teaching. Under community service, it has adopted schools and villages through extension activities by NSS and NCC. The physical infrastructure of the institution is also being put to optimal use by making it available to the IGNOU students on holidays and Sundays. The college offers financial assistance to economically down trodden students both from indigenous welfare schemes and other scholarship schemes of the central and state government. The college functions in a decentralized manner by formulating different committees/Clubs. The College takes active participation in intercollegiate display your talent contests and sports activities.

Institutional Weakness

More permanent teaching and Non- teaching faculty is required.

Lack of proper landscaping.

More traditional as well as smart classrooms and laboratories are required to strengthen the academics.

Introduction of some new subjects such as Geography, Geology ,Psychology etc

Poor internet facility.

Lack of CCTVs for proper monitoring.

As the library is the pride of educational institution, it is needed to be automated in separate setup.

As the institution is away from the city and health care centers, primary health care facility manned by a qualified medical practitioner is the need of the hour.

Institutional Opportunity

The pass out students of the college avail the opportunities of getting admission to various PG courses in the state universities as well as outside the state and also promotes co-curricular activities like sports, cultural, NSS, NCC etc.

Prepare students for competitive examinations by Remedial/ coaching classes.

Create self employability by providing Two Skill Add on courses.

Placement of students in different companies by placement drives through UDAAN.

As college is spread over a vast area, it has plenty of available land for expansion of the Infrastructure as well as off site campus of the university

Institutional Challenge

Limitation and constraint in Govt. Financial support.

Inadequate infrastructure.

Drop out number of students in Semester-I/II classes.

More skill based courses are required as per the demand of society.

Interrupted/irregular electricity supply.

Non-modernization of laboratories.

To achieve academic excellence, academic arrangements (temporary teachers) should be discouraged.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being a government institute, college works under the administrative control of the Jammu and Kashmir Government & academic control of the University of Jammu. The courses which are sanctioned by the government & curricula which are designed by the respective boards of studies constituted by the University of Jammu are taught in the college. At present, the college has three broad streams viz, Science, Arts/Social Science & Commerce. Earlier there was only two streams- Arts and science, the third one i.e. commerce was started in the year 2015. The syllabi are reviewed by the university from time to time in the presence of faculty members from different colleges in the meeting of board of studies. Further, Curricular changes are also made with focus on employability of the students on the basis of feedback from students, parents and comments from faculty members through meetings convened by the respective conveners. So as whole academic flexibility, the college follows norms as are in vogue in the University of Jammu.

Teaching-learning and Evaluation

Being a state- run institution, it grants admission to the students and gives due importance to all categories of members of society-economically weak, differently abled and socially deprived. To cater the need of socially deprived students, remedial classes are conducted from time to time. Since most of the students come from rural background ,a due care is taken to teach them in national language although the medium of instruction is English. A learner centric teaching methodology is used by the college. A good number of teachers in the

college have Ph.D degrees and besides this many of them have qualified NET/SLET that enhances teaching learning process. They are well aware of the innovative methods of teaching as well as more technology oriented. They complete course work in time. The teaching & learning is also done using ICT enables tools like projectors and smart class room. The evaluation of teaching is done by continuous feedback from students which helps to improve the teaching methodology on a regular basis. Further, evaluation process includes continuous assessment and mid-term examination, practical examinations and finally annual semester examinations conducted by the university. The mechanism of internal assessment is transparent and ever evolving. The academic calendar is always adhered to.

Research, Innovations and Extension

Being an undergraduate institution there are no facilities available for research and consultancy services. As such no funds are allotted by the higher education department on this count. However, institution has full-fledged faculty strength comprising of faculty members with additional qualification of M.Phil. & Ph.D. with a sound research background. As a part of research activity one faculty member Viz. Sushma Bhau (Education) is pursuing Ph.D. under FIP. The concern is to give flip to the research activities. Besides Mr. Sudesh Kumar is working on his Ph.D. thesis as a part time scholar in Dept. of EVS, University of Jammu. The college also arranges for appointment of substitute teachers in place of faculty members under deputation on FIP. Further, college library committee also recommends subscription for few journals and magazines for the library. The college also encourages faculty members to participate in national and international level research paper presentation to do some novel work in their field of interest. Besides imparting formal education, the college also conducts consultancy service to the nearby schools in imparting basic computer skills. The institution makes its students to reach the community through NSS in addition to the services rendered through Red Cross and Red Ribbon Club. College also organizes blood donation camps from time to time.

Infrastructure and Learning Resources

College has a good infrastructure from the time it has been established and has been improved from time to time. As per student count it requires more infrastructure. Besides the other requirements, presently it has one Smart Class Room and Projector facility to use information & communication technology effectively in the teaching & learning process. Further it is used by the departments for purpose of staff meetings & other presentations/functions. Above this, college has well-furnished class rooms, administrative building, staff room and other basic facilities. The laboratories of the college are well equipped. We also have a small girls study room and placement cell. There are indoor & outdoor sports facilities in the campus for carom, chess, volley ball, kho-kho, kabbadi, badminton, football and cricket etc. However modernized outdoor sports infrastructure is under development. There is also a canteen that offers very healthy and hygienic food for students & staff of the college. College has a library for all its faculties, different books of each department have their own collection of books in the library. We have different books, reference books, journals/periodicals and magazines etc in the library and some students have been registered on NDL portal to access e-resources. Further non-available books are procured immediately by the library staff upon the request of students and faculty from time to time by the proper channel as prescribed through college library committee. In order to ensure uninterrupted power supply to labs and other essential units of the college a Genset have been installed within the campus. There is a college bus (40 seater) providing to and fro transport to the students from Akhnoor City to college.

Student Support and Progression

Every higher educational institute is established with an aim to develop the students in a manner that they have satisfying personal life and also become fruitful citizens. In this context, institution is always working for the all- round development of students viz. intellectual, moral, spiritual, development of mind and body to disseminate knowledge, promote skills and develop outlook so as to produce persons who are intellectual, physically strong, morally upright, aesthetically sensitive, socially committed & economically self-reliant. Student's skills & talents are exhibited through the opportunities provided to them as extra-curricular & co-curricular activities conducted by the college. Awards are given for performance in cultural activities & the services rendered through the National Service Scheme (NSS) and National Cadet Corps (NCC). To nourish and channelize the hidden intellectual and scholastic aptitude students are motivated to express themselves in college magazine. College provides travel assistance to students for participating in academic activities held anywhere in and outside the state. The academic environment at the college is congenial which makes the stay of students in the college comfortable. The college publishes annual information brochure which enlists information about student services available, subject combinations, admission procedure, fee structure and other features of the college. Coaching classes and remedial classes are conducted for the academically weak and late admitted college students so that they can cope with the deficiency in their courses of study. A complaint/suggestions box has been fixed in the entry hall of the college to receive suggestions and complaint from stakeholders. Moreover e- complaint form has been designed on the college website to receive complaints online for caste based discrimination. Students have also been given full freedom to approach the Principal directly in case of any complaint or grievance.

Governance, Leadership and Management

All the stakeholders of the college are involved in the vision, mission and values exercised. The College is governed by the state government so far as its administration is concerned and academically it is governed by the University of Jammu. At the college level Principal manages the college with the help of different committees, heads of the departments, coordinator of examination etc. Teaching and non-teaching staff of the college are recruited by the state government bodies like JKPSB and JKSSB respectively. Matters related to finance are decided by the state government. All the requirements in the terms of finance are being discussed in the advisory committee of the college and accordingly submitted to the administrative department for approval. A grievance redressed cell is in place which looks into the problems of students as well as staff and recommends measures to redress the grievances. At the beginning of the session an academic calendar is chalked out and followed accordingly. Routine checks are made to monitor the attendance and working of various departments to maintain discipline in the institution. To groom leadership among teachers, various committees are constituted in staff council and seniors are made conveners in order to work for the betterment of the institution. They are also encouraged to undergo technical and professional trainings as and when required to enhance their skills. This provides them an opportunity to chisel out the leadership qualities inherent in them. Leadership qualities in students are also developed through the activities like quiz competitions, class seminars, debate competitions and subject/educational tours. Further college inculcates various social, cultural and moral values in students through NCC/NSS and games and sports activities. Student class representatives are selected and they act as ambassadors of their respective classes. Moreover, operational autonomy is also given to all the departments to decide their internal affairs without deviating from the regulations of the college. Funds for salaries of employees developmental works under various heads are allocated by the state Govt.

Institutional Values and Best Practices

For overall development of the college, college focuses on various areas among them values and social

responsibility plays a vital role. College is environmentally conscious and from time to time encourages plantation drives to enhance knowledge of community towards the importance of protecting environment. Further, Department of Environmental Science organizes several sensitization programmes on the eve of World Environmental Day. Green March, Painting/on spot essay competitions, campus cleanliness activities are organized to sensitize student community about conservation of nature & natural resources. Further college also educates the students to conserve the energy by saving the electricity by various means. Moreover, from time to time initiative has been taken by college to spread digital literacy among the local community by organizing camps in nearby schools. College has also given full support in promoting “Swachh Bharat Mission- Ek Kadam Swachta Ki Aur” by participating in it and adopting nearby villages in summer vacations. Further, the assessments such as student evaluation based on the feedback given by the students is given due weightage by the Internal Quality Assurance Cell to ensure quality in the institution. Since the college has one vibrant NSS and two NCC Units, community social service is being undertaken by them to reach to the needy persons and sensitize them regarding their role in keeping the environment neat and clean. Keeping in view all the above-mentioned practices, the college tends to generate and share knowledge for developing a responsible individual. The institution has also introduced some innovation over the past few years which are given below:

1. Conversion of a traditional classroom into smart classroom.
2. Replacement of Chalk Blackboard with marker white board.
3. Conducted career counseling programs in collaboration with Life Long Learning Dept. of University boards to guide students in choosing their future career.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE, AKHNOOR
Address	Village Palwan Tehsil Akhnoor
City	JAMMU
State	Jammu And Kashmir
Pin	181201
Website	www.gdcakhnoor.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Kuldeep Raj Sharma	01924-213837	9419203086	-	principalgdcakhno or@gmail.com
IQAC Coordinator	Chander Shekhar	1924-213837	9697543847	01924-56784 3	dnsharma.po@gma il.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	09-03-2005

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

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

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	15-04-2011	View Document
12B of UGC	15-04-2011	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village Palwan Tehsil Akhnoor	Rural	42.5	2116

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	BA,Department Of Humanities And Social Sciences	36	HS Part II	English	700	520
UG	BSc,Department Of Sciences	36	HS Part II	English	300	194
UG	BCom,Department Of Commerce	36	HS Part II	English	80	23

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				3				28			
Recruited	1	0	0	1	2	1	0	3	14	13	0	27
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	7	6	0	13
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	0	0	0	0
Yet to Recruit				2
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	0	0	1	0	0	6	6	0	13
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	1	0	0	1	1	0	3	6	0	12

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	4	0	5
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	0	0	0	4	6	0	10

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	352	0	0	0	352
	Female	385	0	0	0	385
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	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	67	96	83	64
	Female	66	114	100	66
	Others	0	0	0	0
ST	Male	0	4	3	1
	Female	3	5	3	1
	Others	0	0	0	0
OBC	Male	23	21	20	18
	Female	23	35	28	20
	Others	0	0	0	0
General	Male	203	283	228	182
	Female	270	304	277	324
	Others	0	0	0	0
Others	Male	41	22	50	32
	Female	40	15	55	29
	Others	0	0	0	0
Total		736	899	847	737

3. Extended Profile

3.1 Program

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

Response: 66

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	02	02

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1784	1821	1699	1578	1480

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
239	231	342	312	263

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
285	227	244	208	285

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
31	14	14	13	15

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
32	32	32	32	32

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 10

Number of computers

Response: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
8.33334	17.74	47.54	66.15	7.04

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Government Degree College Akhnoor is affiliated to University of Jammu and adheres to the curriculum designed and prescribed by the University. However, within the framework provided by the University, the curriculum is operationalized keeping in mind the requirements and resources of the college. Even in the designing of the curriculum, the faculty members play a very active role as members of the respective Board of Studies. Some faculty members of this college even assist other Universities/Autonomous colleges in preparing their curricula.

As the college has implemented CBCS in all its programmes, the College offers a wide range of Skill Enhancement, Discipline Specific Elective and Generic Elective Courses. The courses are offered keeping in mind the interest of students, infrastructure of college, scope of a particular course for job prospects and further studies etc. A Counselling Committee is set up during the phase of admissions which helps the students with the various issues related to admission process. After admissions, the students are allotted various sections based on the respective strength in various courses. Workload for each subject is calculated and accordingly demand for teachers on academic arrangement is presented to the higher authorities if required. Teachers on Guest lecture basis are invited in case of any exigency. Many students come to this college by commuting daily from distant places. The time table is framed in such a manner that it remains convenient even for long distance commuters to attend all their classes. Still some students find it difficult to come early or stay till last periods due to non-availability of timely transport facilities to their homes.

Each department determines its own pace of completion of syllabus as per the requirement of each course. In addition to the regular class work, different activities like guest lectures, field trips, seminars, interaction sessions, workshops etc are regularly organized. Wherever the curriculum requires, or can be supplemented using Communication technology, the Smart Class Room well equipped with ICT tools is used. Internal Assessment Examinations are held in a centralized manner involving the coordination and services of teachers from different subjects thereby ensuring the smooth conduct of the examination. Remedial classes for students are held to supplement the routine course work. These classes cater chiefly to the students from socially disadvantaged sections (SC, ST, OBC and Minorities) but can be attended by any needy student. Vocational and Add-On Courses are introduced under RUSA to improve the employment prospects of the students. Regular feedback is taken from students as well as parents both formally and informally regarding different aspects of curriculum. This is used by the teachers as members of BoS for curriculum designing as well as for better implementation of curriculum.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

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

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 86.21**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	00	04	04

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

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 83.33**1.2.1.1 How many new courses are introduced within the last five years****Response:** 55

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Response: 100

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

Response: 03

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

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

Response: 0.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	0	0	0	0

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

Government Degree College, Akhnoor places great importance on promoting a value based education. Towards this end, the college has introduced many courses that deal directly with issues like Gender inequality, Environment and Sustainability, Ethics etc.

Gender Sensitization

A course titled 'Gender Sensitization' has been introduced in third semester (Skill enhancement course in Sociology) to make students aware about the problems associated with gender inequality and the remedial measures which can ensure a safe and dignified environment for members of all genders. An unusually high female to male students' ratio (approx. 2:1) in the college serves as an example of women empowerment in Akhnoor. Seminars and workshops on the issue of women empowerment and gender equality are regularly held in the college. International women's day is celebrated every year in the college.

Environment and Sustainability

There are two compulsory courses on Environmental Science which are taught in the first two semesters of all programmes. The primary focus of which is to educate the students about the damage being done to environment, rising challenge of climate change, and the ways and means to reverse this trend. In addition to these, there is an optional skill course on 'Solid waste management'. Many workshops dealing with issues like pollution, sustainable agriculture, deforestation etc. are regularly held. The poster making competitions/Seminars/symposium on the issues relating to environment are regular feature of the college. The plantation drives are organized within the college campus from time to time. The college has played a very active role in Swachh Bharat Abhiyan and adopted five nearby villages for carrying out 100 hours activities on cleanliness and sanitation by NSS volunteers.

Human Values and Ethics

A course on 'Ethics and its Applications' has been offered (Skill enhancement course in Philosophy) in fifth semester. Among other things it deals with the topics like capital punishment, euthanasia, patriarchy, animal rights and rights of future generations. There is also a core course on Indian philosophy which elaborates on the traditional Indian values and their relevance in present context. A series of events such as debates, seminars, poster making and quiz competitions etc. are held frequently to promote the Gandhian values like truth and non-violence. Anti-Ragging cell, Grievance Redressal Cell, Caste Based Discrimination Cell etc are active in the college campus. On the whole the college endeavors to provide the students with an education that encompasses much more than purely academic studies so as to develop them into good human beings before anything else.

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

five years

Response: 2

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

Response: 02

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the 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
URL for stakeholder feedback report	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
URL for feedback report	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: 0.05

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
02	01	0	1	0

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.09

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

2017-18	2016-17	2015-16	2014-15	2013-14
737	737	847	899	736

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

2017-18	2016-17	2015-16	2014-15	2013-14
1080	1060	1040	950	850

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 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
239	231	342	312	263

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

At the commencement of the session general orientation cum counselling of the new entrants is done so as to sensitize them about various aspects of the college viz; discipline, mode of examination both internal and external, distribution of marks, benefits of NSS, NCC, sports and other cultural activities at college level.

The interaction of principal and staff of the college with the students is a regular feature, where the students are formally introduced to all the faculty members for creating a favourable working culture in the college.

Students are segregated as slow learners and advanced learners on the basis of learning ability, marks in the previous class, performance in the internal assessment tests and daily performance in the class. For slow learners the facility of remedial classes is provided in which the stress is given on the difficult areas of the subjects. To enhance their confidence their active participation in different fields is encouraged. Slow learners are encouraged to choose the subject/subjects which suit their calibre. They are constantly encouraged to meet their mentors for extra classes. There is a culture in the college that teachers are easily available to the students who provide them with the books and study material in the form of notes. Such students are also encouraged to participate in sports, cultural events and debates at University, State and National level.

Advanced learners are encouraged to participate in Seminars, Quiz competitions, debates, discussions and poetry recitation competition, they are made CRs and cultural coordinators with the aim to inculcate the leadership qualities and at the same time act as role models among the peers and are also given due attention so as to enable them to secure top positions at university level.

In case, the poor performance in the class room is due to absenteeism, the shortage is notified on the notice board and communicated to parents through the telephonic calls and in the parent teacher meet.

To cope up the shortage, extra classes are arranged for such students so that they can pace up with the regular students.

Special classes are conducted for the students engaged in co-curricular activities such as NCC/NSS, educational tours and exposure visits as they miss the regular class work due to their engagements in the above said activities. Final year students are guided regarding various career oriented courses competitive examinations, jobs they can opt after graduation. Coaching classes for JUET, CUET and other entrance tests is provided to outgoing students of the college.

The teachers encourage the quick learners to work with slow learners to bring them at par with them .

2.2.2 Student - Full time teacher ratio

Response: 57.55

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	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:

Besides traditional teaching methods, focus on new innovation in teaching techniques like ICT, OHP, Smart Classrooms etc is laid. The faculty members in general are aware of the needs of the students in terms of the knowledge and skills owing to their previous experiences. The traditional methods of teaching are coupled with student participation in the class room, seminars and experimental learning. The participative learning is encouraged through group discussion, presentation, class room seminars, excursions and field trips viz; ecological exposure trips, botanical and zoological trips.

Further clubs and committees like Red Ribbon club, cultural committee, literary committee are there to guide students to pursue their interests viz-a-viz societal and ecological awareness. Students are also encouraged to participate in inter-college competition in academics and sports.

NSS and Red Ribbon club of the college encourage their volunteers for blood donation, visit to old age homes, orphanages to inculcate ethics and social values.

Experimental learning is promoted by analysis of experiments after Practical classes (Science

departments) and sensitisation is done through celebrations of various important days like National Voter's day, AIDS day, ozone day, and swachta abhyian etc. where students are encouraged to prepare model, charts, posters and slogans which are evaluated and winners are awarded. Such activities promote academic excellence.

Final year students are guided regarding various career oriented courses, competitive examinations and jobs they can opt after graduation. Coaching classes for JUET, CUET and other entrance tests is provided to outgoing students of the college.

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

Response: 48.39

2.3.2.1 Number of teachers using ICT

Response: 15

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 71.36

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

An innovative effort of an institution helps in its academic excellence. The institution is committed to innovation and creativity in teaching learning by making optimal use of available facilities in the institution like giving problems to students and evaluate them critically, arranging class tests, taking assignments, organising seminars, arranging cultural activities and sports competitions, obtaining different write-ups from students for annual magazine and arranging extension lectures, displaying scientific models and taking students to departmental laboratories to give them scientific knowledge.

Teachers often make use of projector and smart class room to make teaching learning more effective, interesting and technology oriented. The use of ICT foster opportunities for teaching and learning by integrating learning technology such as computers specialized software, audio visual capabilities. Faculty members and some students of the college are registered on NDL e-library to access e-resources online. Besides delivering lectures, teachers also show educational documentaries related to the topic concerned. Students are encouraged to sum up main points of class-lectures at the end of the class. The reproduction requires not only communicative skill but attentive listening and grasping all the points discussed by the teacher.

Exposure visit and field trips are organised by the college inside and outside the state, as it enables the students to interact with and learn from each other, allowing them to view practical/ real life situation and successful interaction of sustainable practices in their fields. The students after field trips are required to submit the trip report which is an example of learning by doing an innovative and creative teaching technique.

Charts and models are also used by the faculty members to explain the fundamental topics and advanced technology in theoretical and practical sessions. Burning social and environmental issues like swachhta hi sewa, save girl child, drug De-addiction, save water and no use of plastic etc. conveyed to the students by the students through performing skits.

2.4 Teacher Profile and Quality

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

Response: 54.38

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

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

Response: 31.1

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
13	4	4	3	5

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: 7.48

2.4.3.1 Total experience of full-time teachers

Response: 232

File Description	Document
Any additional information	View Document

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: 17.24

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

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

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	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 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

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

As the college is affiliated to the University of Jammu. Examination committee of the college looks after the fair and smooth conduct of the examination in the institute. During the induction programme the newly admitted students are updated regarding the attendance requirement and pass marks.

Whenever the students are in doubt they are encouraged to clarify them by discussing with teachers and principal.

Internal Assessment Examinations are held in a centralized manner involving the coordination and services of teachers from different subjects thereby ensuring the smooth conduct of the examination. Display of the performance of the students in internal assessment test on the departmental notice board encourages competition amongst peers.

Answer scripts of internal assessment tests after evaluation are shown to the students for their satisfaction and in case of any doubts among the students, clarification are given.

There is provision of re-test for the students who don't score qualifying marks and the students who could not appear in the internal assessments due to their participation in various curricular and co-curricular activities.

File Description	Document
Link for Additional Information	View Document

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

Response:

The institution ensures that all students are aware of the evaluation process through the college prospectus which is updated annually.

The orientation and interaction of the new entrants with the principal and faculty is facilitated at the

commencement of the session, where students are made aware of rules and regulations of the affiliating university, examination and evaluation process.

Guidelines for teachers and students regarding the internal assessment are prepared as per the university rules, which are made available to all faculty. Examination committee and the concerned teachers of the subject of the college convey the basic structure of the internal assessment of practical and theory with the guidelines for dealing with absenteeism.

The faculty members however have flexibility in certain courses with regard to the mode of internal assessment so that creativity is not hampered or compromised whereas in other courses, the quantum of the syllabus for the assessment is prescribed by the University of Jammu.

Centralised date-sheet for test/submission of assignments is notified on the college notice boards and also conveyed to the students by the teachers in their respective classes, at least 15 days in advance.

After evaluating the answer scripts of the internal assessment tests, these are shown to the students for their satisfaction. Internal assessment marks are also displayed on the notice board.

The students who could not appear in the test due to some unavoidable circumstances, there is provision of retest for them and also for weaker students for improvement. The result of the internal assessment is checked and verified by internal assessment committee of the college and then by the inspection committee framed by the University of Jammu. A proper record of the internal assessment is maintained.

The tests and evaluation process is executed as per the academic calendar of the institution.

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

Response:

Since the examination is both internal and external, the former is conducted by the college and the latter by the affiliating university, In case where the students have any grievances regarding examination process, they are helped by the examination committee of the college.

There is an option of re-evaluation within 15 days of the declaration of the result. Students are provided guidance by the internal examination committee of the college regarding the processes of re-evaluation at the University of Jammu. As regards external examination, the students appear in exam at a venue decided by affiliating university.

The answer scripts bear code marks to maintain confidentiality of evaluation and examiners other than the teachers of their college evaluate the scripts within a given time frame.

For errors like mark sheet reflecting student as absent, result withheld, result later on due to typographical mistakes or any other reason, the internal assessment committee sends the duly certified required records to the university for the necessary action and favour of the student.

For transparency and fair conduct of the internal assessment examination, teachers are asked to submit three sets of question paper of each subject. Out of three, one is chosen by the internal examination committee.

The internal as well as external examination of Skill Enhancement Courses is conducted by the internal College examination Committee which demands more care in terms of transparency on the part of the College examination committee. The sanctity in all the situations is maintained.

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

Response:

The college strictly follows its academic calendar reflected in the prospectus as well as academic calendar of affiliating university. In the beginning of the session general orientation cum counselling of the new entrants is done so as to sensitize them about the mode of examination both internal and external, distribution of marks both in theory and practical and other academic activities like regularity of attendance in which students must attend more than 75% of the total lectures delivered during the semester and a student has to pass internal assessment separately in each subject..

The college examination committee issues the centralized datesheet for internal assessment in consultation with the HODs of various subjects, which is displayed on the college notice board well in advance.

In general, the internal assessment examination and external examination for odd semesters is held in the months of September-October and November-December respectively. For the even semesters they are held in the month of March-April and May-June respectively.

Internal assessment examination involves the coordination and services of teachers from different subjects thereby ensuring the smooth conduct of the examination. Display of the performance of the students in internal assessment test on the departmental notice board encourages competition amongst peers.`

Answers scripts of internal assessment tests after evaluation are shown to the students for their satisfaction and in case of any doubts among the students, clarification are given.

2.6 Student Performance and Learning Outcomes

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

Response:

The programmes offered by the institution are given in prospectus which is uploaded on the college website.

The programmes offered by the institution are Bachelor of Sciences (B.Sc.) Bachelor of Arts (B.A) and

Bachelor of Commerce (B. Com.). After completing three years of study in respective programmes the student attains comprehensive knowledge about the course contents which enables the student to feel equipped and competent to seek jobs or pursue further studies as per their likes and needs. For this, we prepare them for job market/masters degree programmes/higher education. They are trained to be socially conscious, morally upright, have genuine concern for human values so that they will follow personal and professional ethics to promote peace and love in the community.

To improve student's performance, field visits, practicals, demonstrations, increased community participation are included in the design of the curriculum. Coaching classes for the final semester students are provided by the college to help them in the entrance tests for further studies and also for competitive exams.

The programmes offered by the institute like B. Com helps students to compete for exams like Chartered Accountancy, Financial Analyst, Company Secretary, Auditor, Accountant and Banking Executives.

The B Sc with Computer application programme helps students with the basic and advance knowledge to operate computer which equips the students to meet the technological advancement of the contemporary competitive world. Two job oriented vocational courses in Domestic Data Entry Operator and Accounts Executive-Recievable and payable help the students for placement in corporate sector.

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

Response:

The entire Learning Outcome has been specified as a journey from a lower to a higher level of competence with stages in between. The complete and comprehensive evaluation of students is done by taking the data concerning students' performance and inputs from the faculty in the end of each academic session. The course outcomes are evaluated based on the results of the internal assessment tests, home assignments, day to day performance in practical as well as internal practical tests and University examinations.

As described earlier too (Key indicator 2.5) the assessment tests are conducted by the institution in fair manner and the marks are displayed on the notice board. The institute provides opportunity to all the students for improving their performance which in turn results in better attainment of course outcome. The practical courses are evaluated by means of external practical examination where in the examiner appointed by the affiliated university conducts the examination as per set rules laid by the university. The internal practical exams besides day today performance of student in the lab are means of evaluation at college level. Theory examination conducted by university accounts for 80% of marks while 20% marks are ascribed to internal assessment which is done through different means like tests and submission of assignments on the allotted topics. In practical 50% marks are attributed to internal and 50% to the external examination. With the culmination of course work of the semester/year, the results of the examination conducted by the university provide a fair idea about the level of attainment in the said course. The standards of measuring are high as the question papers are set by the university faculty on the basis of the syllabi of the said courses. A large no of students have sought jobs in govt and private institutions of

repute, be it the banking sector, teaching, administration and defence etc.

The various skill enhancement courses have been introduced last year under CBCS system. The purpose to introduce such courses is to take higher education on the path of more job & market -oriented track i.e. accessible to all segments of society and results in increasing the employment opportunities by establishing academic-industry linkage in line with the market demand.

2.6.3 Average pass percentage of Students

Response: 55.56

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

Response: 285

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

Response: 513

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.87

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

List of project and grant details

[View Document](#)

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

Response: 0

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

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

Response: 45

3.2 Innovation Ecosystem

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

Response:

The institution intends to develop research culture among faculty members as well as students. To inculcate the spirit of research among the students, various seminars and guest lectures are organized from time to time on different topics by the subject experts from different college and universities. During these seminars and lectures, the students are brought in touch with the issues which require analytical thinking and creative solutions. Among other things, the issues which are regularly discussed are environmental crisis, climate change, women empowerment, peace and non-violence etc. Moreover quiz competitions and

debates are also organized on burning issues. To put their knowledge into practice, the students are provided with opportunities to participate in various activities like plantation drives, cleanliness drives (Swachhta Abhiyan) and other social awareness programs. This teaches them to critically apply their theoretical and generalized knowledge, to deal with the specific problems pertaining to their own surroundings and underlying social structures. Even in routine classroom lectures, students are engaged in case studies which are related to the prescribed course material being taught. Critical issues like religion, ethics, social customs, environment etc. provide the material for case studies and encourage students to develop their own thinking, opinions and solutions about these issues. Even in the home assignments, wherever prescribed as a part of the university examination system the questions are framed in a manner that require students to think on their own and come up with novel ways to answer those questions. Moreover, the college has also organized a cultural exchange program with exposure visit to Shimla, Chandigarh and Amritsar.

To promote research among the faculty members, the college encourages them to pursue Ph.D under FIP or as part-time scholars. Moreover they are encouraged to attend conferences, seminars and workshops to enhance their knowledge. They are also motivated to present research papers in conferences and seminars related to their field of study organized at national and international level. During the past five years fourteen research papers have been published by the faculty members of this college in UGC approved journals. In addition a faculty member has authored a book titled 'Curriculum development in teacher education'. Further, the college also publishes its newsletter which contains content that is created by the faculty and students of the institution. By creating such an environment, the college endeavors to promote a healthy environment for creation and transfer of knowledge.

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

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

Response: 1

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

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

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

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

Response: 0.08

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

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

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

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

Response: 0.17

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

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

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

3.4 Extension Activities

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

Response:

The college conducts the extension activities in the neighboring villages of Akhnoor, the NSS unit of college is very much active for spreading education and community services in and around the college. The NSS unit of college has conducted tree plantation, swachh Bharat Abhiyan, visit to old age homes, Aids awareness programmes, road safety programmes, drug de-addiction programmes and SVEEP programmes. The extension activities covers the adjoining villages of Akhnoor like Sitryala, Ambaram, kot Garhi, Pangiri, Bomal, Kaink Jagir, Gura Brahaman, Meira Mandrian, Kaleet and Thandi Chui. The NSS Unit has also conducted voters awareness programme, digital literacy programme in the nearby areas. The NSS unit of college has adopted the village awareness programme with Special camps for blood donation and for the creation of awareness among the locals regarding the gender issues and for enhancing the digital literacy among the masses. The college conducts workshops on preparation of jams, jellies and pickles in collaboration with department of Science and technology of J&K government. The college conducts the special drive for the government scholarship awareness programme for the marginalized sections of students and in this programme all the adjoining schools also participated. The college also organised a special drive in the nearby areas for enhancing the communication skills of the masses and providing the knowledge about the social issues prevalent in our society like dowry, drug consumption and Alcohol.

File Description	Document
Link for Additional Information	View Document

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

Response: 1

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

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

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

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

Response: 50

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	11	11	7	7

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

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

Response: 57.99

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

2017-18	2016-17	2015-16	2014-15	2013-14
1079	1114	1112	1099	491

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

3.5 Collaboration

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

Response: 1

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

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

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

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

Response: 0

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

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

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College was established in the year 2005 and started functioning from Govt. Middle School Akhnoor with 117 students. It was shifted to the present building in the year 2007 at village Palwan on Akhnoor-Kaleeth road about 6 Kms from Akhnoor town. During the past 13 years, the students have increased manifold and have crossed more than 2000 in 2018. The infrastructural policy of the college is propelled to envisage the future requirement of teachers, administration staff and students particularly. The College follows a conducive and constructive approach towards creation and enhancement of infrastructure of the institution that facilitates effective teaching and learning. The college building is well structured with an open area of 340 kanals, largest of all the newly established colleges of Jammu Division. The college building comprises of classrooms, laboratories, library, canteen and a spacious playground.

At present there are 9 classrooms, 2 additional rooms being used as classrooms and one fabricated women study room. All the classrooms are well-ventilated and spacious with a seating capacity of 100-120 students. There is a smart classroom which is equipped with modern technological facilities and is used frequently by teachers and students. There are five laboratories in the college campus, one each in Physics, Chemistry, Botany, Zoology and Computers which creates and strengthens an environment for effective teaching and learning because each laboratory is well equipped with tools, chemicals and other necessary equipment as per requirement. The college has a well maintained library with around 6000 books. The library section lends books to the students and the faculty. A reading room has also been provided for the convenience of faculty members. IGNOU center has been set up in the college campus to facilitate the community for open learning. Necessary budget is allocated for the construction, enhancement and upgradation of infrastructure in keeping with the educational, social, environmental and extra-curricular requirements of the learners. The project of College hostel expansion is in the pipe line as 100 bedded OBC/SC girls hostel has been approved and sanctioned by the directorate of social welfare department. One more academic block having 06 classrooms, one multipurpose hall with seating capacity of 500 students/people, 05 laboratories, 2 HOD/staffrooms and few toilet rooms has been proposed and proposal has been sent to the concerned authorities for approval and sanction. The college administration intends to upgrade its standard every year to cater to the needs of the current generation of students.

File Description	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:

The design of the campus of an institution is a physical manifestation of its intrinsic vision. It is a nature friendly and environmentally responsible institution. The college has adequate space for sports and cultural activities. There is a big playground in front of the college complex. To promote various games and sports in Akhnoor town, the J&K Sports Council has approved the construction of basketball court of 28.66m x 15.24m size, kho-kho ground of 29m x16 m size, handball court of 18m x 9m size, volleyball court of 40m x 20m size, cricket/football ground, sitting tiers (3 No.) around the cricket stadium and a VIP Pavilion in the college playground. At present, the college playground has only a basketball court with a cemented leveling. In addition, the basic structure of the sitting tiers and VIP Pavilion has been completed and rest of the construction is under process.. In addition, there is facility for table tennis and other indoor-games like carom & chess. The college has teams for different sports activities. The college has sufficient stock of sports equipments which is provided to the students for practice and participation in different sports activities. The college provides additional equipment as and when required by the students by updating themselves through interactions with students. The college students participate in various inter-college and inter-university competitions and have brought laurels to college by winning prizes in various sports activities.

In keeping with the tradition of creating leaders of the future, education of one institution is not only informative but formative also as well as for the holistic development of stakeholders there is a equal thrust on co-curricular and extra- curricular activities. The college extensively organizes cultural activities on various occasions like national and religious festivals throughout the year. The college students, NCC cadets and NSS students also participate actively in various cultural activities and national festivals like Gandhi Jayanti, Independence day, Republic day etc. Moreover, our students also participate with great enthusiasm every year in “Display your Talent” competition organized by Department of Student welfare, University of Jammu and have won various accolades for the college. These students are encouraged and trained by the cultural committee. The college does not have an auditorium but different cultural activities are conducted in the makeshift stage in the college premises.

File Description	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: 10

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

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: 46.27

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
0	8.53	44.000	60.00	0

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

4.2 Library as a Learning Resource

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

Response:

The college has a well maintained and spacious library with a seating capacity of around 100 students. It caters to the need of over 2000 students of the college. The college library has a vast collection of around 6000 books related to various subjects. In addition to the subjective books, there is a good stock of reference books, novels, books for various competitive examinations etc. The library has monthly subscription of local and national newspapers, employment newspaper (Employment news, Daily Excelsior, State times, Amar Ujala, times of India, Economic times, The Hindu) and different magazines (Biology today, Competition success review, Chronicle, India Today, Kurukshetra, Sportstar, Yojana) for the enrichment of students and teachers. Other books for competitive exams are also being purchased from time to time to help the students in order to update themselves for facing the cut throat competition and challenges (Indian polity and general studies for civil services examination, IAS (mains) general studies: India and the world, Reasoning for competitive exams, JUET Jammu university Entrance test, CBSE UGC NET/JRF books for Hindi, political science and commerce, books on NDA examinations and banking competitive books for PO and clerical examinations) . The new stock of books is replenished annually to cater to the need of students. Library provides the congenial and calm atmosphere to the student and staff. The college has a Library Committee which looks after the proper functioning of library and allocation of funds for the purchase of new books. The committee monthly reviews the library needs and recommends the addition of new books through regular meetings. The permanent staff of library has just been appointed, earlier the adhoc staff took care of the library. The staff provided proper services in library. The college library lacks automation as the college is newly established and library is in developing phase. However, the automation process will be initiated shortly. The students as well as faculty members are registered with NDL e-library to access E-RESOURCES where they can access the journals, articles, research papers of their respective subjects and update themselves from time to time.

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

The college library is in developing phase and there is very limited collection of knowledge resources for library enrichment. At present the college library has following said books for library enrichment.

S. No	Name of the book	Publisher	Author
1	The selected works of Kahlil Gibran	Om Parkash International	
2	The Exile, A novel based on the life of Maharaja Duleep Singh	Penguin Books	Navtej S
3	The Immortals of Meluha	West Land Limited	Amish
4	The Diaries of Franz Kafka	India Log Publishing	Max Bro
5	Conceptualization in the Manusmrti	Manohar	P. Chary
6	Shakespearean Tragedy	Atlantic Publishing	A. C. Br
7	The Man-Eater of Malgudi	Unique Publishing	R. K. Na
8	Napoleon	Jaico Publishing House	Emil Lu
9	The Constitution of Jammu & Kashmir	Universal Law Publishing	Justice A
10	Ayurveda and Aroma Therapy	Moti lal Publishing	Miller ar
11	The Blazing Chinar		Sheikh M
12	Kashmir	Manas Publications	Parvez D
13	India after Gandhi	Mac Millan Books	Ramach
14	Operations in Jammu & Kashmir	Natraj Publishers	S. N. Pra
15	Geetanjali	UBSPD Publications	Rabindra
16	Cultural and Political history of Kashmir	Gulshan Books	P.N.K. E

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**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 1.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.70584	2.29977	1.54337	1.01656	3.00

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:** No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.2

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

Response: 40

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has adequate IT facilities to strengthen the teaching and learning process. The college has a well maintained computer lab with 20 computers in working condition. The desirous students can use computer laboratory for various academic activities. For students, computers with internet facility are kept in computer Lab which any student can use for study purpose. The computer lab is providing IT facility to the teaching and non-teaching faculty of college as well. The repair and maintenance of computers is done from time to time by hired professionals as and when required. The college has introduced Wi-Fi facility in all corridors provided by Jio Network Pvt. Ltd. in the current year. Earlier the college had BSNL-WiMax network in Principal chamber and computer lab, now the entire system is upgraded to Jio Wi-Fi. The computer department annually organizes 15 days General Computer course for both teaching and non-teaching staff before the summer vacations. The teaching and non-teaching staff is made aware of various IT techniques during this workshop. The up gradation in the college lab is done by replacing the old systems with new ones or old systems are upgraded with latest configuration whichever is possible. The college purchase new systems with latest technology according to the requirement. Further, as and when need rises we request the Higher Education Department to provide necessary budget for procurement and deployment of computers in the college. Outside technicians are hired for maintenance and up-gradation of computer. The college has sufficient infrastructure i.e. computers, printers, scanners and LCD Projectors which the staff can utilize any time to prepare their course material/ lectures. The college has Smart Classroom with multimedia facility where students/ teachers can deliver presentations/ lectures. Staff rooms also have internet facility. The college understands the need and promotes the use of ICT enabled learning tools for quality education. ICT enabled education has a positive impact on teachers and learners since it provides a more interactive and visually attractive learning environment. It also makes the students skilled for the new digital world and competence that are needed for training, self-development and employment. The college has a Smart Classroom having seating capacity of 100 plus students respectively in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize that. The institution has the plan to upgrade the IT infrastructure by Adding up the new and latest software and hardware technologies, to strengthen the office computerization system for the benefit of students and staff, and to make the internet facility more easily accessible.

4.3.2 Student - Computer ratio

Response: 89.2

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 51.85

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
8.33	9.21	3.54	6.15	6.38

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	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 administration section is headed by section officer. Each faculty member is assigned different academic duties in addition to teaching learning and evaluation. Students also participate in college management. At the start of each academic session leadership formulates various committees' viz. discipline, college development, purchase, scholarship, library, grievance redressal, admission, career counseling etc. Each committee is headed by a senior faculty member who is convener of the committee. The student and staff put forward their issues relating to purchase, maintenance or any grievance or any recommendation etc to the principal which are forwarded to the concerned committee for necessary action to be taken. The minutes of the meeting of the decision taken and resolutions provided are maintained by committee. The decisions taken by the committee are put forward during student teacher interaction, parent teacher meeting and feedback is also taken for the same. The committee takes regular feedback from students and staff to analyze their problems for overall development of the college. The college has a college development committee to look after the maintenance and infrastructural requirements of the college building. The development and maintenance of the college building is done by utilizing the funds and grants allocated by the Government. In order to maintain other support facilities, repair work is done from time to time by the hired professionals. The college beautification committee with the help of its supporting team undertakes the maintenance of green spaces. To maintain cleanliness and hygiene in the college premises, sweepers regularly clean the classrooms, washrooms and corridors. The upkeep and maintenance of different laboratories is done by the lab-in charge of respective departments. The HODs of each department assess the requirement of stock and equipments in the respective laboratories periodically and necessary steps are taken in this regard. Library is maintained by the librarian and the supporting staff. The stock verification of library books, stationary, sports equipments are done once in a year. Thereafter, the purchase of necessary stock is done by the college purchase committee from the local funds under the respective heads. The Principal along with his team of teaching faculty supervises all the academic activities of the institution.

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: 14.89

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
227	261	229	260	258

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: 3.72

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
31	66	42	22	139

File Description

Document

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

[View Document](#)

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

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

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

Response: 0.29

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
26	0	0	0	0

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

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

Response: 0.67

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
60	0	0	0	0

File Description	Document
Details of the students benefited by 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

5.2 Student Progression

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

Response: 0.28

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
4	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 70.18

5.2.2.1 Number of outgoing students progressing to higher education

Response: 200

File Description	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: 12

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
0	0	4	8	5

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	20	40	25

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: 0

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

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

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

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

Response:

The College has a well-established student council. The elections are conducted in a phased manner for the selection of college presidium every year. A well elected committee comprising of teachers is constituted for conducting elections in a democratic manner. The college elections are important, as college union provides a platform for the development of leadership qualities, organizational skills and creative talents among the students. The election takes place in 2 stages. At first stage, class representatives are elected by the students of respective classes. Two class representatives are elected from each class, first one is on merit basis and other one is nominated. All the elected Class representatives become the members of the student council. Afterwards, the member of Student council in turn elects the college President and College Vice President in presence of constituted college election committee. The members of college presidium are framed to ensure direct communication to the college Principal, when required regarding the issues

which students face. The Head of Student council also ensures free flow of necessary resources required by the students. Further, the student council comprises of President, Vice-President, General Secretary and cultural secretary.

The activities of student council include:

- To suggest such measures which are related to the welfare of the students.
- They Act as a representative body of the students of the college to address the issue concerned with students.
- Plan and organize student activities including literary and cultural programmes, debates, discussions, symposiums, quiz competitions, sports events and competitions in different fields.
- Act as members of all academic and welfare committees to provide support to the students participating in different areas.
- Play a major role in publishing college magazine. They encourage students to participate and publish their views, articles, literary work in college magazine. Even the date sheet of the internal examinations is finalized in consultation with student council. As members of Grievance cell, they talk directly to students regarding examinations, infrastructure, harassment, ragging etc. This council in collaboration with Red Cross and other charitable organizations help to raise funds for the people in need. The student council also involved in the activities that are associated with the council and other forums which are intended for developing students initiatives and creativity that are very effective. Further, the student council also helps in achievement of the glory of students in the field of sports and culture.

File Description	Document
Any additional information	View Document

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

Response: 6

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
6	6	6	6	6

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

5.4 Alumni Engagement

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

Response:

The college has an alumni association which was started from 2017-18 session. The Alumni of the institution are getting enrolled through online portal which is placed on the college website. For maintaining smooth conduct of alumni meets, a well said alumni committee has been framed in the college. The committee sits and discusses all the parameters under the headship of chair/Principal of the college regarding the alumni meet. The Alumni committee members of the institution are always in touch with the ex-students of the college and invite them to college for lectures and interactions with students when possible. The pass out students also actively participates with the college alumni committee in guiding the students.

The Alumni involve themselves not only in academic growth of the students but also in the infrastructural development and providing exposure to students through various activities pertaining to cultural, NCC and NSS activities. Their encouragement is always admirable by the students. The students also actively interact with the alumni of the college regarding their career as well as future prospects.

As the college is situated at border area and the parents of many college students are serving in various Defence Forces. Therefore, the mindset of many students is towards joining the Indian army. Hence those alumni who are serving in Indian army (in various capacities), also take active participation in guiding the new students about the benefits of joining National Cadet Corps (NCC) in the college which help them in getting jobs in Defence forces. Besides Indian Army, some Alumni hold good positions as Assistant Professors, Lecturers, Teachers, accountants etc and work towards shaping the future of the students. They also come to college campus whenever they are called in order to have healthy interaction with students so that they can guide them regarding their career aspects in respective fields. Moreover, the Alumni Community also remain in constant touch with the college and respond in positive way as and when contacted by the college alumni committee to grace the occasions and have frequent talks with the college students. The feedback and suggestions of college alumni are also being taken on regular basis to improve the growth and development of college. The feedback obtained from them is also analyzed by IQAC members and college alumni committee so that Principal can take necessary action to implement these suggestions and enhance the performance of the College.

Further, alumni community is a close and well-knit body that always considers the growth of organization/college as its major concern. Somewhere, these alumni also plays the role of mentors for the students in shaping their future careers. They also counsel the students whenever required regarding their issues. The college alumni always contributed to the growth of the college with their expertise and skills in different areas. Besides alumni, the college also invites former teachers/faculty members in all functions and celebration of college.

File Description	Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION :

To make GDC Akhnoor one of the pioneer institution of Higher Education as well as developing whole some personality of younger generations by providing innovative educational environments, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper.

To inculcate the indispensable virtues of tolerance, honesty, hard work and amity among our students.

MISSION :

To transform lives of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge through innovation and ethical practices.

To promote reservations and integration of cultural diversities of the region, state and country.

The vision and mission statement clearly depicts the intent of the college administration to work as per the standards and guidelines of Higher Education department.

In spite of being located in rural area, the college administration and staff has set a clear goal to uplift the students of rural area by providing them best knowledge using the infrastructure, equipments, and laboratories at their disposal. The college is committed to generate self employment skills, positive attitude, sense of responsibility and generating initiative taking capabilities among the students. The emphasis is on providing quality education which will help them to raise their standard both economically as well as morally. The college is committed to provide quality education to the students and cater to the needs of students at various platforms so that they become better citizens of India.

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, NSS/NCC activities, great personalities like scientists, teachers and administrators 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.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The administration performs its functions using the decentralized approach involving the staff of the college (both academic and administrative). The staff plays an important role in all decision making matters related to the college. The staff participates actively at different levels to streamline the flow of various developmental activities, cultural activities, sports activities, NCC/NSS activities, etc.

The faculty member who has served for longest duration in a department is supposed to be the best person to know all the procedures of internal working of the department. In every department, Head of department takes the responsibility of preparing internal time-table, allotment of teaching subjects among staff members, preparation of results of internal assessment, shortages cases, purchases related to department, extension lectures on current topics etc. All these activities are performed in consent and collaboration with the staff members of the department. A perfect balance is maintained between the Head and other staff members of the department for efficient working of the department.

Periodic meetings of the Head's with the Principal are held to discuss various issues related to the students, staff and administration.

The various committees that are functioning presently as per decentralized and participative approach of administration are as follows:-

- Advisory Committee
- Purchase/College Development Committee
- Discipline Committee
- Library Committee
- Cultural/Literary/Creative Activity Committee
- Career Counselling Committee
- Scholarship/Financial Aid Committee
- Grievances Redress Committee
- Tour & Picnic Committee
- Internal Assessment Record Committee
- UGC Committee
- NAAC/IQAC Committee
- Anti Ragging Committee
- Red Ribbon Club
- Sexual Harassment Committee
- College Beautification Committee
- College Canteen Committee
- Local Fund Committee
- Motor Vehicle Committee/College Bus
- Sports Committee

- Examination committee
- College Newsletter and Magazine Publication Committee
- Income Tax committee
- Time Table Committee
- PVC I-Card committee
- Website committee
- Genset committee

Case Study of Library Committee

The library committee of the college is comprised of members from various departments of science, commerce and arts. The following activities are performed as soon as grant is received for the purchase of books:-

- The purchase committee under the guidance of the Principal holds a meeting with the heads of all departments for allocation of the grant received.
- Each HoD expresses the demand of his/her share in the grant keeping in view the intake of each department and other requirements of the department.
- The purchase committee along with Principal discusses the division of grant to various departments.
- With proper consent and approval, money is divided among various departments for the purchase of books.
- All the HoDs are directed to purchase the books as per the amount allotted to them.
- The HoDs on their part take feedback from students regarding which books are preferred by students.
- The books referred by majority of students are ordered for purchase from authorized dealers.
- Depending upon the requirement of the students, various journals, periodic magazines are also purchased by the committee.

File Description	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:

The enrolment of the students in the college is constantly increasing. In order to accommodate all the

students and keeping in view their interest, one common room for girls and smart classroom/conference room is being used as additional class room on a temporary basis. The present infrastructure does not suffice the need of the college and as the first priority of college is students and their studies. Therefore, the college administration holds meetings on regular basis and unanimously resolved the issue of construction of new building for establishment of additional class rooms. The college administration has submitted its proposal for multipurpose hall and additional infrastructure to Administrative Department for approval.

As per the location of the campus is concerned, it is located in rural/ border area of Akhnoor town, so the students of this area are very much enthusiastic to join Indian Army. For that, the College Administration has encouraged the students to take part in number of sports and NCC activities. Therefore, College Development Committee has submitted the proposal to the State Govt. for establishment of well furnished and multiple sports block for strengthening the physical and mental morale of the students. The state Govt. has accepted the college proposal and the construction of sports building is under process. In addition, the State Govt. has also given approval for establishment of girl's hostel in the college campus for the safety of girls students who come from very far flung area.

As for as ICT based infrastructure in teaching learning and administration is concerned, college has well equipped computer Lab, smart class room, projectors, photocopier etc. Gensets have been installed in the campus to meet out electricity cuts in the area. Science laboratories are also upgraded with new instruments. College library is well equipped with good infrastructure and staff members and students of the college have been registered on NDL portal to access e-resources online.

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:

The college is governed by Department of Higher Education of J&K State Govt. under the control of Commissioner/Secretary (IAS) appointed by State Government. The Director Colleges (Senior Most Principal), appointed by Government assists Department in academic affairs. So far as internal organizational structure is concerned, it is described as follows.

1. Commissioner Secretary (IAS Officer appointed by State Govt.)
2. Director Colleges (Senior Principal appointed by State Govt.)
3. Principal of the College

- Teaching Staff
 - Academic Affairs Committees
 - Convenor/HOD
 - Member
- Non Teaching Staff
 - Establishment
 - Library
 - Sports
 - Accounts
- Auxiliary Support Staff
 - IQAC
 - Advisory Committee
 - Admission Committee
 - Others Committees

The college is governed by Department of Higher Education of J&K State Govt. The head of the institution is Principal of the college who constitutes various committees and cells for the smooth administration and management. All these cells and committees takes care of curricular and co-curricular activities of the college keeping in mind the quality aspects mentioned in the vision and mission statement of the college. These mainly include the committees like IQAC, Grievance Redressal Cell, Student Welfare committee, Anti-Ragging, Scholarship (SC, ST, EBC, SBC etc.). The employees of the institution are governed as per the service rules of the State Govt. The procedure of the recruitment and promotions of permanent staff(teaching as well as non-teaching) is done as per the State Govt. services and UGC rules. However, depending upon the strength/workload of the college, staff on academic arrangement is appointed as per the State Govt. rules.

To solve the grievances/complaints received, the matter is discussed with the concerned committee members under the able guidance of the Principal and the necessary measures are taken to solve the issues appropriately and on time.

File Description	Document
Any 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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 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:

For the overall development of the institution, different committees have been formed under the able leadership of college Principal. The college Cultural committee organizes various cultural activities within college campus for inculcating the value of 'Unity in Diversity' amongst the students. Activities such as Lohri, Eid, Holi, Diwali and other regional/national festivals. are celebrated with enthusiasm in the college. 'International Yoga Day' is also celebrated every year on 21st June in which a large number of students along with faculty actively participate to remain physically fit and to relieve the stress of daily life. Different clubs like Red Ribbon, Red Cross along with NSS and NCC units are constituted in which students participates in various cultural and other social activities. The talented students are selected for participation at district level as well as State and National level events.

The theme based activities are also performed during Hindi, Sanskrit, Dogri Divas and Women's Day as well as Teachers' Day are celebrated with great zeal and fervor by organizing symposium and cultural bonanza followed by a small token to all Teachers by the head of the institution. Gandhi Jayanti is celebrated every year in the college to pay tribute to Mahatma Gandhi by organizing various activities like Cleanliness Drive, Symposium, Painting and Poster making competition etc. on the theme of Gandhian thoughts. NSS day is celebrated every year on 24th September with great enthusiasm in the campus followed by cultural programmes where staff, students and NSS Volunteers actively participate and share their views and experiences. At the commencement of every academic year, the college administration decides about the activities to be performed in the college.

File Description	Document
Any 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:

Following welfare measures are provided under department of Higher Education for teaching and non-teaching staff.

- The college provides the necessary guarantee so that the staff can avail loan from the bank where the salary of the employee is credited.
- Summer and Winter vacations are availed by teaching and non-teaching staff as per the order of J&K Higher Education Department.
- Staff members are encouraged to participate in Workshops/Symposium/Conferences etc. and also allowed to attend the Refresher course/Orientation course as required by staff for the placement in higher scale/grade as per the UGC guidelines.
- There is also provision for deputation / study leave in favour of teachers interested in pursuing short term and advanced studies under Faculty Improvement Programme (FIP) of the UGC and under CSR of J&K State.
- Institute of Management and Pub Administration (IMPA) J&K organizes training programmes for clerical staff to refresh their knowledge about civil service and accounting.
- All teaching and non-teaching employees are covered under the J&K Mediclaim Insurance Policy.
- Maternity, Paternity, Childcare, Medical and study leaves are provided as per the University rules/J&K Higher Education rules.
- Committee against Sexual Harassment is working effectively and efficiently.

File Description	Document
Any additional information	View Document

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: 1.43

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	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: 0.4

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
2	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	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: 33.76

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
7	10	2	7	1

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

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

The performance for Teaching and Non-Teaching staff of the college is based on Annual Performance Report (APR) on the prescribed format of the J&K State Government. The performance of the teaching staff is evaluated on various parameters like number of teaching hours, method used for teaching, mode of evaluation and participation in various co-curricular and extracurricular activities. Besides this integrity, general intelligence, punctuality in the college, initiatives, creativity, resourcefulness and willingness to take responsibilities are the important parameters for performance appraisal of the teachers. The performance of the teachers is also evaluated on the basis of result percentage of the classes assigned to them for theoretical and practical teaching during an academic session. Moreover, students, as primary stake-holders come up with their complaints /suggestions directly to the Principal or H.O.Ds of concerned departments or through the complaints and suggestions box.

For the non teaching staff there is also appraisal system in the form Annual performance report which is based on the parameters like capacity and intelligence, honesty, acquaintance with rules and orders , Knowledge and skill in dealing with office matters, regularity , manners and hierarchical powers of working with concerned officers.

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 salary is reconciled by the AG. Financial matters are routed through cashier and accountant. The internal financial audit is not performed by the college.

After the conduct of audit, the officers submit the audit report to the State Govt. with detailed objections. The State Govt. sends the same report to the college for settling the audit objections within a stipulated time period. The college cashier and accountant go through the objections/irregularities raised by the audit party and reply the observations raised with detailed justification within stipulated time. The audit report for the year 2014-2015 and 2015-2016 is enclosed.

File Description	Document
Any additional information	View Document

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

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

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

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:

The college receives sufficient grants/ funds from State Government from time to time and adopts necessary and sufficient measures for the mobilization of funds. The funds are also received from other funding agencies like RUSA, DST and UGC. The college principal in consultation with HoDs and Conveners of various committees decide where and how funds are to be utilized. Some funds are also collected from the students as a part of fee collected at the time of admission. A good amount of local fund is lying with the college as a reserve.

The funds received are thus utilized in recurring expenses like salary to staff, infrastructural development, academic activities, guest lectures, purchase of books, and other extra-curricular activities.

The Academic audit is the job of the University of Jammu, to which the college is affiliated. Likewise administrative audit is assigned to the Department of Higher Education, Govt. of J&K.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Practice 1: Internal Assessment

It is an important parameter towards establishment of a fair and trustworthy evaluation system of any educational institution. The internal assessment of GDC Akhnoor is stringent and transparent. The tests are conducted by following a centralized date sheet issued by the Examination Committee of the college after thorough deliberations with the Heads of different departments and Principal of the college.

- At the outset of each academic session, college organizes orientation programs for the students to make them aware about the rules and regulations of the affiliating university, examination and evaluation.
- Students are conveyed about the syllabus to be covered under internal assessment exams considerably ahead of scheduled date of exam. Pre-assessment rehearsals are carried out by individual teachers so as to prepare the students for the external exams.
- Strict vigil is employed to maintain the secrecy of the examination question papers. Conduct of exams is supervised by the staff put on duties for the purpose under the supervision of supervisory committee under the overall supervision of Principal of the college.
- Immediately after the culmination of the internal assessment tests, evaluation process is set in. The marks scored by students are made available to them via posting the same on departmental notice boards. Scores of home assignment are also conveyed to the students. They are provided evaluated answer sheets and assignment sheets to go through in detail regarding discrepancy, if any, so that the same can be addressed accordingly.
- The quantum of syllabus prescribed for assignment tests and the associated rules and regulations of the University of Jammu, with which the college is affiliated, are followed in letter and spirit.

Practice 2: Student Uniform

A set pattern of dress code, appearance and behaviour of students is observed in the college. GDC Akhnoor has a proper system for checking of uniform and discipline in the college campus. The discipline committee plays a vital role in maintaining discipline and rules regarding uniform. In addition to discipline committee, a Proctorial board comprising of different teachers for each day in a week is constituted which works on regular basis to monitor and check the indiscipline regarding behaviour, uniform and I-cards. Students are not allowed to enter the class or to participate in any college activities without uniform. For the new comers, a time of one week is set to prepare their uniforms and application of dress code.

NCC cadets and students in sports events are provided with different uniforms and same are directed to come in their respective uniforms on special occasions and days allotted to them. The uniform is key indicator of college decorum which avoids social and enhances social equality. It also maintains discipline and gives a distinct identity to the students and also avoid the influence of outsiders inside the college premises. Students are encouraged to participate in different college activities which enhances their career and personality rather than indulging in any indiscipline and anti social activity which is detrimental to the society

File Description	Document
Link for Additional Information	View Document

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:

At the beginning of every session, Internal Quality Assurance Cell (IQAC) of the college conducts meeting under the able guidance of the Principal who is chairperson of IQAC with staff members of the college. IQAC discuss various aspects like teaching-learning process, structure, methodology, academic practices, curricular & co-curricular activities for the session. The committee then chalk out a planned structure in the form of Activity Calendar. The Academic cum Activity Calendar (published in college prospectus and available in college website) includes schedule of various activities like Admission process, celebration of National Days and festivals, Teachers day, sports activities, Academic tours, NCC and NSS registration etc.

The IQAC also conducts student's assessment of teachers of the institution and analysed the collected data on the basis of points obtained in different parameters of evaluation. The teaching learning process and other activities conducted in the institution are monitored by Principal of the college. IQAC also encourages to all the staff members to make use of LCD/ overhead projectors and other Audio Video aids in the classrooms for effective teaching learning process and also from time to time it organises various lectures and awareness programmes on advanced topics by the eminent academicians.

File Description	Document
Any additional information	View Document

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

Response: 2.8

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
6	3	3	2	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	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:

Govt. Degree College Akhnoor is affiliated to University of Jammu, Jammu. It was established in August 2005 by Govt. of Jammu and Kashmir. Initially it was started functioning from Govt. Middle School Akhnoor with 117 students having only *Arts stream with computer application as one of the subject*. Subsequently the college was shifted to its own campus having 340 kanals of land in the year 2008. *College earned a recognition status under 2(f) and 12(b) with the UGC Act 1956 in 2011*. In 2010 science stream was also introduced with the establishment of four science departments viz Physics, Botany,

Chemistry and Zoology. Commerce stream was started on the demand of local public and the students in 2015. The student enrollment recorded a steep increase since establishment. At present GDC Akhnoor is one of the largest fellow colleges established in 2005 with an enrolment of 2058 students with 1306 girl students and 752 boys, 34 permanent faculty members, 18 academic arrangement teachers and 13 Non teaching staff members. The college imparts skill based and job- oriented course besides formal education at UG level in the form of Rashtriya Uchattar Shiksha Abhiyan (RUSA) sponsored Add-On Certificate Courses (Accounting Executives-Recievable and payable and Domestic Data Entry operator. At present, college has two NCC units for boys and girls separately and one NSS unit. The construction of sports infrastructure is in final stage. Now the construction of girls hostel has started. The college has also sent proposal for the extension & modernization of existing infrastructure in Undergraduate Courses in respect of up-gradation of laboratories, library, smart class rooms, college auditorium and more classrooms. We hope that the Govt. Degree College Akhnoor will make remarkable progress not only in academics but also in extensions and co-curricular activities with the effective support of all the stake holders.

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: 10

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
3	3	2	0	2

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

Safety and security

Safety and security is important because both safety and security affects an individual's well-being. Safety is freedom from physical or emotional harm. Security is freedom from threat or fear of harm or danger. The college follows a proactive collaboration in establishing and monitoring safety procedures applicable to the campus as a whole, emotional and physical well-being of the students within the college premises to create a safe learning environment. Various programmes as well as committees have been set up in the college to meet the need of safety and security. Anti- ragging committee is there which works to free the campus from violence and ragging. Security personnel are deputed on the entrance gate for regular monitoring of outsiders. College has complete boundary wall with fencing and only entry/exit gate, which provides physical security and safety to students. Various seminars, symposium, debates and awareness programme were conducted from time to time. The College NCC and NSS units, Grievances redressal cell, women development cell, and discipline committee of the college regularly conducted the programmes.

COUNSELLING

Counseling plays a very important role in the managing of emotional and psychological as well as career, social, and personal needs of the students. It helps in improving mental health and overall development for a lifelong wellness. The college has counseling cell and women cell specially for girl's students which provide counseling to students from time to time particularly at time of admission for new entrants.

Common room

College also provides the facility of girl's common room, which girl students can avail during their free time in order to study and interact with each other. Girl's Common room is equipped with proper furniture as well as electricity connections.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 36000

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: 25.23

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 394.2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1562.2

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

WASTE MANAGEMENT

Efforts are made for management of different types of waste generated within the college campus. Campus is orientated towards reducing, reusing and recycling the items of disposal. Staff members motivate the students to use dustbins for disposing off waste and to avoid the use of plastic and polythene. Various programmes, seminars, Lectures, symposium, awareness talks and cleanliness drives are conducted from time to time by Department of Environment sciences, NSS and NCC volunteers to make students aware about the threat caused to environment by the waste generated in our localities. Waste management is necessary for keeping the campus clean and hygienic. The source of wastage inside the campus is generally papers, plant debris, lab waste materials, canteen waste, water waste and e-waste.

SOLID WASTE MANAGEMENT- Dustbins are placed separately in all the departments of the college and various other locations of the campus. Solid waste in the form of biodegradable and non-biodegradable waste is collected in different dustbins. The biodegradable waste is disposed off in the compost pit, which will further be used as manure for the plantation purposes. The non-biodegradable one is collected fortnightly by the municipal corporation, Akhnoor and is further disposed off properly.

LIQUID WASTE MANAGEMENT- Liquid waste in the form liquid chemicals waste, water waste etc. is collected. The chemical waste are firstly distilled/diluted and then drained out through proper drainage system. The water waste is also drained out through proper drainage system.

E-WASTE MANAGEMENT- The electronic goods are checked for usability before discarding, the usable parts are reused in other machines. Scrapped computer are dumped at one place. The UPS batteries and inverter batteries are recharged/ repaired/exchanged with suppliers.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Government Degree College, Akhnoor has a total area of 340 kanals, of which, 3000sq. feet is the constructed area. At present there is no structure constructed so far for the purpose of rain water harvesting. Now, the college has planned to construct/ dig a deep pit to store rain water so as to use it for watering plants, cleaning of the floors etc. and thus preventing water from getting waste during the periods of rainfall. We have ample space for this provision to be fulfilled in near future

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:

As the Government Degree college, Akhnoor is located 7km away from the main Akhnoor town on Akhnoor-Sohal road and also most of the students belongs to far flung area which is not cycle friendly and cycling in this area offers some challenges like time delay, exposure to pollution(dusty roads), bad road connectivity etc. Since the public transport is available and it also offers a cheap mode of transport and helps the students to reach the doorstep of the college, so most of the students coming from different areas prefer to use the public transport system. The students staying in the vicinity of the college prefer to walk to the college. The College makes the student aware of the Carbon Credits, Carbon Neutrality, hazardous environment pollution and environment impact assessment in the subject of Environmental Studies in the programmes. Most of staff members also used car pool system as a mode of transport as it is economical as well as eco-friendly. We believe in keeping our campus plastic free. Therefore, hoardings are put at many places in the college prohibiting the use of plastics. Instructions are also given to the canteen contractor to stop the use of plastics in any shape. Seminars, Lectures, symposium, Environment awareness talks, 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. For promoting paperless or less paper use, Staff members are advised to -reduce taking printouts, use both sides of the paper, make three question paper sets on single A4 paper for internal assessment etc. The office too is making an effort to minimize the use of papers like most of communications are made through mails through e-letters. Most of work regarding university section, everything including administration and exam application are made online. The college campus is about 340 Kanals, in which in addition to already planted trees, more than 300+ plants are planted in the college during current session in collaboration with social forestry department of the state. To create awareness on the importance of tree plantation, every year the college conducts plantation activity with the help of students, NSS and NCC volunteers. The Classrooms in the College are provided with large windows to allow natural light, hence the classrooms have good ventilation and light, thus usage of electric lights is minimized. Efforts are on cards to make college campus lush green, plastic free, and environment friendly.

File Description	Document
Any additional information	View Document

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: D. At least 2 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: 13

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
04	05	02	01	1

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: 15

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
03	01	06	03	2

File Description	Document
Report of the event	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
Any additional information	View 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: No	
7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
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: 11

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
02	01	04	03	01

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

Adhering to its academic calendar, the institution tries its best to organize every national festival and birth / death anniversaries of the great Indian personalities. With the beginning of session in the month of mid-July, a cultural committee is framed to organize such programmes. The main objective behind organizing such functions is to recall the events or contributions of our leaders in building the nation. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. The events are organized in the form of symposium, lectures, debates, poster making, quiz competitions, special talks etc. The list of major events includes-

- International Yoga day (21st June) - that boosts the physical, mental and spiritual well- being among the student community.
- Teacher's day (5th September) - to commemorate the birth anniversary of former vice president of India.
- Bhagat Singh birth anniversary (28th September) -is celebrated in the college with great zeal and enthusiasm.
- Gandhi Jayanti (2 October) - To promote the Gandhian ideas of Truth and Non-violence among the youth.
- Rashtriya Ekta Diwas (National Integration Day) -Focusing on the unified diversity of the nation, College celebrates Rashtriya Ekta Diwas in the college. The day starts with the pledge for unity by the NCC and NSS volunteers along with staff members followed by events like debate, lecture, symposium etc.

- Lohri festival (13th January)-Students show great enthusiasm in the celebrations of Lohri festival.
- International Women Day (8th March)-On this occasion students and staff of the college shared their views on the empowerment of Women.
- Van Mohatsav (1st-7th of July)- During the current session, special plantation drive was carried out in collaboration with Social forestry department.

Besides the above listed events ,the college also organizes certain other programmes that includes Independence Day Celebration-15 Aug ,Sanskrit Day- 28 Aug, National Sports Day- 29 Aug, World Literacy Day- 8 Sept, Hindi Diwas- 14 Sept, World Ozone Day – 16 Sept, World Water Monitoring Day- 18 Sept, World Food Day- 16 Oct, National Cancer Awareness Day- 7 Nov., Children Day- 14 Nov, World AIDS Day- 1 Dec., World Soil Day- 5 Dec., World Energy Conservation Day- 14 Dec,National Consumer Day- 24 Dec,National Youth Day- 12 Jan. National Girl Child Day- 24 Jan, National Voter’s Day- 25 Jan, World Cancer Day- 4 Feb, National Deworming Day- 10 Feb, National Science Day- 28Feb,World Wildlife Day- 3 March, World Health Day- 7 April ,Earth Day- 22 April, Anti-Tobacco Day- 31 May,World Environment Day- 5 June ,World Population Day- 11 July.

File Description	Document
Any additional information	View Document

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

Response:

The institution maintains complete transparency in its financial, academic, administrative & auxiliary functions in a very clean and fair manner.In order to maintain transparency different committee such as development committee, purchase committee, etc. headed by senior faculty members are framed to procure goods and services and proper codal formalities are followed while purchasing different items. All the funds are handled ethically & responsibly. Our institution has taken many initiatives to make the system transparent in its working like:

- 1.All the HOD’s and the Conveners of different committees are delegated the duties and they are empowered to execute their own decisions, though after taking approval from the head of the institution.
- 2.Regular meetings of different committee are held to discuss important issues afterwards minutes of the meeting are made and decisions are taken collectively.
- 3.Financial matters are routed through the cashier and accounts assistant afterwards the transactions are done online.
- 4.Salaries and arrears of staff are disbursed to their respective accounts through the bank invoices.
- 5.For financial transparency, the tenders for purchasing of various items/services arepublicized in daily news- papers and are uploaded on the college portal. Besides these some items are purchased through GEM portal.
- 6.Regular audits internal and external are undertaken by the Finance/Accountant General Office every year.
- 7.The disbursement of scholarships and other monetary benefits given to the students are also done

through online transactions.

8. The college maintain complete transparency in admission process i.e. admission fee, examination 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 proper receipts. Prospectus is also displayed on college website.
9. 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. Timetable is also uploaded on the college website.
10. A centralized datesheets for internal assessment test is framed to conduct test in transparent manner and there is a provision of retest and improvement.
11. Answer sheets of the internal assessment test are evaluated and shown to the students to look into their mistakes.
12. Formal trials are conducted by the sports committee, etc. while selecting the student for various inter college sports or university events.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

Title: Empowering the girl students. The aim of the college is to educate and empower the girl students who come from diverse backgrounds like under-privileged, economical weaker classes and far flung areas etc.

OBJECTIVES:

1. To provide equal opportunity and gender equity in the society.
2. To provide quality teaching and develop competencies in ICT to meet global standards.
3. To continue introduction and addition of courses to commensurate with viability and marketability.
4. To motivate the girls for their future journey as entrepreneurs & enabling them to pursue their dreams and become financially self-sufficient.
5. To promote physical health.
6. To encourage healthy and friendly discussions in the classrooms.
7. To imbibe human values.
8. To provide individual mentoring and counseling.
9. To teach them self-defense.
10. To take the suggestions and feedback from students.

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

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

- 1.College runs two Vocational courses under RUSA namely Domestic Data Entry Operator and Accounts Executive- Payables and receivables. 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 J&K Government and IFLS.
- 2.The college has introduced many skill enhancement courses. In 2017, College introduced 12 skill enhancement courses under CBCS system to make students skill oriented and self-reliant.
- 3.The College has also introduced innovative teaching-learning methods where the students learn by doing.
- 4.Through constructive feedback, and open discussions, the college has managed to uplift themorale of the most underprivileged students to make them more self-reliant.
- 5.Blog boxes or suggestion boxes are installed at various places around the campus wherein thestudents can fearlessly/secretly put their ideas and concerns without disclosing their identity.
- 6.The students well -being is promoted by encouraging them to participate in sports, yoga classes,NCCand NSS.
- 7.Email, Whatsapp and Phones: The use of technology/ social media is another efficient mechanismthat helps for achieving different levels of communication within the student peer groups &between students and teachers/ authorities.
- 8.Programmes on Gender Equality, save girl Child, International women day are also celebrated every year in the college to impart awareness among girls student.
- 9.Grievances redressal Cell and Sexual Harassment committee are formed to redress the grievances of girls' student timely.

EVIDENCE OF SUCCESS:

- 1.Our Girls 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 e.g. HigherEducation, School Education, Administrative Departments, Police, Banks and Armyetc.
- 3.Students have been awarded gold, silver and bronze medals in sports and cultural activities at district and state levels.
- 4.Being a co-education institution, about 70% of total students in the college are girls and most of the students participated in sports and cultural activities were girls.
- 5.The construction work for 100 Bedded Girls Hostel has been started.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:

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

the ICT infrastructure, for which the proposals regarding additional class rooms and labs are mooted to the government for approval and sanction.

Practice 2:

Title: UNIFORM AS BEST PRACTICES

Objective of the practice: As the college is located in rural and far flung area and most of the students in the college belong to weaker and backward (either economically or socially) section of the society. Uniform gives identity to students and the institution. Following are objectives of college uniform.

1. To help establishing an environment of learning, self confidence, discipline, and responsibility
2. To keep students safe and focused on academics.
3. To ensure a sense of belongingness towards the institution and remove the anomaly of economic inequality.
4. To get discounts/concession on coffees and fast food point, and even travel easily.
5. To differentiate between students and teachers.
6. To take less time getting ready for college.
7. To save time and money for shopping new uniform.
8. To keep check on outsiders at entrance of the college.

The context: GDC Akhnoor is located in rural and remote area of the state. Most of the students enrolled in the college are from different economical and social back grounds. Thus uniform inculcates the feeling of equality among the students. It reinforces the idea that wearing uniform creates equality among students despite of diversity of races and cultural backgrounds. Uniform culture also helps to maintain discipline, college culture, a sense of belongingness towards the institution, focusing on academics etc. within the campus. Sometimes outsiders create indiscipline in the college campus; identity cards help the institution to keep check on outsiders at entrants of the college. Uniform and Identity card also help the law and order agencies while dealing with the culprits.

The practices: College authorities have made sure that the uniform and identity card practice is fully adhered to. Separate uniform have been allotted for NCC, NSS etc. All the NCC activities are performed by wearing proper NCC uniform. Every student has to put around the neck flexi I-Card provided by the college. Students participating in sports category outside the college instructed to wear proper sports uniform. Security arrangements have been made at the entrance of the college to keep check on outsiders. The college discipline committee also plays a vital role in ensuring that the students wear a proper uniform along with the identity cards. The college pictorial board also regularly rounds the college on daily basis to ensure proper uniform and maintain discipline in the college. This practice also helps in keeping a check towards the outside elements and prevents them from any untoward activities.

Evidence of success: This practice have been learned to improve the teaching learning experience and helps students to concentrate on their studies. By adopting these practices students get more time to focus on study and extra-curricular activities and also help students to perform academically better. It also helps in lowering the impact of income inequality and every student considers themselves to be an important part of the institution. So far there has been no complaint received regarding discrimination of caste, religion or poverty. Being in uniform students get concessions/ benefits exclusively meant for their class. Students of

the college feel more secure and safe as there is no interference of outsiders in the college.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED:

The college makes extra efforts to maintain uniformity among the students in case any problem arises. College also requires permanent security personnel and college employee at entrance of college to keep check on students.

File Description	Document
Any additional information	View Document

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:

This institution was born at the finest need of the hour with the mission and vision to make GDC Akhnoor as one of the pioneer institution of Higher Education as well as developing whole some personality of younger generations by providing innovative educational environments, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper and also to inculcate the indispensable virtues of tolerance, honesty, hard work and amity among our students. The institution is also working on its long term mission to transform lives of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge through innovation and ethical practices. Initially, the college started functioning from Govt. Middle School Akhnoor with 117 students having only Arts stream in the year 2005. Subsequently, the college was shifted to its own campus having 340 kanals of land in the year 2008. At present, GDC Akhnoor is one of the largest comparing to fellow colleges established in 2005 with an enrolment of more than 2000 students (17 fold increase in student strength from the year in which it was established). In this process of 13 years, the institution has produced thousands of young graduates in the locality. More than 60% of them are female which links to the women empowerment of the locality. The locality was lagging behind in the field of higher education of women due to different socio-economic factors. This institution has achieved a lot by converting their attitude and has produced a good number of educated women in the locality. Some of them are engaged in the field of education, health service, finance and other spheres.

The institution has developed a structured and effective implementation of the curriculum through a well planned and documented process, where we are satisfied to see our students who have enhanced their knowledge, the academic record has been improved, and students are going for higher education. The teaching and learning process is being focused by following the major steps below: Academic calendar, states the year round activities of the students. Curriculum academic committee prepares academic calendar prior to the semester. Every individual engaged with academic process ensure efficient and innovative implementation of curriculum.

The preparation of successful implementation of curriculum goes through:-

- Academic Calendar & Time Table is prepared.
- Appointments of contractual lecturers: It is been arranged with the objective to compensate for the same where permanent faculty is less than the sanctioned post.
- Preparation of teaching plan: Faculties prepares teaching plan 15 days before the commencement of semester that helps in adoption of teaching methodology in advance and better outcome from students.
- Skill enhancement courses are introduced in various subjects for holistic development of the students.
- Two vocational courses (Account Executive-payables and receivables and Domestic Data Entry Operator) under RUSA are also being run for the college students.
- Special coaching classes and Remedial classes are also arranged from time to time for the students.
- Internet and Wi-Fi facility is underway and will be provided to faculty and students in near future for upgrading and adopting recent subject knowledge.
- Exposure and subject tours are organized as per the curriculum.
- Activity based learning: We have Mentor-Mentee relations, where the faculties are allotted few students, who take care of the students in his/her academics problems, acting as a counselor and a guide. They encourage their students.
- At the end of every semester, a centralized date sheet is issued for the conduct of internal assessment examination.
- Workshops, seminar, guest lectures, presentations, group discussions, symposium, debates, quiz competition etc are been arranged apart from regular class room learning.
- Students and parent feedback are also taken to enhance the quality of learning
- Students are encouraged to participate in social activities like Swachta mission, Blood donation camp, Aids awareness showing the bond towards the society.

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

5. CONCLUSION

Additional Information :

- A requisition of additional infrastructure has been put forward as existing infrastructure does not suffice the needs of the students which is increasing after every academic session. So, keeping in view this fact, the following additional infrastructure needs to be developed, the proposal of which has already submitted to the higher authorities. Traditional classrooms=06
 - Science Laboratories =05
 - Girls common room =01
 - Staff/HOD rooms=02
 - Multipurpose hall=01
 - General toilets for students=06.
- Requisition for construction of a multipurpose hall with seating capacity of 500 persons along with furniture and other accessories have been submitted.
- A 100 bedded OBC/SC girls hostel has been approved by Directorate of Social welfare Department for which the funds will be released after the physical progress is received by this department.
- The college campus is sooner to be supported by a Wi-Fi Jio connectivity which will be freely accessible to the students and the staff. The proposal for broadband connectivity is also under process.
- A sports complex in college is under construction and the summary of sports components and their respective percentage of completion is as under; Basketball court 80%; Kho-Kho ground 50%; Handball court 50%; Volleyball court 50%; Cricket/Football ground 65%; Sitting Tiers (2) 90%; VIP Pavilion ongoing. Besides the above status, the total funds released so far are 173.46 lacs. Total funds released to J&K state sports council is 90lacs and balance amount is 83.46 lacs. Total percentage of completion of work is 60%.
- Although our college is catering the need of almost 2000 students, yet there are so many students who cannot continue their studies as regular student. For this we constitute a counselling cell particularly at the time of admission to opt open education through distance mode of IGNOU and its benefits. For which an IGNOU study centre was established in year 2011 under which two programmes are being offered. At present more than 500 students have been enrolled.

Concluding Remarks :

So while summing up it can be concluded that the college is on the path of achieving academic excellence. Since learning is continuous process, the journey uphill is very tough as many parameters are yet to be achieved. With the successive series of achievements, the college will scale unprecedented heights and by entering certain trajectories of excellence and perfection it will reach its pinnacle. The college is still progressing and will always work towards benefiting all the stakeholders. As it has scope of being the best institution with the kind of initiatives being taken, pace of growth, quality-oriented approach and sustenance of measures being taken in recent years. Hence, GDC Akhnoor looks forward to the consolidation of ideas when the team of experts from NAAC visits our campus for inspection and review.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	02	0	0	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	0	0	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>08</td> <td>05</td> <td>02</td> <td>04</td> <td>04</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>4</td> <td>00</td> <td>04</td> <td>04</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	08	05	02	04	04	2017-18	2016-17	2015-16	2014-15	2013-14	3	4	00	04	04
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08	05	02	04	04																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	4	00	04	04																	
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 90</p> <p>Answer after DVV Verification: 0</p> <p>Remark : HEI in put edited because required certificate of students are not provided.</p>																				
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p>																				

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	0	1	0

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

4.2.6 Percentage per day usage of library by teachers and students

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

Answer before DVV Verification : 72

Answer after DVV Verification: 40

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.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	6	3	4

Answer After DVV Verification :

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

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
26	11	10	3	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	2	7	1

Remark : HEI input edited according provided documents.

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
5	1	2	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	3	2	0

Remark : HEI input edited according to provided documents.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
04	05	02	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
04	05	02	01	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	06	03	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	06	03	2

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations