

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-14

(April 2013 to July 2014)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Govt. Degree College ,Udhampur

1.2 Address Line 1

Near PWD Dak Bunglow

Address Line 2

NH1A

City/Town

Udhampur

State

Jammu and Kashmir

Pin Code

182101

Institution e-mail address

principal@gdcudhampur.in

Contact Nos.

94191-60428

Name of the Head of the

Prof. S.S. Bhalwal

Institution:

Tel. No. with STD Code:

01992-270239

Mobile:

09419160428

Name of the IQAC Co-ordinator:

Prof. Sudhir Singh

Mobile:

94191-59736

IQAC e-mail address:

iqac@gdcudhampur.in

1.3 NAAC Track ID :

JKCOGN12552

1.4 Website address:

www.gdcudhampur.in

Web-link of the AQAR:

www.gdcudhampur.in/AQAR

1.5 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	74.10	Feb, 2006	Feb, 2011
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC :

25/05/2006

1.7 AQAR for the year

2013-14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR (2006-07) submitted on 15-10-2014
- ii. AQAR (2007-08) submitted on 15-10-2014
- iii. AQAR (2008-09) submitted on 15-10-2014
- iv. AQAR (2009-10) submitted on 15-10-2014
- v. AQAR (2010-11) submitted on 15-10-2014
- vi. AQAR (2011-12) submitted online on Sept.2012.
- vii. AQAR (2012-13) submitted on 11-11-2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financ

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA

University of Jammu

1.11 Name of the Affiliating University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="X"/>	UGC-CPE	<input type="text" value="X"/>
DBT Star Scheme	<input type="text" value="✓"/>	UGC-CE	<input type="text" value="X"/>
UGC-Special Assistance Programme	<input type="text" value="X"/>	DST-FIST	<input type="text" value="✓"/>
UGC-Innovative PG programmes	<input type="text" value="X"/>	Any other (<i>Specify</i>)	<input type="text" value="X"/>
UGC-COP Programmes	<input type="text" value="X"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by the IQAC

- Action Plan & Annual calendar framed.
- Prepared Annual Quality Assurance Report for 2012-13.
- Proposed for Governor's Silver Rolling Trophies for men & women at this College. When sanctioned the IQAC fully supported to organise these maiden tournaments successfully.
- Furthered the healthy practice of Annual Computer Literacy Program sponsored by DST; .61students from SC/ST/BPL/Gen categories trained.
- Organised Teachers' training for introduction of Heritage Education in schools in collaboration with INTACH.
- Organised Teachers' Orientation Workshop for translation of Knowledge Texts into Dogri s
- Important Data of the College generated ponsored by National Translation Mission, Mysore. and preserved by the IQAC.
- Website updation.
- Pre-placement skill enhancement workshop organised.
- Entrepreneurship development program organised.
- IQAC souvenir published; Photos of 1970s & profiles of prominent Alumni Published.
- NSDC sponsored Training Program in Retail Sector organised .

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

*Action Plan & Outcome attached as **Annexure-I**

*Academic/Activities Calendar attached as **Annexure-II**

2.15 Whether the AQAR was placed in statutory body **NO**

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	01(Sanctioned but yet to start)	..02 seats in each prog. are self financing	-
UG	05	01(Sanctioned) Psychology as Subject.	...	-
PG Diploma	-			
Advanced Diploma	03	02	05	05
Diploma	03	02	05	05
Certificate	03	02	05	05
Others				
Total	16	08	-	15

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes: UG pattern is under change from annual to semester system.

Pattern	Number of programmes
Semester	PG= 02, UG=01
Trimester	-
Annual	UG=02(B-Part II & III)

1.3 Feedback from stakeholders Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Attached as AnnexureIII*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects. Yes

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes (Department of Psychology)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	33	25	08	NA	Principal=01

2.2 No. of permanent faculty with Ph.D. 12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	25	36	08	Nil	NA	NA	-	-	33	36

2.4 No. of Guest and Visiting faculty and Temporary faculty G=2 V=0 T=

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	-
Presented papers	01	01	-
Resource Persons	-	-	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- A Smart class has been introduced.
- Online journals subscribed

2.7 Total No. of actual teaching days during this academic year

UG= 120 PG=184

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Evaluation Centre of the University was established at this College .

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

22

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage : (Final year)

Title of the Programme	Total no. of students appeared *	Division				
		Distinction %	I %	II %	III %	Pass %
BA III	145	Nil	8.27	62.06	8.27	78.62
B.Sc. III	168	5.35	51.19	32.73	Nil	89.28
B.Com III	64	Nil	10.93	62.5	10.93	84.37
BBA III	14	Nil	71.42	28.57	Nil	100
BCA III	17	Nil	64.70	17.64	Nil	82.35

*Disputed Eligibility cases not counted in total appeared & pass.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Contribution:

- By defining parameters of teaching- learning and popularising Quality Policy.
- By supplementing the academics with extension programs.
- By devising mechanisms for effective outcome of our endeavours.

Monitoring & Evaluation:

- Through Feedback of the students
- Interaction with the staff.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	03
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	15
Others / Conferences	07

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	5	-	Nil
Technical Staff	05	08	Nil	08

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC has been sensitising the staff regarding this issue in all formal/informal gatherings.
- N-LIST Journals of INFLIBNET were subscribed to facilitate researchers.
- Three teachers have opted for Ph.D by availing FIP of the UGC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	one	one (Joint)	Nil	one
Outlay in Rs. Lakhs	-	9.408	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals	-	-	
e-Journals	-	-	
Conference proceedings	-	01	

3.5 Details on Impact factor of publications:

Range ... Average ... h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil

Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="10"/>
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="05"/>
		Any other	<input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Extension Activities

- Computer Literacy Programme
- Workshop for English-Dogri translators sponsored by National Translation Mission Mysore, Govt. Of India.
- Heritage Walk to Dogra art Museum.
- Two-day INTACH Teacher training workshop on Heritage Education.
- Extension Lectures on Sericulture, Linguistics, Communication & German Language.
- NSS workshops, rallies & Blood Donation Camp
- Pre-placement skill enhancement workshop
- Entrepreneurship Awareness Workshop
- Extension Lectures series “ Understanding Literature”

Institutional Social Responsibility

- Emergency Camping Site for Amarnath Pilgrims provided in the campus.
- Provided space for ATM to be used by the community and students as well.
- Provided free of cost venue for Republic day and Independence Day District level celebrations.
- Anti-cracker Rally for generating social awareness among the public.
- Computer Literacy Programme.
- Blood donation & Donation to Old-age Home by the NSS.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	90.18 Kanals	Nil	NA	90.18 Kanals
Class rooms	22	04	Govt.	26
Laboratories	17	17
Seminar Halls	01	01
No. of important equipments purchased (1-0 lakh) during the current year.	02
Value of the equipment purchased during the year (Rs. in Lakhs)	7,04,437/-
Others

4.2 Computerization of administration and library

- Computers are available in all the administrative units. Entire office work is done through computers.
- Library has also been issued computers and automation of books is in progress. A dedicated ICT zone for students has been established.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58906		425	200000	59331	
Reference Books	1630		76	40000	1106	
e-Books	-	-	-	-	-	
Journals	18	6300	05	2700	23	
e-Journals	-	-	3000+	5000		5000
Digital Database	-		-	-	-	-
CD & Video	-		-	-	-	-
Others (specify)	-		-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	71	51	...	Nil	-	03	13	04
Added	05	-		03	-	-	-	02
Total	76	51		03	-	03	13	06

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- 65 students & teachers were trained under Computer Literacy Program organised by Jigyasa, a lifelong learning unit of the College sponsored by Dept. of Science & Technology and conducted by NIELIT(DOEACC)
- One more Computer Laboratory was added to the campus.
- College Website is used for Inter/Intra-college /communication.
- 05 new computer systems added

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,80,740/-
ii) Campus Infrastructure and facilities	46,22,293/-
iii) Equipments	23,197/-
iv) Others	Nil
Total :	49,26,230/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC published the newly added student support services in its annual newsletter.
- Participated in meetings of other Depts /committees & made quality related interventions from time to time.
- The same information was uploaded on the College website and also published in the Prospectus..

5.2 Efforts made by the institution for tracking the progression

There has been no formal mechanism in practice to track the student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1885	70	-	

(b) No. of students outside the state

(c) No. of international students

No	%
-	-

Men

No	%
-	-

Women

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1486	270	89	92	05	1942	1234	294	101	321	04	1954
Demand ratio - 1:1						Dropout % -2.55%					

5.4 Details of student support mechanism for coaching for competitive examinations

- Career Counselling & Guidance Cell organised 11 sessions of coaching of competitive examinations viz Civil Services & Banking for 226 beneficiaries. Subjects covered included Geography, History, Economics & Reasoning .
- A Mock Test of competitive nature was also organised on 27th Nov. 2013 to acquaint them with the process of competitive examinations.

No. of student beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="Nil"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="01"/>
IAS/IPS etc	<input type="text" value="Nil"/>	State PSC	<input type="text" value="02"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="CDS=02, Bank=02"/>

5.6 Details of student counselling and career guidance

- Student counselling and guidance was arranged at the time of admission to help students choose right combinations/streams and allied information .This facility is open to all the students for which pre-registration is not possible because of time constraint.

No. of students benefitted

227

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	678	121	-

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

77

National level

08

International level

0

No. of students participated in cultural events

State/ University level

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

37

0

0

Sports : State/ University level

05

National level

0

International level

0

Cultural: State/ University level

02

National level

0

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	Rs. 1,24000
Financial support from government	172	Rs. 1248632
Financial support from other sources	-	-
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs : State/ University level

Nil

National level

Nil

International level

Nil

Exhibition: State/ University level

01

National level

Nil

InterNational level

Nil

5.12 No. of social initiatives undertaken by the students

01

5.13 Major grievances of students (if any) redressed: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Govt. Degree College, Udhampur envisions to commit itself as a dynamic institution of Higher learning for the intellectual enrichment of minds to produce valuable and harmonious human resource suitable to serve the community.

Mission

- To grow as a centre of generating intellectual wealth by offering high quality, varied and relevant academic programs that foster critical thinking among the youth to create a knowledge society.
- To promote and instill the ethics of social, cultural, national and global significance among the youth through higher social interactions and extension programmes that make them enlightened and responsible citizens.
- To ceaselessly audit, introspect and evaluate the existing mechanisms, upgrade them to make them relevant and innovating to achieve educational excellence.

6.2 Does the Institution has a management Information System

No! College website is used as far as possible for this purpose.

MIS has been proposed under RUSA.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

A syllabus of all the subjects has been revised. All those associated with the Board of Studies were allowed to attend and contribute. Syllabii of almost all the subjects were revised & reframed. The faculty of this college was actively involved.

6.3.2 Teaching and Learning

A Smart Class has been added to facilitate the use of ICT in teaching –learning. Academic Calender was strictly followed to ensure timely execution of assignments. Our results for 2013-14 remained very encouraging at 94.09% with three University

Examinations were conducted as per the Academic Calendar by the committee constituted for this purpose. A great deal of attention was paid to ensure transparency in the conduct of examination of UG/PG. In addition, this college facilitated in conducting exam of B.Ed also. All the teachers were engaged in evaluation of internal/external examination .

6.3.4 Research and Development

A demand for special research grant has been projected under RUSA. Two teachers published research papers in reputed Journal. Many attended. Conferences/Seminars and presented papers, Refresher/Orientation courses and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is being automated; .464 new titles were added to the existing treasure of books,; 06 new journals were subscribed in various subjects.
- Boundary wall was re-constructed at damaged sites & Bio-technology Block is near completion with an expenditure of Rs.17.51 Lacs.
- Indoor Shooting Range is under Construction.
- Anti termite treatment of the existing buildings done with an expenditure of Rs. 8.5 Lacs.
- Auction of weak/old trees done.
- Minor repairs were taken up in Chemistry block.
- An approximate amount of Rs. 46.22 Lacs was spent on infrastructure maintenance/upgradation; Rs. 23,197 spent on maintenance of major equipments whereas approximately 2.86 lacs were spent on ICT maintenance..

6.3.6 Human Resource Management

The available human resource available in the College was managed under a strategy to maintain and enhance the quality standards of this institution. Committees were constituted for effective implementation of various policies and partake of governance responsibilities.

6.3.7 Faculty and Staff recruitment

No new recruitment of the teaching staff was done.

Many collaborations were held with various agencies like Dept. of Science & Technology. Indian National Trust for Art, Culture and Heritage, National Translation Mission, WWF etc. For various Projects 13 companies were invited for Placement Drives.

6.3.9 Admission of Students

A trend of increase in admission was noticed in this session with a total of 1955 students which included 348 girls, 294 SC, 101 ST, 321 OBC (increase of 231 students) and 04 Handicapped students.

6.4 Welfare schemes for

Teaching	10
Non teaching	09
Students	02 (Scholarship & Insurance)

6.5 Total corpus fund generated

Rs. 1,06,60,044/-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.8 Does the University declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University for Examination Reforms?

The Examination pattern is under transition from Annual Based Examination Pattern to Semester Based Examination Pattern. Examination of Part – I of Under-graduate classes will be held as per semester pattern w.e.f 2014-15.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

Alumni of this College, prominently Sh. Ashok Kumar, Director Sports Shri Mata Vaishno Devi University Katra, supported immensely in conception, proposal and organising prestigious Governors' Silver Rolling Trophy Volleyball Championships for Men & women.

6.12 Activities and support from the Parent – Teacher Association

There is no trend of PTA in the colleges of J&K.

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

The campus of this college is situated on a picturesque hillock and bears a lush green look. Due care was taken by the Nature Club “Nav-Chetna” of the College to generate awareness among the students to keep the campus clean. Saplings planted in the last session were nurtured well to bring to raise them up to risk-free stage.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Field of translation studies was introduced to the teachers in a workshop on English-Dogri translation of Knowledge texts.
- A workshop for teachers was conducted to open up Heritage Clubs in Schools.
- An innovative souvenir (maiden issue) was published by the IQAC which records Prominent Alumni Profile in addition to vintage photos.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year .

Attached as ANNEXURE-I & II

7.3 Give two Best Practices of the institution .

Attached as ANNEXURE-III

7.4 Contribution to environmental awareness / protection

- The College conducts many Environmental Awareness activities under the aegis of WWF Nature Club “Nav-chetna”.
- A proposal for project “ *Bio-diversity Conservation*” under National Environmental Awareness Campaign of WWF-Nature India was sanctioned to the College which will be completed in 2014-15.
- An Anti-cracker Rally was also organised jointly by NCC, NSS Sericulture Dept. & Nature Club to sensitise the common masses for environment protection..

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

The College has been consistent with the Computer Literacy Program and other initiatives undertaken by the College in the recent years. Three University positions were secured by the students. 14 Campus Placement Drives conducted.

SWOT ANALYSIS Attached as ANNEXURE-IV

8. Plans of institution for next year

Attached as ANNEXURE-V

Prof. Sudhir Singh

Prof. S.S. Bhalwal

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR

Q

ANNEXURE-I

ACTION PLAN 2013-14 & OUTCOME

Plan of Action	Outcome
<ul style="list-style-type: none">• NAAC Re-accreditation of the College.	In progress
<ul style="list-style-type: none">• Further strengthening of Campus Placement Services.	13 Placement Drives held. One Awareness Drive & one Pre-placement skill enhancement workshop organised.
<ul style="list-style-type: none">• Programs related to the promotion of Dogri language.• Exploring collaborations & sponsorships by various agencies.	Workshop for English-Dogri translators by NTM, Govt. Of India. Many sponsored & collaborative programs organised with DST, TRAI, DBT, INTACH etc.
<ul style="list-style-type: none">• Proposal for introduction of B.P.Ed, Functional English, Psychology, Philosophy, Geology, B.Sc Home Science & Tourism & Hotel Management, M.Sc Chemistry & M.Sc Physics.	M.Sc Chemistry, Psychology as subject & two add-on-courses sanctioned.
<ul style="list-style-type: none">• Enhancing participation in Faculty Development Program at ASCs.	Three teachers attended ASC for Refresher/Orientation prog.
<ul style="list-style-type: none">• Encouraging teacher growth through FIPs.	Three teachers sanctioned study leave under FIP.
<ul style="list-style-type: none">• Enhancing students' amenities; purchase of water cooler• Publication of College Magazine, newsletter & IQAC Souvenir	Incomplete QUEST-An IQAC Souvenir published. Newsletter/Magazine publication under progress.
<ul style="list-style-type: none">• Proposing for Governors' Trophy in Volleyball.	Governor's Silver Rolling Trophies for men & women sectioned; maiden tournaments organised successfully.

<p><u>Infra-Structure Development</u></p> <ul style="list-style-type: none"> • Construction/Repair of Boundary Wall. 	Constructed.
<ul style="list-style-type: none"> • Fencing of the College Land across the Road.. 	Sanction awaited.
<ul style="list-style-type: none"> • Construction of Shooting Range (UGC Plan). 	In progress.
<ul style="list-style-type: none"> • Construction of PG Block. 	Not sanctioned.
<ul style="list-style-type: none"> • Anti-termite treatment of the College . 	Completed.
<ul style="list-style-type: none"> • Completion of Hostel Renovation (UGC Plan). 	Completed.
<ul style="list-style-type: none"> • Up gradation of Laboratories (DST/DBT). 	Completed.
<ul style="list-style-type: none"> • Black-topping of Internal Road Connectivity. 	Sanction awaited.
<ul style="list-style-type: none"> • Construction of Footpath(Alumni sponsorship). 	Yet to be taken up.
<ul style="list-style-type: none"> • Providing ATM Facility on Campus (J&K Bank). 	Completed.
<p><u>Alumni Activities</u></p> <ul style="list-style-type: none"> • Alumni Association Executive Council meet. 	Could not be held.
<ul style="list-style-type: none"> • Annual Alumni meet. 	Could not be held because of Governor's Trophy tournaments.
<ul style="list-style-type: none"> • Guest Lectures for staff/students by Alumni. 	Prof. Yash Pal Sharma delivered the guest lecture.
<ul style="list-style-type: none"> • Blood donation camp by the alumni. 	Could not be held.
<p><u>Campus IT Enhancement</u></p> <ul style="list-style-type: none"> • Smart Classroom. 	Completed.
<ul style="list-style-type: none"> • Library digitisation. 	In progress
<ul style="list-style-type: none"> • Office automation. 	In progress.

ANNEXURE-II**CALENDAR OF CURRICULAR/EXTRA-CURRICULAR ACTIVITIES****2013-14**

S. No.	Activity	Target Group	Organizing Unit	Date/Month
1	Placement Drive by Gumbi Technology	Unemployed youth	Project Udaan	May,2013
2	Placement Drive I Yogi	Unemployed youth	Project Udaan	July 2013
3	Awareness Rally on 'Healthy Community Without Drugs'	Youth, Civil Society	NSS	August, 2013
4	Independence Day Celebrations	NCC Cadets	NCC	August, 2013
5	Translators' Orientation Program	Teachers, Scholars, Students	IQAC/NTM	August, 2013
6	Understanding Botany in Dogri	Botany Students	Dept. of Botany	August, 2013
7	Heritage Walk to Mughal Road Monuments	Heritage Volunteers	Heritage Club	August, 2013
8	Pre-placement Skill Enhancement Workshop	Students	IQAC	September 2013
9	Teachers Day	Teachers/Students	IQAC	September, 2013
10	Workshop on Heritage Education & Communication	Heritage Volunteers/School Teachers	Heritage Club	September, 2013
11	Environmental Awareness Program	Nature Club Volunteers	Nature Club	September, 2013
12				
13	Entrepreneurship Awareness Programme	Students	IQAC	September, 2013
14	Hands on Training on Smart Class	Staff	Dept. of Electronics and Computer Science	September, 2013
15	Recruitment Drive by Rooman Technologies Pvt. Ltd.	Unemployed youth	Project Udaan	September, 2013

16	Extension Lecture on “Drugs Misuse and AIDS”	Students and Staff	Red Ribbon Club	September, 2013
17	Display Your Talent Competitions’ Preliminary Tests	Students	Literary/Cultural Committee	September, 2013
	Heritage Walk	Heritage Volunteers	Heritage Club	September, 2013
18	Computer Literacy Program	Students	IQAC	September, 2013
19	Hindi Fortnight Celebrations	PG Hindi Students	P G Dept. of Hindi	14-28 Sep,13
20	Quiz on Ozone Day	Science Students	Botany Dept	16 Sep
21	Four day workshop on “Relevance of Gandhian Philosphy in the present era”	Students	NSS	October, 2013
22	Rally on “ Save the Girl Child”	General Public	NSS	October, 2013
23	Voters Sensitization Programme	Students	NSS	October, 2013
24	Extension lecture on “Practical Knowledge of Plant Nutrient and their estimation”	Students	Dept. of Botany	October, 2013
25	Anti-Crackers Rally	General Public		October, 2013
26	Consumer Outreach Program in collaboration with TRAI	Civil Society	IQAC	October, 2013
27	NSS Week	NSS Volunteers	NSS Units	October, 2013
28	Lecture on “Women as Victims of Drug Abuse”	Students and Staff	Women Development Cell	October, 2013
27	Volleyball Exhibition Match			November, 2013
30	Teacher Development Workshop	Teachers	Jigyasa	November, 2013
31	Film Show on Drug Abuse	Students and Staff	Internal Quality	November, 2013

			Assurance Cell	
32	Blood Donation Camp	Students & Staff	NSS Units	November, 2013
33	Information Seminar on STAR Scheme of NSDC	Students & Staff	IQAC	November, 2013
34	NCC Day	NCC Cadets	NCC Unit	November, 2013
35	Inter-college Competition on Plant Identification	Students	Botany Dept.	November, 2013
36	Quiz Competition on Shakespeare	PG Hindi/English Students	PG Hindi	November, 2013
37				
38	One day Seminar on “Coping with Drug Addiction : Challenges and Strategies”	Students, Staff and Alumni	Jigyasa	December, 2013
39	World AIDS Day	Students	Red Ribbon Club	December, 2013
40	Placement Drive	Students	Udaan Unit	December, 2013
41	Lecture on “Drug Abuse: State Initiatives on Rehabilitation”	Students, Staff and Alumni	Jigyasa	January, 2014
42	Alumni Meet	Alumni	Alumni Club	January, 2014
43	Certificate Course in computer concepts	Students/Staff	IQAC	January, 2014
44	Launching STAR Scheme of NSDC with Skill enhancement training course	Students	IQAC with EOS Edu Venture	January, 2014
45	Governor’s Volleyball Trophy	Inter-College students	Sports Committee	January, 2014
46	Guest/Extension Lectures	Students	Teaching Departments	January, 2014
47	Brain Storming Session on “Drugs Trafficking: Challenges and Remedies”	Students, Staff and Alumni	Department of Electronics	February, 2014
48	World Science Day	Students & Staff	Department of Electronics	February, 2014
49.	Annual Day Function			February, 2014

ACADEMIC CALENDER 2013-14

S.NO	Activity	Class	Executing Unit	Month
1.	Admission/classwork	PG English Sem I,III	P.G Dept. of English	June-July 2013
2	Admission /classwork	PG Hindi	P.G Dept. of English	June-July 2013
3	Admission	B.Part I	Admission Committee	June 2013
4	Admission	B.Part II	Admission Committee	July2013
5	Admission	B.Part III	Admission Committee	August2013
6	Commencement of classwork	B.Part I	Academic Committee	July2013
7	Commencement of classwork	B.Part II	Academic Committee	August2013
8	Commencement of classwork	B.Part III	Academic Committee	August2013
9	Internal Assessment –I	PG English Sem I,III	P.G Dept. of English	September 2013
10	Internal Assessment –I	PG Hindi	P.G Dept. of English	September 2013
11	Internal Assessment –I	B-Part I, II & III	Examination Committee	November 2013
12	Internal Assessment –II	PG English Sem I,III	P.G Dept. of English	November 2013
13	Internal Assessment –II	PG Hindi	P.G Dept. of English	November 2013
14	Subject Tours/field visits	B-Part I, II & III	Concerned Depts.	Nov-Dec 2013
15	Semester End Exam	PG English Sem I,III	P.G Dept. of English	December 2013
16	Semester End Exam	PG Hindi	P.G Dept. of English	December 2013
17	Winter Break	B-Part I, II & III	26 th Dec. to 5 th Jan2014
18	Admission/classwork	PG English Sem II & IV	P.G Dept. of English	January 2014
19	Admission /classwork	PG Hindi Sem II & IV	P.G Dept. of English	January 2014
20	Internal Assessment –II	B-Part I, II & III	Examination Committee	February 2013
21	Annual Exam	B-Part I, II & III	Examination Committee	March-May 2013
22	Summer Break	All classes	1 st June-July15th 2014 (Subject to approval of the adm. Dept.)

ANNEXURE-III

BEST PRACTICES

1. **Title of the Practice:** Computer Literacy & Technology-advancement in the College.

2. **Goal:**

- ✓ Technology upgradation .
- ✓ Enhanced access to ICT based resources in teaching-learning & routine operations of the College.
- ✓ Provide computer literacy to the deserving & under-privileged students to enable them to use ICT in learning processes.

3. **The Context:**

Mission statement of the College includes evaluation of the existing mechanisms and their up gradation to make them relevant for excellence in education. Moreover, the Quality Policy of the IQAC also envisions mediation of technology in the teaching-learning. During the Golden Jubilee year 2010-11, many such new practices were initiated as had not been in practice during the last 50 years. One of them was ICT enabling of the campus and ICT usage in the operations of the College through technology up gradation. As envisaged in the

4. **The Practice:**

- College Website developed: The College website has been extensively used as a platform for inter/ intra-college communication . This immensely facilitated the college for information input from Hr. Education Dept. , University , other college & placement agencies.
- Inter-com connectivity to all the units of the College : This facilitated the inter-departmental/office communication hence saving the time for its better utilization.
- Enhancing ICT based learning: State-of-the-art conference hall was established for conducting all the activities using ICT resources. This eased the film shows for the students which earlier posed a challenge for the teachers. A Smart class has been set up which has facilitated teachers immensely. Projectors are available to be used elsewhere , in case of requirement.
- Providing computers & broadband connections to all the teaching Depts: Almost all the teaching Departments have been given computers, printers & internet connections to support their teaching –learning.
- Computer Literacy Programme: Providing computer literacy to the outgoing students was introduced in 2009-10 and an effort was made for the sustenance of this practice by collaborating with Dept. of Science & Technology for financial assistance. Priority is

given to the students below poverty line, SC/ST students, students resident of backward area. Students of UG/PG classes and staff members are benefitted.

- Computer Laboratories upgraded/added: The existing computer laboratory of the College was upgraded in 2010-11 and equipped with Air-conditioner. 64 new computer systems were purchased during the last four years to enhance the ICT level of the College. A new computer laboratory has also been added which is also equipped with the Language Software for Language students. Recently, an ICT zone of the College has also been annexed to the college library for internet access to the general students.
- Centralised Genset installed: A centralized Generator has been installed in the campus of 50 KVA to cope with the electricity failure/cuts during the college hours .
- ICT usage in routine office work: Library is being automated through SOUL software for an easy access by the students. A Pay-roll system has also been installed (courtesy: ERP mission Project) which will also be functional shortly. Entire office work is done through computers; Registration Returns of UG classes s done through software whereas that of PG is done online.
- Campus surveillance system: In order to keep a vigil on the activities of students in the campus. 10 CCTVs have been installed for campus surveillance. The entire campus has been covered by this system.

5. Evidence of Success:

- The working efficiency in the institution has improved .
- ICT enhancement improved the overall environment of the College.
- Conference Hall eased the conduct of film shows & PPT based sessions.
- Smart class has added to the quality of teaching-learning.
- Office automation, when completed will decrease hassles of paper work. Library automation will make the library access easier for students.

- Communication with inner/outer agencies became better with the help of Website. This also serves a platform for information management.
- Genset immensely facilitated the routine work like practicals and office work which otherwise suffered.
- Campus surveillance system enhanced discipline of the campus.
- Computer literacy has become a sustained practice to benefit the students with add-on certificate issued by NIELIT (DOEACC).

6. Problems Encountered and Resources Required: The resources required could be managed from UGC, State Govt.& the local fund. Various schemes were availed of for this purpose.

7. Notes (Optional):

Being a Govt. College the entire staff is of transferable nature. Initiating of best practices & their sustenance is a challenge. But when these practices are institutionalized, the task becomes easier. The practice of Computer Literacy & technological upgradation of the campus certainly added to the quality of this decades' old College by helping it keep its pace with the world outside.

7.3.1.2: Second Best Practice:

1. Title of the Practice: **Heritage Club.**

2. **Goal/Vision** *Heritage club of this college envisions to spread awareness of culture and heritage among the youth by motivating and involving them in the activities of the Club organized to generate interest & compassion & to sensitize them towards various issues related to our fragile cultural heritage and their role in promotion of this cause.*

3. **The Context:** The modern generation has gone quite away from culture and values because of dominance of western culture which has made our youth feel ashamed of adhering to our cultural values and ways of thinking. Not only this, they have been looking down upon their culture and try to replace it with the western ways. There is an urgency to bring the youth back on track because a nation that breaks with its roots cannot survive the winds of change. Educational institutions have a bigger responsibility in this scenario where family as an institution is becoming weaker.

4. **The Practice:**

Established in 2010 as the Golden Jubilee innovative measure of the College, the Club has been organizing activities for awareness and promotion of tradition, culture & heritage. Every year

the club is reconstituted with fresh registration of heritage volunteers committed for the cause. The activities undertaken include viz. workshops, heritage walks, seminars, exhibitions, AV sessions etc. in addition to interaction with the experts in this field. Activities of the club till date are as follow:

- 9-14th Oct, 2010: Organized a **six-day** Heritage Exhibition “ VIRASAT 2010” in partial collaboration with Centre for History and Culture of Jammu & Ladakh Regions, Jammu University.
- 14-10-2010: Heritage walk to Krimachi archeological monuments supported by Archeological Survey of India.
- 25.02.2011: Workshop on “Dogra Folk Art” organized.
- 21.09.2011: Organised a four –day Heritage Weapons’ Exhibition Shourya Shastra.
- 17.10.2011: A cultural camp on dance, drama, painting and singing was organised in collaboration with Rinchen Zangpo Art Gallery University of Jammu and Royal Dogra Club, Jammu.
- 01.11.2011: Organized an on the spot Inter-college painting & sketching competition in Collaboration with RINCHEN bZANGPO ART GALLERY, University of Jammu & Royal Dogra Club.
- 19-10-2012: Guest Lecture on “What makes Ramnagar Special” by Sh. Prakash Premi organized.
- 19-10-2012: Heritage walk to Ramnagar heritage sites/archeological monuments.
- 11-01-2013: Lohri Celebrations organized.
- 14-15th Feb, 2013: Two-day workshop on Dogra Wall Paintings in collaboration with Centre for History and Culture of Jammu & Ladakh Regions, Jammu University.
- 23-10-2013: Organised a Heritage Walk to Mubarak Mandi Heritage complex Jammu.
- 21st Jan. 2013: Participated in Jashn-e-Virasat 2013 organised by Montage Films & Jammu Doordarshan at GGM Science College Jammu; won in five categories.
- **22-23rd April 2014:** A two-day Heritage Education workshop for School & College teachers of Udhampur funded by Indian National Trust for Art and Cultural Heritage (INTACH) & Ministry of Culture Govt. of India.

5. Evidence of Success:

- Being a first of this kind in the State, this practice received appreciation & support of all the stakeholders. Students very enthusiastically participated in activities ranging from grand events like exhibitions, festivals, Heritage Walks & lectures. The Club endeavored to reach out to the schools and other colleges for their motivation & involvement in this noble cause of heritage education to the youth. An outstanding enthusiasm was noticed in the Volunteers of this College.
- This club is well known in heritage circles. It won five categories out of eight during Jashn-e-Virasat 2013 organised by Montage Films & Jammu Doordarshan at GGM Science College Jammu.

6. Problems Encountered and Resources Required:

No problem was faced. University of Jammu, alumni, Archeological Survey of India , Indian National Trust for Art and Cultural Heritage (INTACH) & Dogra Art Museum extended wholehearted support in addition to the College administration. The resources required could be managed from the UGC, State Govt. & the Local fund. Various schemes were availed of for this purpose.

7. Notes (Optional):

This practice is first of its own kind in any Hr. Education of the State. Institutions may adopt this practice for generating awareness in their students towards culture and heritage . Recently GGM Science College Jammu has also established a heritage museum .

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ANNEXURE-IV

SWOT ANALYSIS

STRENGTHS

- A sprawling campus spread over 90.18 Kanals of land. Excellent multi-disciplinary institute of repute with regard to high achievement in Undergraduate & Post graduate Programs.
- High quality committed & dedicated faculty with an exceptional *esprit de corps*.
- Ever-growing teaching-learning infra-structure according to the modern demands based on IT.
- Well-equipped central library with more than 60 thousands books, online journals and a reading room.
- State of the Art Conference Hall, Multi Purpose Hall, Gymnasium, Botanical garden, Hostels and Staff residence.
- All the departments, offices and library are connected through intercom and internet facility.
- De-Centralized governance to facilitate quick disposal of jobs.
- Smart Classroom with all the required amenities.
- Insurance, Scholarship and financial aid for students.
- High academic achievement of the College in University results.
- Computer literacy programme for students and staff in collaboration with DST.
- Professional Counselling and remedial classes for weaker students.
- Institutionalizing of democratic ideals of governance, inclusion, gender parity & communal harmony.
- Innovative and extension activities for harmonious growth of the students.
- Contribution to the cause of education through distance mode education centers of Jammu University & IGNOU.
- Sufficient infra-structure for sports and extension activities.
- Encouraging alumni support to the institution.
- Excellent campus- discipline through campus surveillance system.

WEAKNESSES

- Lack of hostel facility for girls, independent & separate blocks for PG Courses , Examination halls & Administrative office.
- Inadequate student & staff parking.
- Non-digitalized Library .
- Lack of financial support & special faculty for PG courses.
- Lack of faculty research activities.
- Frequent faculty transfers & academic engagement of contractual staff in absence of permanent faculty.

- Less number of vocational courses.
- Shortage of permanent teaching and non-teaching staff.
- Lack of provision for waiving off the admission fee of the poor students.
- Low rate of campus placements.
- Lesser number of trained staff members in specific fields.

OPPORTUNITIES

- An institution with potential for excellence.
- Teachers and students' exchange program with other national and international educational institutions.
- Sufficient land resource for future growth & expansion.
- Ample opportunities to enhance GER by attracting the enrolment of students, especially girls from all the sections of society & socially, educationally & economically backward areas.
- Support to PG courses shall enhance the institutional performance.
- Quality enhancement in all the existing mechanisms of the college .
- Introduction of new Departments and streams including job –oriented courses.

THREATS

- Enrolment of girls from rural/backward areas may decrease in future for the want of Girls' Hostel.
 - Limited number of permanent faculty & frequent transfers may challenge the sustenance of healthy practices.
 - Open entry at the admission level to all the students irrespective of merit poses challenge for Quality products; the infrastructure may become disproportionate to the number of students.
 - Lack of enrolment control system to ensure quality product.
 - Continuous need to revise & update the existing content of the courses offered.
-

ANNEXURE-V

ACTION PLAN: 2014-15

- NAAC Re-accreditation of the College.
- Further strengthening of Campus Placement Services.
- Starting the new courses/subjects.
- Programs related to the promotion of Dogri language.
- Exploring collaborations & sponsorships by various agencies.
- Enhancing the Faculty publication in reputed journals..
- Encouraging teacher growth through FIPs./Major/Minor Projects.
- Enhancing poor students' support measures.
- Enhancing Admission of Girls.
- Publication of College Magazine, newsletter & IQAC Souvenir
- College Foundation Day Celebrations

Infra-Structure Development

- Proposing for the construction of Parking Lot.
- Fencing of the College Land across the Road.
- Completion of Shooting Range (UGC Plan).
- Construction of additional space on Chemistry block.
- Black-topping of Internal Road Connectivity.
- Construction of Footpath
- Cleaning of Water Tanks.
- Facelifting of Geography Dept.

Alumni Activities

- Alumni Association Executive Council meet.
- Annual Alumni meet.
- Guest Lectures for staff/students by Alumni.
- Blood donation camp by the alumni.

Campus IT Enhancement

- Smart Classroom for BBA.
- Library digitisation.
- Office automation.
- IT Zone for General Students.
- Computer Literacy Program

Others

- Further strengthening of Women Cell.
- More organized academic audits through Academic Committee
- Feedback of Library Users.
- Workshop on Re-accreditation.
- Seminar on Quality Assurance/Environment.
- Teachers' Development Workshop
- Training Workshop for Non-teaching/Library staff.
- Languages/science promotion programs.
- Making Consultancy Services more organised.

