The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

AQAR July 1, 2018 to June 30, 2019

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   **Govt. SPMR College of Commerce**

- Name of the Head of the institution :   **Prof. (Dr)PK Sharma**

- Designation: **Principal**

- Does the institution function from own campus: **yes**

- Phone no./Alternate phone no.:   **0191-2580965 (O)**

- Mobile no**.:**   **9419119869**

- Registered e-mail: principal.spmrcollege@gmail.com

- Alternate e-mail : **Same**

- Address   :   **Govt. SPMR College of Commerce, Canal Road**

- City/Town   :   **Jammu**

- State/UT   :   **Jammu and Kashmir**

- Pin Code   :   **180001**

2. Institutional status:
- Affiliated / Constituent: **Constituent College of Cluster University of Jammu**
- Type of Institution: **Co-education**

- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify)   **UGC 2f and 12 (B)**

- Name of the Affiliating University: **Cluster University of Jammu, Jammu**
- Name of the IQAC Co-ordinator : **Ms. Archana Kaul**
- Phone no. : Alternate phone no.   **94192-53571**
- Mobile :   **94192-53571**
- IQAC e-mail address: **iqacell.spmrcollege@gmail.com**
- Alternate Email address: **principal.spmrcollege@gmail.com**

3. Website address: www.spmrcollege.org

   Web-link of the AQAR: (Previous Academic Year):

   http://www.spmrcollege.org/ccadmin/files/1120212024364.pdf

4. Whether Academic Calendar prepared during the year?   **Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website: www.spmrcollege.org
Weblink: http://www.spmrcollege.org/ccadmin/files/112021207610.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**B+**	**76.15**	**2004**	**from: 3/5/2004 to:02/05/2009**

6. Date of Establishment of IQAC: **15/11/2017**

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC meetings were organized at intervals	**01.10.2018. 13-11-18 20-12-18 25-5- 2019 20-11-2019**	**Faculty**
Development of Academic Calendar for better coordination of activities	**Activities as per Acdemic Calendar(Approx. dates)**	**Students and Faculty**

Note: *Some Quality Assurance initiatives of the institution are:*
   (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for*

improvements
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**
NIL	**NIL**	**NIL**	**NIL**	**NIL**
NIL	**NIL**	**NIL**	**NIL**	**NIL**

9. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

*upload latest notification of formation of IQAC Order no : **GSPMR/Coll/2018/1753 dated 03/11/2018***

10. No. of IQAC meetings held during the year: **None, new team formed on 01/10/2018**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….   **Yes**

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its
       activities during the year?   **No**
          If yes, mention the amount: --   Year: ---

12. Significant contributions made by IQAC during the current year (maximum five bullets)
   - ★ **Workshop on Sustainable Development in collaboration with Gandhian Global Society**
   - ★ **Student Exchange prog carried out in Amritsar collaboration with Gurunank Dev University**
   - ★ **Infrastructural repairs carried out in college**
   - ★ **Books for library purchased**

   13. Plan of action chalked out by the IQAC in the beginning of the Academic year

       towards Quality Enhancement and the outcome achieved by the end of the Academic

       year

Plan of Action	Achievements/Outcomes
-- **IQAC plans to hold meetings at regular intervals** --**IQAC Plans to development of Academic Calendar for better coordination of activities** --**To do Infrastructural repairs in college** --**To purchase Books for library**	--**IQAC meetings were organized at regular intervals (Approx. 3 months duration)** --**Developed Academic Calendar for better coordination of activities** --**Infrastructural repairs carried out in college** purchased books for library

14. Whether the AQAR was placed before statutory body**?   No**

   Name of the Statutory body: x   Date of meeting(s):   x

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning   **No**

Date: x

16. Whether institutional data submitted to AISHE: **Yes**

   Year: 2018-19   Date of Submission:30.09.2018

17. Does the Institution have Management Information System?   **No**

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)   **NIL**

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
The Cluster University of Jammu in its statutes have given a detailed mechanism for well planned and documented system of development of Curriculum for all subjects which after passing through different stages is implemented by the constituent Colleges. The authority to formulate, pass and amend the curriculum lies with Board of Studies of the concerned subject. The Courses of Study and the Syllabi for each course (UG/PG/Integrated) shall be prescribed and revised, as per need, by different Board of Studies of the University & approved by the Academic Council, in tune with the UGC guidelines. However, the concerned Boards of Studies shall ensure that the course content of each theory paper, irrespective of the Credit weightage, is uniformly distributed into 5 (Five) units with equal weightage."   **The Curriculum of different subjects taught in the college is set in the Board of Studies meeting held every year in the respective department of Cluster University of Jammu. All the Head of Departments attend regularly the Board of Studies meeting where after every three years the curriculum is revisited for any modification. After the curriculum is approved by the Board, it is incorporated by the University and then forwarded to the colleges at the time of commencement of the session. The syllabus not only reflects the subject course to be studied but also include the instruction for pattern of Examination. Besides, Curriculum delivery being reflected in the syllabus of different subjects taught in the college, it also gets reflected by Time-table of all the classes. The Minutes of Meeting developed and signed by the members including convenor in the board of studies and same is submitted for approval. However, documentation is also reflected in the brochures every year before the commencement of the session.**

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
	1. PG Diploma in Entrepreneurship Development Programme(BBA Dept.) 2.**Diploma in Accountancy & Taxation for the session 2018-19 self financing(School of Social Science Dept.)**	**Initiated for approval by the Institution**	**YES**	**YES**

1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year			
Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
BBA Hon's (BBA Honr's)	**Submitted to Institution**	**Yet to begin**	**X**
PG Course in Management (PGDBM)(BBA Dept)	**Submitted to Cluster University**	**Yet to begin**	**X**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**
Already adopted (mention the year) **2017**					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Courses
No of Students	**Yet To Take Place**	**Yet To Take Place**

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
Yet To Initiate		

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
1. **Swachhata Summer Internship Programme** 2. **Internship prog. Inclusive in BBA 3rd semester syllabus** 3. **Development of Projects is inclusive in BCOM Hons' Course in the semester 5/6** 4. **Field visits pertaining to development of projects is inclusive in MCOM course semester 4**	1. **Ms Simran Kour, Mr. Animesh Tiwari, Mr. Sahil Gupta, Sonali, Sunidhi Rajput, Akash Koul, Dhairya, Medha Kohli, Pradhuman and Mannat** 2. **As per the enrolment of students for BBA COURSE** 3. **As per the enrolment of students for BCOM Hons'COURSE** 4. **As per the enrolment of students for MCOM COURSE**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	**Yes**	**No**	**Yes**	**Yes**

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback forms/formats are designed for the stakeholders. This includes, student feedback, parent's feedback etc. Specific programme feedback is taken to analyze the understanding capability of the students.

Feedback about the infrastructural facilities is taken from the students in the general feedback form for improving lab and other facilities. The feedback so obtained is analysed for further improvement and development of the college. Feedback from the parents is taken by interacting with them during parents teachers meet. Feedback as per the prescribed format is also taken from the alumni for suggestions and improvements in the curriculum and other co-curricular activities to expand the scope of academic improvement and excellence. Suggestions are incorporated in syllabus revision, classroom environment, campus discipline etc.

From all the feedback forms we are able to make out whether the proper teaching learning process is in place. Also, this process enables the institute to improve the areas wherever necessary. The feedback initiatives undertaken by our institution is thus, a key tool which triggers continuous improvement in the quality of the institution. The institution also has made the students do a SWOT analyses by which the institution is able to gauge the various suggestions and shortcomings from student point of view.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled		
	Semester 1st		Ist	IIIrd	Vth
B.Com	**900**	**Centralized Admission Process**	**1265**	**1032**	**639**
B.B.A	**60**	**Centralized Admission Process**	**82**	**59**	**56**
B.C.A	**40**	**Centralized Admission Process**	**40**	**32**	**25**
B.Com Hons	**35**	**Centralized Admission Process**	**40**	**44**	**67**
M.Com	**35**	**Centralized Admission Process**	**33**	**33**	**Nil**

*30% seats over and above the normal intake under self-financing category.

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	3381	66	51*	NIL	11*

*Includes ad-hoc faculty

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers usingICT foreffective teaching with Learning Management Systems (LMS), E-learningresourcesetc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
62*	62*	• **Projector cum Display system** • **Smart podium** • **Audio system** • **White screens** • **White board** • **Podium** • **Laptops**	4	2	**PDF files, PPT, E-books E-journals**

*Includes ad-hoc faculty

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The concept of Mentor-Mentee was not introduced, however the dissemination of information used to take place with making individual faculty as in-charge of all the three blocks(Aurbindo, Zorawar, Ambedkar).

In addition, the tutorial system offered a platform where the faculty members interacted with a small group of students normally 10-12 students per group ensuring one to one academic interaction and informal mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3447	**62***	**Ratio has not been accessed.**

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	**25+37***	**02**	Nil	**12**
*Includes ad-hoc faculty				
2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*				
Year of award	*Name of full time teachers receiving awards from state level, national level, international level*		*Designation*	*Name of the award, fellowship, received from Government or recognized bodies*

			NIL		*NIL*

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Com	1COM	**Semester**	**Semester I,III &V:** **28th December, 2018 (I)** **18/12/2018 (III)** **24/11/2018 (V) JU** **Semester II, IV & VI:** **01/06/2019 (II)** **19/05/2019 (IV)** **13/05/2019 (VI) JU**	**Semester I,III &V:** **25th May, 2019 (I)** **11th June, 2019 (III)** **08/04/2019 (V) JU** **Semester II, IV & VI:** **20th November, 2019 (II & IV)** **13/07/2019 (VI) JU**
BBA	1BBA	**Semester**	**Semester I,III &V:** **20th December, 2018 (I)** **22/12/2018 (III)** **24/11/2018 (V) JU** **Semester II, IV & VI:** **01/06/2019 (II)** **19/05/2019 (IV)** **13/05/2019 (VI) JU**	**Semester I,III &V:** **25th May, 2019 (I)** **11th June, 2019 (III)** **08/04/2019 (V) JU** **Semester II, IV & VI:** **20th November, 2019 (II & IV)** **13/07/2019 (VI) JU**
BCA	1BCA	**Semester**	**Semester I,III &V:** **20th December, 2018 (I)** **22/12/2018 (III)** **17/11/2018 (V) JU** **Semester II, IV & VI:** **01/06/2019 (II)** **19/05/2019 (IV)** **02/05/2019 (VI) JU**	**Semester I,III &V:** **25th May, 2019 (I)** **11th June, 2019 (III)** **08/04/2019 (V) JU** **Semester II, IV & VI:** **20th November, 2019 (II & IV)** **13/07/2019 (VI) JU**
B.Com Hons	3COM	**Semester**	**Semester I,III &V:** **20/12/2018 (I)** **29/12/2018 (III)** **24/11/2018 (V) JU** **Semester II, IV & VI:** **01/06/2019 (II)** **26/05/2019 (IV)** **13/05/2019 (VI) JU**	**Semester I,III &V:** **26TH June, 2019 (I & III)** **08/04/2019 (V) JU** **Semester II, IV & VI:** **9th November, 2019 (II &IV)** **13/07/2019 (VI) JU**
M.Com (PG)	2COM	**Semester**	**CLUJ** **Semester I& III:** **20/12/2018 (I)** **26/12/2018 (III)** **Semester II & IV:** **04/06/2019 (II)** **29/05/2019 (IV)**	**CLUJ** **Semester I & III:** **26th June, 2019** **Semester II & IV:** **9th November, 2019 (II)** **29th August, 2019 (IV)**

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

One of the major components of our education system is examination. Our institution has introduced innovative practices to improve the quality and efficiency in the examination system especially in the conduct, administration and evaluation. Student evaluation: multiple and concurrent evaluation tacitly expressed through various information dissemination

mechanisms like college calendar is followed by the institute. The college uses the following mechanisms for continuous evaluation of the students:

1. **Evaluation through internal tests:** internal assessment of the students is carried out as per the regulations and norms of the university. In consultation with the principal and the coordinator, the controller/convener examination prepares the schedule of the internal assessment test for the academic year 2018-19. The schedule contains the date sheet of the internal test, evaluation process, duty schedule to be circulated among staff, notices containing dates of examination, number of sets to be submitted by the concerned teachers. The schedule containing notices and date sheets is then circulated among the faculty members and the same is notified to the students on the notice board and the announcement is also made in the class rooms.
2. **Evaluation through university final examination:** The cluster university examination or examinations for skill based courses (internal) of university of Jammu are conducted on as per the rules, regulations and guidelines issued by the affiliating university from time to time. The university communication is put up in the notice board for the student information. The students are given detailed information regarding the examination schedule, regulation and evaluation process.
3. **Evaluation through assignments:** The faculty in charge of courses for which written assignments to be submitted works out and announces the topics for assignments to be written by the students along with deadlines for submission. The quality of the assignments as well as the punctuality in submission of the assignment is the basis for assessment.
4. **Evaluation through class room discipline:** In order to ensure discipline in the class, a competitive spirit is created among the students by way of recognizing talented students for different academic and co-curricular activities.
5. **Evaluation through participation in co-curricular activities:** The college encourages the participation of students in all co-curricular activities within the college and conducted by other colleges.
6. **Evaluation through flair in report writing and effective presentation:** Data gathered by the students from field are reported by preparing reports and then it is thoroughly checked, verified and corrected by the concerned faculty supervisors. Seminar presentation are also a part of the curriculum in most of the courses. Students are guided on topics to prepare and present seminars in the open class, which is judged on merit to award marks for the presentation.

Major evaluation reforms of the university that the institution has adopted and reforms initiated by the college on its own are as follows:

1. **Major revision of syllabus**
2. **Computerization of examination process**
3. **Timely conduct of examination and announcement of results.**
4. **Choice Based Credit System (CBCS) for UG and PG programmes.**

Showing answer scripts to student on their demand for better transparency

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The date for Examination is always mentioned in the Academic Calendar of the College prepared at the commencement of the session. The academic calendar schedules for the commencement and the closure of the semesters along with the dates for End Examination are prepared by the University. The week for internal examinations schedule is given by the University for the Colleges.

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 in website of the institution
(to provide the weblink)

https://www.spmrcollege.org

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.Com		**650**	**167**	**25.69%**
BBA		**56**	**49**	**87.5%**
BCA		**25**	**09**	**36%**
B.COM (Honours)		**67**	**55**	**82.08%**
M.Com (PG)		**33**	**29**	**87.87%**

2.7 Student Satisfaction Survey
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)
Questionnaires distributed to students.(Format enclosed) **Weblink: http://www.spmrcollege.org/ccadmin/files/10202125051741.pdf** **   http://www.spmrcollege.org/ccadmin/files/10202125018175.pdf**

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	**Nil**	**Nil**	**Nil**	**Nil**
Minor Projects	**Nil**	**Nil**	**Nil**	**Nil**
Interdisciplinary Projects	**Nil**	**Nil**	**Nil**	**Nil**
Industry sponsored Projects	**Nil**	**Nil**	**Nil**	**Nil**
Projects sponsored by the University/ College	**Nil**	**Nil**	**Nil**	**Nil**
Students Research Projects *(other than compulsory by the College)*	**Nil**	**Nil**	**Nil**	**Nil**
International Projects	**Nil**	**Nil**	**Nil**	**Nil**
Any other(Specify)	**Nil**	**Nil**	**Nil**	**Nil**
Total	**Nil**	**Nil**	**Nil**	**Nil**

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
1. Knowledge Sharing program Changing Teaching Methodology –Experiential Learning and Case Study	**Placement Cell**	**26-07-2018**
2. Extension Lecture in collaboration with St Xavier's College Opportunities after graduation	**BBA Dept**	**04-10-2018**

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	**NIL**	**NIL**	**NIL**	**NIL**

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	**NIL**	**NIL**

Name of the Start-up	Nature of Start-up	Date of commencement
Placement drive in collaboration with Start-up Club	**(One Day Seminar) Business Model and the use of Technology in Start Up**	**10/10/2018**

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	**NIL**	**NIL**

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
NIL	**NIL**

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
Natio nal	**Dept of Commerce**	**01**	**X**
Inter natio nal	**Dept of Commerce**	**01**	**X**

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Department of Commerce	**05 (National)**
Department of Urdu	**05 (National)**

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	10 International Seminars	08National Seminars+11Workshops	**NIL**	01(Attended)
Presented papers	10 (Presented)	06 (Presented)	**NIL**	**NIL**
Resource Persons	**NIL**	**NIL**	**NIL**	**NIL**

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1. Extension Lecture Skill Development under PMKVY 12/10/2018	Department of commerce	**2**	**100**
2. One Day EDP workshop on topic "Tourism Entrepreneurship for peace and development in J&K State , Resource Persons: Mr. Vishal Raj (JKEDI) Mr. Sachin Gupta (CEO Green Earth) Dept of Commerce under Aegis of ICSSR Project 13/10/2018	Dept of Commerce under Aegis of ICSSR	2	85
3. Special Summer Camp for Cluster Colleges (organized by Cluster University of Jammu) Lectures, Poster making, Slogan writing. 16 -22 July 2018	NSS	2	20
4. Plantation drive on Vanmahotsava 24-07-2018	Department of EVS	2	50

5. Teachers Day-2018 A Cultural Programme and Poster Making activities were organized at Auditorium 05.09.2018	IQAC	4	100	
6. International Literacy Day on the theme "Literacy and Skill Development" 08-09-2018	Dept. of English	2	40	
7. Workshop on Sustainable Development	Awareness Lectures organised by Gandhi Global Family 05.04.2019	4	30	
8. Lecture on Climate Change (Lectures and interaction session by Dr. Deshbandhu and Mr. Roop Chand Makhnotra of Nature Human Centric Peoples Movement) Jammu 15.04.2019	EVS	2	95	
9. **Student Exchange prog carried out in Amritsar collaboration with Business School, Gurunank Dev University . Amritsar**	Student Exchange Prog from 24 to 25 April 2018	2	20	

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil		Nil	

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
College	**NSS & NCC**	**1. Rangoli Competition on AIDS Awareness AIDS Awareness 29/08/2018**	**5**	**7**
College	**Committee against Sexual Harassment**	**2. A symposium on the topic Sexual Harassment of Women's at Workplace – Prevention and Control. Committee against Sexual Harassment 13/10/2018**	**6**	**10**

College	NSS	3. Swachhta Pakhwara i.e. Cleanliness drive 1-08-2018 to 15-08-2018	2	70
College	NSS	4. Sadbhawana Week Pledge, Cleanliness lectures , Poster making Essay writing 08-12 September 18	2	30
College	NSS	5. Cleanliness Drive Cleanliness Drives in college campus, Auditorium, Sports ground, Central Park , Canteen area, etc. 20.09.2018	2	40
College	NSS in collaboration with Young Blood Association Jammu	6. Blood Donation Camp 30-09-2018	2	45
College	Training on drug de-addiction and HIV/AIDS, organized by J&K State Aids Control Society in Smart Class Room	7. Training of Trainers 23-24 April 2019	02	35

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
NIL	NIL	NIL	NIL	NIL

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
14.34 lacs	**11.19 lacs**

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3.72acres	Nil
Class rooms	36	Nil
Laboratories	4	Nil
Seminar Halls	3	Nil
Classrooms with LCD facilities	1	Nil
Classrooms with Wi-Fi/ LAN	1	Nil
Seminar halls with ICT facilities	3	3
Video Centre	NIL	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	73	08
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL
Others	NIL	NIL

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	NIL	NIL

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30650	Nil	311	26949	30961	Nil
Reference Books		Nil	Nil	Nil	Nil	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (Hard & Soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)									
	Total Compu ters	Com puter Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	Available band width (MGBPS)	Others
Existin g	75	0	Broad band-1	0	0	0	1	100 mbps	x
Added	0	0	0	0	0	0	0	0	x
Total	75	0	1	0	0	0	1	100 mbps	x

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	**Nil**

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	**Nil**	**Nil**	**Nil**

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.73 lacs	26949	Nil	Nil
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)			

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure that they are of maximum benefit to the students as well as staff. The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books and other materials, as per the recommendations received from the departments of the colleges.
The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.

The college has a splendid playground for outdoor games like volleyball court, kabbadi court, and Kho-Kho court. Students also brought laurels to the college by participating in various sports tournaments. Regarding the maintenance of sports equipment the college sports in charge is deputed. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sports in charge. Some of the sports items like table tennis, carom board etc. are kept in the sports block and given out for use of students under the monitoring of the Sports in charge.

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, fans, electrical appliances etc. The purchase committee makes the purchases after approval from the Principal. Upkeep of all facilities and cleanliness of environment in boys' hostel is maintained through Hostel monitoring committee. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. Maintenance of the water cooler and water purifier is done regularly.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Financial Aid	32	6000 per Student
Financial support from other sources			
a) National	1.Central Sector scheme of scholarship 2. Post Matric Scholarship	274	10000 per student
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

1   Soft Skills
     BBA
-It skills for Managers
-Personality Development and communication skills
-Soft skills For Business
    (BCOM Hons)
-Seminar Presentation
-Business Communication
 -Report Writing
 -E-Commerce
-Business Case Studies
-Entrepreneurship
    BCA
-PROGRAMMING
-Internet and web technology
  M.com
   • Brand Management
   • Customer Relationship Management
   • Organisational Theory & Behaviour
   • Entrepreneurial Skill Development
   • Financial Statement Analysis
   • Security Analysis &Portfolio Management
   • Industrial Relations &Labour laws
   • Consumer Behaviour & Marketing Research
   • Logistics & Supply Chain Management
   • Strategic Marketing
   • Financial Decision Analysis
International Finance
	May 2017	2145	College

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	Nil	Nil	Nil	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	**Nil**	**Nil**

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**

5.2.2 Student progression to higher education in percentage during the year **2018-19**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	66	B.COM/BBA/BCA	B.COM/BBA/BCA	Jammu University, Jammu & others	M.COM

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	**Nil**	**Nil**
SET	**Nil**	**Nil**
SLET	**Nil**	**Nil**
GATE	**Nil**	**Nil**
GMAT	**Nil**	**Nil**
CAT	**Nil**	**Nil**
GRE	**Nil**	**Nil**

TOFEL	**Nil**	**Nil**
Civil Services	**Nil**	**Nil**
State Government Services	**Nil**	**Nil**
Any Other	**Nil**	**Nil**

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
1.Football,Kho-kho,TT,VollyBall, Wrestling,Basket ball,Badmitton and Annual Athletics Meet -09 2.Inter University Tournaments	**1.Inter college tournament 2.Inter University Tournaments**	**1.160 2.39**

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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Not Initiated. However Student Coordination was done by the student holding the highest merit in the class. The student selected by the class teacher became the class representative.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO

5.3.2 No. of ~~registered~~ enrolled Alumni: **Nil**

5.3.3 Alumni contribution during the year (in Rupees) **:** **Nil**

5.3.4 Meetings/activities organized by Alumni Association **: Nil**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.**1.1 The Principal in consultation with the IQAC of the college plan academic and administrative activities for the smooth conduct and continuous progress of the college.**

• IQAC has the freedom to formulate plan of action and its implementation is discussed in several meetings conducted during the year.

• HODs of different Departments have the freedom to plan, implement, finalize and shape activities in view of the available resources by conducting department meetings.

 • Committee meetings: Drawing participatory action plans, implementation and reflection on the same for improvement/innovation under the leadership of the Convener.

• Staff Meetings: A large number of issues are discussed during staff meetings, giving the scope for collective thinking and decision making.

• Faculty members have contributed in a big way in internalizing quality policy due to openness in working at all levels and free access to the Principal.

Participatory Management :

The college follows the principle of Participatory Management. The defining, allotting and communicating of responsibilities happen concomitantly in the meetings conducted at various levels as listed below:

• CDC meeting: reviewing college functioning, making and approving budgetary provisions, making decisions for expansion etc.

 • Interaction with parents: The HODs along with their staff members interact with parents in the beginning of academic session and Principal follows up with parents of defaulters in attendance, interact with parents of meritorious students. The students' representatives serves as a good interface between college authority and students.

 • Inputs from Alumni at department level: Help us plan activities for the students such as Industrial visits, Internships and placement.

 • Interaction with diverse external agencies: Faculty members participating in various activities like seminars, orientation and refresher courses, BOS meetings etc. share their experiences/ ideas to continuously bring about improvement in our functioning.

6.1.2 Does the institution have a Management Information System (MIS)?

<div align="center">

NO

</div>

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

- ❖ **Curriculum Development: The rich and diverse experience of our staff members are utilized by the University for Curriculum Development across all streams. The senior most Faculty members are members of BOS and participate in Syllabus Designing.**

❖	**Teaching and Learning: IQAC formulates academic calendar in the beginning of each session and all the faculty members are involved for its implementation. Apart from routine lecture sessions, teachers also encourage students to participate in group discussions and presentations. The college also organizes workshops, lectures and seminars/webinars regularly for students and teachers.**
(i)	**Examination and Evaluation: Examinations are scheduled as per prescribed University calendar and planned well in advance to ensure smooth conduct of exams. The mode of examination and evaluation is communicated to the students in the syllabus and through their subject teachers. Scope is given for redressal through methods of Revaluation/ rechecking. College also uses stitched and printed answer books in minor examinations to minimize unfair means. A separate examination section has been created in the college to address the concerns and difficulties of the students.**
❖	**Research and Development: Except few seats of M.Com., the college offers education for undergraduate programmes only. So, research is not the part of curriculum.**
❖	**Library, ICT and Physical Infrastructure / Instrumentation: Every year all the departments procure books for the college library as per the prescribed syllabus and need of the students. College has enhanced the storing capacity of library by purchasing additiontional almirahs.**
❖	**Human Resource Management: Being a Govt. College, all rules and regulations of government employees are applicable to all the employees of the college. Teachers are encouraged and permitted to participate in general and specific training programmes like induction programmes, refresher courses, faculty development programmes and workshops.**
❖	**Industry Interaction / Collaboration: The placement cell of the college is collaborating with the industry for grooming personality and placement purposes. Moreover, the students of BBA & B.Com. Hon's have to go for field work in any industrial/trading/service organization for at least six weeks for project work during 5th and 6th semester. They prepare the project report under the guidance of their guide and submit three copies of the same for evaluation. The Principal of the college appoints a two member committee (one internal & one external) with 3 years of teaching experience for the assessment of this report.**
	Admission of Students: An effective MIS tool implemented by University has improved the admission process by making it easy and speedy in generating merit lists online. The online filling of admission forms has lead to multiple benefits like error free analysis of student database by identifying students with different academic capabilities and understanding their socioeconomic profile.

6.2.2 : Implementation of e-governance in areas of operations:

❖	**Planning and Development: The college is in the process of developing an online feedback system which will be utilized to take feedback from students, teachers, alumni and parents regarding teaching learning process and college infrastructure. Suggestions will also be invited from them for continuous improvement.**
❖	**Administration: The college administration has taken many steps for developing paperless work culture in the campus. All the staff members are required to mark their attendance through AEBAS based attendance twice a day. Official Whatsapp group and email has been created by the Principal for dissemination of information regarding meetings/ decisions taken and staff also make use of these online services to apply for leave etc.**
❖	**Finance and Accounts: The accounts section of the college make use of IT-based JKPAYSYS launched by government in order to bring transparency, reduce errors and lessen the workload. GEM is used for making online purchases.**
❖	**Student Admission and Support: A centralised well-structured online admission process is in place by using the university portal.**
❖	**Examination: Students fill their examination forms, can download admit cards and access their results online on the university portal.**

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/	Name of the professional body	Amount of

		workshop attended for which financial support provided	for which membership fee is provided	support
2018-19	**Nil**	**Nil**	**Nil**	**Nil**

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19 **Introduction to SEM using AMOS**		**NIL**	**10-01-2019**	**25**	**NIL**

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	1. **Shreya Sharma** 2. **Reeta Menia** 3. **Dr. Pooja**	**Feb. 2019** **19/11 to 18/12/2018** **15/10 to 04/11/2018**

General Orientation Course
  1. **Dr. Roomi Rani**   **24/12/2018 to 22/01/2019**

Workshop

  1. **Dr. Deepak Pathania**   **28/03 to 29/03/2019**

  2. **Dr. Sarabjeet Kour Sudan**   **10/01/ 2019, 28/03 to 29/03/2019 & 23/04/2019**

  3. **Dr. Sakshi Sharma**   **10/01/2019, 18/03 to 23/03/2019**

  4. **Dr. Monika Malhotra**   **15/12/2018**

5. **Dr Pooja**	**01/12/2018 to 07/01/2019.08/04 to 12/04/2019**	

Teaching		**Non-teaching**	
Permanent	**Fulltime**	**Permanent**	**Fulltime/temporary**
As the college is a government college, so all the recruitments are made by the government through recruitment agencies.			

6.3.5 Welfare schemes for

Teaching	All rules and procedures applicable to government employees of Jammu & Kashmir UT apply to the employees of this college also.
Non teaching	-do-
Students	College provides financial aid to the orphan/poor students which are not covered under any scholarship scheme of the Central/UT governments. 32 students were provided financial aid during 2018-19. The Cluster University provides insurance cover against accidents to enrolled students through General Insurance Company on the payment of nominal fee as a component of admission fee.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
  (with in 100 words each)

The college has to follow the prescribed financial code of the J&K Govt. for all financial transactions. Financial Audit is an annual activity. There are different kinds of financial audits conducted in the college. One by the Audit and Inspections Department of the J& K Govt. and another by the Accountant General (AG). These agencies audit the complete record of the financial transactions and identify any deviation that may have been committed in any financial transactions and other administrative matters of the college. All paras /half margins are defended and explained to the auditors and incase they are not satisfied audit report is sent to the administrative department for action under rules. Reconciliation of income and expenditure is done with AGs every quarter of the financial year. The funds received from UGC and other agencies of GOI are audited by chartered accountant and reports are submitted to the funding agency for settlement of accounts from time to time.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	

6.4.2 Total corpus fund generated	**Nil**

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
		Agency		Authority
Academic	Yes	University	Yes	College
Administrative	Yes	AG Office	Yes	College

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

No

6.5.3 Development programmes for support staff (at least three)

No

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a**. Submission of Data for AISHE portal : (Yes)**

b. Participation in NIRF : (No)

c. ISO Certification : (No)

d. NBA or any other quality audit : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018 -19	**--IQAC meetings were organized at intervals** **--Development of Academic Calendar for better coordination of activities** **--organised student exchange prog**	**--01.10.2018.** **13-11-18** **20-12-18** **25-5- 2019** **20-11-2019** **--Activities as per Acdemic Calendar(Approx. dates)** **--24 to 25 April 2018**	**01.10.2018.** **13-11-18** **20-12-18** **25-5- 2019** **20-11-2019** **Activities as per Acdemic Calendar(Approx. dates)** **--24 to 25 April 2018**	**Faculty** **Students and Faculty** **--20 students**

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
International Literacy Day	**8.9.2018**	**40**	**30**
International Women's Day	**8.3.2019**	**15**	**6**

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

Total Use of LED bulbs as power saving alternative to conventional bulbs for illumination of the institution

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	**No**	**NIL**
Provision for lift	**No**	**NIL**
Ramp/ Rails	**Yes**	**1**
Braille Software/facilities	**No**	**NIL**
Rest Rooms	**No**	**NIL**
Scribes for examination	**Yes**	**2**
Special skill development for differently abled students	**No**	**NIL**
Any other similar facility	**No**	**NIL**

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	**1**	**1**	**06-15 June**	**Swachh Bharat Summer Internship-2018 at adopted Village Phalin Mandal**	**Students aware the dwellers about significance of cleanliness, solid waste management, etc.**	**60**
2019	**1**	**1**	**15 April**	**Lecture on climate Change**	**Global warming**	**95**

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Cluster University of Jammu- Act, Statutes and regulations	**December 2017**	**The code of conduct for students is drafted and published in Cluster University of Jammu- Act, Statutes and regulations under Chapter 13. Principal of the college informs the code of conduct, highlighting discipline in the orientation programme. The college also has discipline committee and anti-ragging committee which look after the overall conduct of the students.**

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Vanmahotsava	**24.07.2018**	**30**
Independence Day	**15.08.2018**	**52**
International Youth Day	**12.08.2018**	**50**
Teachers Day Celebration	**05.09.2018**	**70**
Sadbhawana Week	**08-12 September 18**	**30**
Cleanliness Drive	**20.09.2018**	**40**
Workshop on Sustainable Development	**05.04.2019**	**30**

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solid waste management- Compost facility 2. Polythene Free Campus 3. Increase in plantation 4. Swachh Bharat Summer Internship-2018 at adopted Village Phalin Mandal 5. Use of LED light bulbs

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

Practice 1: Title of the Practice: National Service Scheme (NSS)

Objectives of the Practice:

The college has a strong NSS wing working under the NSS Cell, Cluster University of Jammu. The NSS wing of the college aims to provide a platform to the students to contribute their services for the nation and humanity under the supervision of NSS program officer. The institution promotes NSS for the all-round development and character building of the students as well as to extend its activity at the community level. Regular camps at College/University level are arranged to educate students about the complex problems being faced by the less privileged section of the society.

The Context:

The villages near the college face many problems such as drug addiction, open defecation, solid waste management, etc. NSS unit of the college plays a significant role in solving these problems. The college has adopted Village Phalin Mandal where NSS volunteers make a regular visit to create awareness relating to these issues.

The Practice:

NSS through the Regular activity and Special Camp activity involve the teachers, students and thedwellers of the adopted village in:

- **Spreading awareness against drug abuse**
- **Tree Plantation**
- **Swachha Bharat Mission- keeping the college campus and surrounding clean through awarenessgeneration**. **Lecture on**

HIV/AIDS

- **Awareness about harm of open defecation and importance of building toilets with pits**

Evidence of Success:

The community service extended to the Phalin Mandalvillage dwellers has been rewarding. Most of thevillages are aware about maintaining personal health and hygiene. Villages and college students themselves are marching towards being totally polythene free in the years to come. Tree cutting has reduced in the area. College itself under the banner of NSS hasadopted solid waste management with installation of coloured bins and segregation of solid waste.Compost pit has been constructed in the college to harmlessly decompose the college waste into manure.

Problems Encountered and Resources Required:

The NSS Cell of the college has a separate committee with energetic young and senior teachers. Thecollege authority extends all encompassing support. The limited grant allotted by the Government is aconstraint in itself. Apart from this sometimes the volunteers find it difficult to encourage locals to investadequate time in learning. Although people are made aware of the importance of proper disposal of solid waste but due to lack of support from concerned Government authorities, the villagers are not able to dispose the waste in an appropriate manner.

Notes:

The campus- community interaction serves a dual purpose. On the one hand it encourages social mixingamong a diversified people promoting communal harmony and fraternity and on the other handfrequent interactions with college students raise enthusiasm among children of adopted village to join higher institutions ofstudy for a better future.

Practice 2: Sports

Building on the glorious tradition of excellence in the field of sports, the college athletes once again performed competitively and were declared Championship Winners in table-tennis(men), Runners-up in Volley ball(men), Basketball(men), Kho-Kho(men), Kho-Kho(women), Badminton(men) and Football(men). The College women athletic team performed par excellence by winning the Overall Athletics Championship with 11 Gold, 5 Silver and 01 Bronze medals which was complemented with theRunners-up position in the Overall Athletics Championship by the Men's team with 08 Gold, 01 Silver and 09 Bronze medals. The equal participation and success of boys and girls in the arena of sports is testament to the strong gender equity initiatives and opportunities provided by the institution in creating an environment of parity and growth around the campus.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

The college firmly believes in imparting quality education to the students by providing an environment of learning that enhances

dissemination of knowledge to ensure that students develop life skills for facing challenges and responsibilities with social, gender and environmental sensitivity. Adoption of village Phallian Mandal under Swachh Bharat Abhiyaan was done with a view to make students aware of the problems of the society and sensitize them towards community services. Rural life poses many challenges such as lack of public health, malnutrition, proper sanitization etc. In some of these areas, students can contribute and improve their understanding through participation. Towards this, during Summer break, the college organized Swachh Bharat Summer Internship under Swachh Bharat Abhiyaan to make the students familiar with the village life and challenges faced by these villagers in their day to day life. The students of the college studied waste disposal system in the village. From the study, it was observed that most of the households do not segregate the waste before disposal. Due to lack of proper disposal system, the waste generated was either thrown in the nearby fields, streets or burnt. Open dumping of these waste led to various other problems such as water pollution, bad odor, etc. The villagers also expressed their inability to dispose solid waste properly due to lack of adequate dustbins and municipality collection system.

The students also observed that due to lack of toilets, the problem of open defecation existed in the village. Therefore, in order to get rid of menace of open defecation, the villagers were made aware of the importance of toilets.They were also informed about Pradhan Mantri Shauchalya Yojana (PMSY) wherein the government provides the facility of constructing the toilets for those living below the poverty line at free of cost.

Hence, during the survey, awareness regarding cleanliness and importance of proper solid waste management was spread among the villagers by the students.

8. **Future Plans of action for next academic year (500 words)**

--IQAC plans to install Digital boards for Class Rooms
--IQAC plans to initiate skill based courses
---IQAC plans to propose CCTV installation
---IQAC plans to organize more activities
---IQAC proposes repair and beautification of campus.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____