



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT S.P.M.R. COLLEGE OF COMMERCE**

CANAL ROAD JAMMU JK  
180001

[www.spmrcollege.org](http://www.spmrcollege.org)

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### GOVT SPMR COLLEGE OF COMMERCE

Being the upholders of the prestigious heritage, it becomes imperative for the Principal and Faculty of Govt. SPMR College of Commerce to make our students feel proud of their strong lineage of royalty and intellect. This will in place help them to develop a history of their own for the future peers and friends.

Dr. Karan Singh, the visionary Sadar-e-Riyasat in 1955, in memory of his uncle Late His Highness Maharaja Pratap Singh of Jammu and Kashmir State, founded the college and named it Sri Pratap Memorial Rajput College of Commerce. Dr. Karan Singh introduced the commerce stream for the first time in the State of Jammu and Kashmir, we are now the proud torch bearers of this heritage. Today, Govt. SPMR College is the premier Institution in Jammu district which specializes in the field of Commerce, Management and Information Technology.

In the initial stage, the college was housed in the Ajaib Ghar building behind the New Secretariat and at later stage it was shifted to the then Police Complex near Jogi Gate (1962 to 1978). The State Government took over this college on September 30, 1974 and rechristened it as Govt. SPMR College of Commerce, Jammu.

The college has been fortunate to be headed by an array of illustrious Principals for its all round development. The first Principal of this college was a renowned teacher, Professor M.L. Shandilya of Sri Ram College of Commerce, New Delhi. He was at the helm of affairs from June 1, 1955 to Feb. 2, 1959. Thereafter, Prof. G.P. Singh took hold of the reins and made it a seat of genuine learning during its formative years and developmental phase.

Govt. S.P.M.R College of Commerce remained affiliated with the University of Jammu, Jammu till academic session 2016-17 and since then it is now a constituent college of Cluster University of Jammu. The college is offering variety of Under Graduate and Post Graduate courses:

- Bachelor in Commerce
  - Bachelor in Business Administration
  - Bachelor in Computer Applications
  - Hon's in Commerce
  - Masters in Commerce
- four different blocks.

The college is housed in

## **Vision**

### **VISION:**

Excel, Empower, Enlighten: Promoting Entrepreneurship and Self-Reliance among Techno-savvy Human Resource.

The college is committed to Enlighten Empower Excel young managers and entrepreneurs for facing the inevitable challenge arising from the advent of privatization and global liberalization. The college will push its infrastructure and academic development programme at a much greater speed to increase the capability and competence of the students so that they can face the ever developing fields of software technology and also build up skills to brave the constant prevalence of multinational companies in our country.

The college will equip itself to support the students wanting to excel in their respective fields, while it will make effort to also spread eco – consciousness among them. The College is working with a mission to instill in students a culture of sensitivity to gender issues and identities. In this respect it is focused into encouraging a dynamic engagement between curricular and extra-curricular learning and positive social implications. In due course of time the college will fashion itself as a core - a centre of technological and Business Entrepreneurship.

The faculty at government SPMR College of Commerce is highly accomplished and constantly striving to achieve the vision of the college. They are persistently and regularly motivating, encouraging and channelizing the students for the accomplishment of this Vision of the College.

The students are made familiar with the vision of the college by placing it at prominent places in the college. Endeavour of the college is to Walk the Talk with the Target group.

## **Mission**

### **Mission**

- To provide opportunity and train innovative and competent human resource suitable for a global industry, business and service sector.
- To transcend knowledge beyond books and academics, promoting and excelling in Entrepreneurial skills.
- To strengthen economic, cultural and social fabric of the region through education, research and enterprise.
- To introduce Vocational and Skill oriented Courses/Training.
- To create and develop MOUs with industries and corporate for student training / internship.
- To develop college as a centre for Job placement.
- To create Dynamic Research oriented Hub.
- To enhance technology driven academic excellence.
- To imbibe concept of Start-Ups culture among young learners.
- To provide a vibrant arena for sports and co-curricular activities.
- To provide an effective platform for promotion of literary endeavors.

- To invite National / International Level experts in different subjects.
- To create opportunity for Faculty as consultant.
- To place the vision and mission of the college at appropriate prominent places so that the students are able to read and become aware of their institution's aim for excellence.
- To orient the new students in order to make them aware of the vision, mission and objectives of the college.
- To conduct various activities like Placement Drives, Career Counseling, Internships etc
- To promote extra curriculum activities like Got The Talent, Theatre, Painting, Photography, Debating skills, Creative Writing etc.
- To provide ample opportunity for developing sportsmanship & team spirit by participating in various State and National level meets.
- To provide Educational tours/environment trips so that the students have better experience outside the class rooms.
- To involve and incorporate suggestions of Alumni for development and continuous progress of the college.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

It is the only Institution which specializes in the field of Commerce, Management and Information Technology.

- Variety of under graduate and Post Graduate courses:
  - Bachelor in Commerce (B.Com)
  - Bachelor in Business Administration (BBA)
  - Bachelor Computer Applications (BCA)
  - B.Com Hon's
  - Masters in Commerce
- College has taken a lead in gender parity and communal harmony. Being one of its kind by being a co-educational institution.
- Highly pro-active Psychology and Placement Cell
- Research Hub
- Browsing Centre for Faculty and Students
- Skill Development Cell
- Signing of MOU with ICSI.
- Special provision for SC/ST and other category students at the time of Admission.
- Well equipped hostel for Male Students
- Academic access provided to students from far off / rural areas.
- Successful inclusion of Mentor-Mentee concept in the college
- Distribution and issuing of Identity Cards to all the students.
- Well organized departments of NSS, NCC and Sports.
- Regular Industrial visits for the students.
- Seminars, Conferences, workshops and trainings especially for BBA, BCA and M.Com Students.

- Extra classes provided for Competitive Exams, computer programmes, especially for weaker ST/SC students
- There exists 'zero-tolerance policy' towards sexual harassment. All members of the staff refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors to the college.
- Special Girls Room, where the girl students can find comfort and privacy whenever they need.
- College Placements Cell provides employability to students under Udaan and others companies.
- Entrepreneurial Development Programme under Directorate of Micro and Small Industry
- Educational tours for students of the college.
- Alumni Meets
- Parent Teacher Meet held especially for weaker and shortage case students.
- Guest/ expert faculty are regularly called for delivering lectures.
- Quality Assurance Cell is looking after day to day quality development of the college.
- Effort to foster a culture of eco-friendly practices and making the campus environmentally sustainable. It is a campus that is plastic free, produces minimal waste, conserves energy, protects biodiversity and practices self-sustainability in areas of power, water and cleanliness.

### **Institutional Weakness**

#### **Institutional Weaknesses:**

- Need for Faculty Improvement programmes.
- Need to add more student facilities like construction of more better equipped and modern toilets for both boys and girls
- Many a times Enrolment Exceeds Intake Capacity, with limited infrastructure it affects the teaching learning process.
- No separate hostel for Female Students.
- Infra- structure does not cater to the students with Special Needs (building of Ramps, separate toilet facilities.)
- Infrastructural deficiency. Lack of proper teaching space, No Math Laboratory and less number of Computer Laboratory, Administrative Block
- To improve on the Soft ware technology
- Need to enhance facility for demand driven technological research at PG level, BBA & BCA
- Restructure of Academic Courses: to create more employment generation courses.
- A comprehensive faculty development programme to encourage innovative teaching practices.
- Encouraging faculty for their participation in National / International Conferences, seminars, paper presentations, workshops and trainings
- Remedial coaching for SC/ST/OBC students
- Introduce more Placement Drives in the college.
- To utilize the potential to collaborate with Universities in India and abroad and develop multidisciplinary academic collaborations/ faculty and student exchange programmes etc.,
- To introduce Certificate, Add-on Courses and Diploma courses.

## **Institutional Opportunity**

### **Institutional Opportunities:**

- Job placement for students
- Industry Linkage
- Faculty improvement by way of organization of trainings and workshops.
- Scope for Infrastructural improvements (Canteen, Toilets, Auditorium, Ramps, more classrooms)
- Creation of Vocational Courses as well as Distance Learning Programme
- To tap our Resources to their full potential.
- Inviting National / International Level experts in different subjects.
- Creating and developing partnership with industries and corporate for student training / internship and opportunity for Faculty as consultant.
- To provide ample scope for promotion and creation of a more harmonious and peaceful world through its students who are groomed to be agents of social transformation in keeping with its vision and mission.
- Highly qualified, efficient and committed faculty members who are capable of organizing and conducting high quality seminars, workshops, conferences
- Highly qualified Faculty can partner with eminent institutions both nationally and internationally.
- To create collaborations for carrying out certificate programmes, add-on courses, etc. This will provide the scope to create more teaching-learning material and contribute to the various fields of education.
- Senior and retired faculty members are equipped with knowledge and skills to train and conduct FDPs that introduce the students and faculty into the high quality of teaching and learning skills.
- To tap on the highly robust Under Graduate Professional courses for generating more young managers and

## **Institutional Challenge**

### **Institutional Challenges:**

1. Regular Transfers of Head of the Institutions as well as Faculty. It is difficult to maintain sustained development programme in face of such inevitable transfers.
2. Limited number of permanent faculty members, some departments only has one permanent faculty.
3. Lack of interest of students in rigorous studies.
4. External influences/ pressures to cope with growing student numbers taking away the focus of the students from studies.
5. Lack of Space for expansion in the existing Infrastructure for construction of new building
6. Not able to fully use the resources at hand.
7. Most capable and highly qualified faculty are not able to fully use their potential of knowledge as they cannot become full time research guides.
8. Very few Faculty members as Resource Persons

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

### Curricular Aspects

Govt. SPMR College of Commerce, Jammu is one of the premiere institutions of the State to offer B.Com. BBA, BCA, B.Com Hon's, and M. Com (PG) programmes. Admission to the prestigious college is highly sought after. In the year 2017-18, the College became a Constituent College of Cluster University of Jammu and is a co-educational College. The College has developed an effective mechanism for implementation of the curriculum prescribed by the Cluster University of Jammu. Academic processes in our Colleges are streamlined with timetables, workloads and other administrative tasks prepared well in advance for teaching sessions. Our teachers regularly update their knowledge through active involvement in Faculty Development Programmes (FDPs) and participate in various bodies of the University such as Board of Studies (BOS) meetings etc, organized by University for up gradation and revision of Curriculum.

UGC recommended Choice Based Credit System (CBCS) which has been introduced in all programmes run by the College from Academic Session 2016-17. Experiential learning through internships, projects and field trips is specifically facilitated. In order to sensitize students about the environment and sustainability issues a number of courses are taught and various activities are organized. Environmental studies are an interdisciplinary course. The course is offered as a mandatory course for all the U.G programs. Our college also has various courses and activities, which are related to Gender equality, environmental sustainability, human values and professional ethics. Our institute always encourages boys and girls to participate in sports, NCC, NSS and cultural activities. Further, college also has sexual harassment committee and Girls' common room catering to the needs of the girl students of the college. College has eco-club, which has been conducting various events related to environmental sciences, such as tree plantation, poster making competition, lectures etc. The College has an ever developing list of Alumni. And a robust feed- back process has been developed for the betterment of teaching learning process. Both Alumni form and Feed-Back form are uploaded on College website.

### Teaching-learning and Evaluation

### Teaching-learning and Evaluation

The Institutions' first priority is always to provide quality education to students depending on vision, mission and available resources of the College. Govt. SPMR College of Commerce admits around 3500 students annually, which includes admissions as per the reservation policy of the Govt. of India. Teachers assess the academic proficiency of students based on their performance in classroom discussions and test/assignments. Needs of both slow and advanced learners are adequately addressed. The college has satisfactory student-teacher ratio. The college also has an effective mentor-mentee system for counseling and guidance. To make teaching learning process dynamic, the faculty is encouraged to adopt blended mode of teaching including ICT and traditional classroom practices. Oral presentation and group discussions are conducted by faculty to encourage greater participation and interactive learning among students. Educational trips to Industrial estates etc. to view real-time manifestation of management and marketing practices is conducted from time to time. Project method is used by PG students, BBA, and BCA students for brainstorming real-world problems and finding solutions. The College follows Internal and External assessment system as per the guidelines prescribed

by the University. After thorough assessment, the Internal assessment marks are available on the College website. Assessment related grievances are addressed by the teacher-in-charge before the uploading of marks on the University portal. Final exam results are timely declared by the University. Programme and course outcomes are designed to equip the students with knowledge, life skills, moral values, and self-reliance. To assess the student's satisfaction regarding teaching-learning process, the College regularly takes feedback from the students. This feedback is then thoroughly assessed, and action is taken accordingly.

## **Research, Innovations and Extension**

### **Research, Innovations and Extension**

The College has constantly promoted research temperament amongst its faculty. The staff members are constantly encouraged to take up Minor/Major projects funded by government, at present one minor project titled "Creating a Dashboard of Survey on usage of ICT and learning Management System during Covid -19 Pandemic in colleges and Universities in UT of Jammu and Kashmir" is ongoing in BCA department of the college. The college has received Rs 20 lacs in the year 2020-21 for establishment of Research and Innovation centre under Hub and Spoke Model from Higher Education Department. The college has set up Research Hub and has purchased computers for its establishment. The faculty of the college is informed and encouraged to attend International/ National conferences, seminars and workshops. In last five years, 57 publications in reputed journals and 41 books /book chapters have been published by the faculty of the College. During the last five years, a good number of the staff members have registered themselves for research and few have been awarded PhD degrees also. The College has organized workshop on Research Methodology, Faculty development programme, and Induction programme. Internships and fieldtrips are also encouraged to strengthen experiential learning. Many webinars /seminars were organized by college on social and health related issues to manage stress during pandemic. Extension activities like Swachh Bharat Abhiyan, Blood Donation, AIDS awareness camp, and visit to Blind School etc are initiated and conducted to sensitize students about social issues. The College focuses not only on producing scholars but also creates an environment so that the students can evolve as better human beings. The Eco club of the College celebrates various days like Environment day, Wild life protection day, Plantation drives, E-waste management, Single Use Plastic etc., to enhance a sense of responsibility towards society and environment in the students. The College has signed MoU with ICSI New Delhi to provide Free CSEET (Company Secretary executive Entrance Test) for the students of all the Colleges of Jammu Division with Commerce Stream and to promote excellence and empowerment in youth of Jammu.

## **Infrastructure and Learning Resources**

### **Infrastructure and Learning Resources**

The Institutional effort is for creation and enhancement of infrastructure in order to facilitate effective teaching and learning process. The College is being run in two campuses; three professional courses of Under Graduation along with Post Graduate course is running in second Campus while Under Graduate Course in Commerce is being run in first Campus. The College has adequate physical and academic infrastructure to cater to the needs of academic development. Learning resources such as library, computer facilities, ICT enabled classrooms, seminar halls and auditorium are the highlights of our institution. The College has a well maintained library with around 34,000 books covering all disciplines and is under process of automation in the near future. The College has substantial infrastructure for sports and other extracurricular activities. The



College has embarked itself to become the Hub of Research Centre in Commerce. It has created a Browsing Centre for the students and faculty, besides, developing infrastructure for Skill Courses. The College is in the process of equipping these centers and courses with more need based infrastructure. The institution lays immense stress on holistic development of the students by providing various sports activities. The College has a playground and a hassle free parking area for cars and two wheelers. In order to enhance all-round personality development of the students, the College attempts to create infrastructure that facilitates growth, in terms of physical fitness, extracurricular activities and mental well being. The students participate annually in activities pertaining to social outreach community and nation building, social responsibility and philanthropy. The College lays equal emphasis on co-curricular activities treating them as part of the students' growth. There is a systemic process of Budget allocation for Academics, other learning resources as well as infrastructure of the College, which is earmarked annually based on the recommendation of respective committees and as allocated by the Higher Education Department.

### **Student Support and Progression**

#### **Student Support and Progression**

Govt. SPMR College of Commerce has created a fabric of social inclusion and empowerment, through student-centric financial incentives and welfare measures. College has refined mechanism for students support and gainful employment. The institute runs various committees, club and cells in which students are equal partners. The important committees like Cultural Committee, Sports Committee, Grievances Committee, Career Counseling Cell etc. provide a wholesome environment to the students for professional, social and personal development. College provides a number of scholarships and UGC fellowships for the teachers in addition to the government free ships available to the students. The College has a scheme called the Student-Aid-Fund (SAF) to support marginalized students for continuation of their education and to reduce the dropout rate. Many students have benefitted from this funding support over the last five years, highlighting College contribution in broadening access to higher education. In addition to financial support, College has active students' grievance redressal mechanisms that help them seek redressal for complaints, including those about sexual harassment and ragging, while also inviting suggestions from students. For the students' emotional well-being, College also offers formal in-house counseling by the Manodarpan Psychology cum Placement Cell. As the number of students seeking admission to undergraduate education has increased over the last five years, there have also been a significant number of students graduating from Govt. SPMR College of Commerce and pursuing higher education in the JK UT, India and abroad. The Placement cell facilitates the students' professional growth and success as many of them are placed in leading Companies like Reliance JIO, UDAAN etc. College also facilitates students' representation and engagement in various administrative and curricular activities through a formal student council body that is elected annually by active participation of all students. The institution has various co-curricular, cultural and sports activities to ensure the holistic development of the students. Students actively participate in extension activities through NCC, NSS, in collaboration with various departments. Various sports and cultural events have been held at Govt. SPMR College of commerce over the last five years.

### **Governance, Leadership and Management**

#### **Governance, Leadership and Management**

The governance of the College is reflective of effective leadership and is in tune with the Vision

and Mission of the College. Involvement of leadership is achieved through well-defined system and organizational structure Regulations and Policy Guidelines are the instruments through which the entire Academic and administrative activities are administered and monitored for effective implementation, thus ensuring quality and continuous improvement at the College level. The College has various committees which include the faculty from various departments and they help in the implementation and continuous improvement in the teaching and learning process. Regular inputs are taken from faculty and staff from time to time in meetings for continuous improvement in the system and the IQAC plays a major part in the overall development of the Institution. Further, suggestions from all stake holders like faculty, students, Alumni are taken for improvement in various functions such as Admission, Academics, Examination, Finance, Administration, Maintenance, etc. which are incorporated for improvement and betterment of the college. The College practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Principal, HoDs and faculty members at all levels. The academic affairs however are regulated by the Cluster University of Jammu. The administrative matters pertaining to the finance and development are governed by the J&K Govt. rules. The College staff is all Government employees as such all rules and procedures as a part of welfare for all the govt. employees are applicable to them also. The College pursues a defined process for evaluation for teaching and non teaching staff and continuously works on evolving procedures and strategies for optimum utilization of its financial and other resources

### **Institutional Values and Best Practices**

### **Institutional Values and Best Practices**

Greater emphasis is laid on environmental awareness and consciousness by running an Eco-club in the college and making it one of the best practices that involves conducting programmes and events and organizing plantation drives regularly to bring about a holistic approach towards the environment among one and all. Our College has conducted various gender equity promotional programmes by organizing various debates and symposia workshops etc. to emphasize the role of girls in socio-economic development of society and the country. The halogen lighting system has been replaced by energy conserving LED light. Another best practices developed by the Institution comprises of improving transparency in the evaluations and examinations of internal assessments while issuing of identity cards to the students in the college etc as also holding placement drives within the campus to facilitate employment opportunities for students. Our institution is committed in the adoption of recent and cost effective methods for solid and liquid waste management. The College has endeavored in arousing environmental awareness among all the students by the virtue of some practices like mandatory inclusion of Environmental Science in the curriculum of 1st & 2nd semester of under graduate students, organizing rallies on environmental awareness to dwell the significance of the clean environment in the sustenance of life on earth and banning the use of polythene, besides inspiring the young minds for more plantation. The College has displayed its core values on the College website. All national days, birth days and other important days are celebrated in the College to create awareness and sensitize all stakeholders about their importance and inculcate values and ethics, arouse nationalism and patriotism and educate the students about constitutional obligations and understanding. The College adheres to the rules and regulation set by Higher Education department of the state and Cluster University of Jammu.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT S.P.M.R. COLLEGE OF COMMERCE
Address	Canal Road Jammu JK
City	Jammu
State	Jammu And Kashmir
Pin	180001
Website	<a href="http://www.spmrcollege.org">www.spmrcollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ranjeet Singh Jamwal	0191-2582900	9419119869	0191-2580965	principal.spmrcollege@gmail.com
IQAC / CIQA coordinator	Archana Kaul	0191-2582800	9419253571	0191-2581904	arch_mag2000@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-03-1955

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

State	University name	Document
Jammu And Kashmir	Cluster University Of Jammu	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	16-02-2006	<a href="#">View Document</a>
12B of UGC	16-02-2006	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Canal Road Jammu JK	Urban	22	6999

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Business Administration	36	Higher Secondary	English	89	81
UG	BCA,Computer Science	36	Higher Secondary	English	89	43
UG	BCom,Ug Department Of Commerce	36	Higher Secondary	English	41	40
UG	BCom,Ug Department Of Commerce	36	Higher Secondary	English	826	777
PG	MCom,Pg Department Of Commerce	24	B.Com	English	41	31

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				35			
Recruited	0	0	0	0	1	5	0	6	5	19	0	24
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				26			
Recruited	0	0	0	0	0	0	0	0	10	16	0	26
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				34
Recruited	15	10	0	25
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	2	8	0	12
M.Phil.	0	0	0	0	2	0	1	5	0	8
PG	0	0	0	1	1	0	2	6	0	10

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	8	0	11
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	0	0	4	6	0	10

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		1	3	0

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	18	0	0	0	18
	Female	42	0	0	0	42
	Others	0	0	0	0	0
UG	Male	1971	0	0	0	1971
	Female	1064	0	0	0	1064
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	278	278	309	291
	Female	122	87	54	79
	Others	0	0	0	0
ST	Male	76	102	95	80
	Female	42	30	9	42
	Others	0	0	0	0
OBC	Male	116	67	143	93
	Female	49	68	22	0
	Others	0	0	0	0
General	Male	1400	1861	1477	1627
	Female	714	615	358	269
	Others	0	0	0	0
Others	Male	415	354	396	245
	Female	160	123	80	70
	Others	0	0	0	0
Total		3372	3585	2943	2796

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/ Interdisciplinary Govt. SPMR college of Commerce is the only college in Jammu province to open up multidisciplinary area in Commerce. The college is open to students interested in management studies as well as students who may be interested in Computer Sciences. Courses offered by college while being purely commerce are also offering Business Administration and Computer Sciences
2. Academic bank of credits (ABC):	Academic Bank of Credits: As per UGC guidelines the college adapted itself to the choice based credit system of evaluation (CBCS). The courses are set under the approval of Board of Studies, Cluster University of Jammu. The students are offered credits for the Core, Discipline Specific, Ability Enhancement, Skill Enhancement and Generic Elective Courses. Every student has to collect 132 credits for B.Com, 152 credits for Honors in B.Com, 96 credits in M.Com, 148 credits in BBA and 132 credits in BCA. The Board of Studies has divided equally/proportionally the credits in the Course Curriculum. The student is given a choice to accumulate the credits from any of the course offered by the college. As such a bank of Credits is collected by the students within the prescribed period stipulated by the College / University.
3. Skill development:	Skill Development: As per UGC guidelines the college aims to develop itself as a hub for promoting Skill enchantment among the students. In this respect the college has taken initiative to introduce skill based market oriented course like Company Secretaries and Chartered Accountant. For this the college has entered into an MOU with Institute of Company Secretaries of India (ICSI) and also plans to initiate MOU with Institute of Chartered Accountancy of India (ICAI). Further, the college has developed infrastructure by building a skill lab in the college premises. The plan to begin the courses was delayed by the onset of COVID-19. However, the college in keeping with its commitment and responsibility towards the students has been updating its students regularly about the skill course by holding Online lectures, sessions and workshops in collaboration with ICSI.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	Appropriate Integration of Indian Knowledge system: As per UGC guidelines the college under Board of

online course):	Studies, Cluster University directions introduced Modern Indian Languages in semester 1st /2nd and 3rd / 4th of the college. The student is given option to select one of the MIL (Hindi / Urdu / Panjabi / Dogri / Sanskrit). It is mandatory for the student to select and study one of the MIL in their course. Since 2017 the college has introduced these courses encouraging students to study any one of the language. Though after COVID – 19 lockdown the course of study has gone online. Faculty has put in extra effort and by sheer hard work they were able to create E-Content in MIL subjects for the students.
5. Focus on Outcome based education (OBE):	Focus on Outcome Based Education: The vision of the college is 'Enlighten, Empower, Excel' At the very outset the College foresees its students to be self-reliant techno-savvy Entrepreneurs. The mission is to instill in students a culture of sensitivity to gender issues and identities. The vision and mission of the college correlates to the idea of outcome based Education. The college is striving to prepare future self-reliant entrepreneur which is akin to the government's vision of creating Atmnirbhar Bharat. With this in thought the college has professional courses like BBA, B.Com Hons' and BCA besides including professional and skill based papers like communication English, Income-tax, Auditing, EVS etc.
6. Distance education/online education:	Online Education Though the basic fundamental structure of the college is to impart face to face education, however, the college introduced online education to its students at the onset of lockdown due to COVID-19. The faculty though not trained to take online classes, set its mission to fill the gap created among the students because of Lockdown. The faculty worked hard to create E Content in the shortest possible time. They made the material available to the students using moodle while also uploading the same on college website for easy availability to the students. The faculty has sincerely been taking online classes through various modes like Wise up, Google Meet, Zoom etc. The College has been practicing both forms of education face to face and online since unforeseen Lockdown. The faculty has accordingly conducted online assessment both Internal as well as External Examination. They developed questions on MCQ pattern for these exams. Now our college with great pride is holding

both face to face as well as online form of teaching and learning.

NAAC

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
149	149	166	172	175
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3095	3372	3585	2943	2796
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
352	209	225	300	300

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
1254	995	800	716	833

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
66	58	70	78	66

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
47	43	43	43	43

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 39**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
273.97	94.49	11.68	34.96	97.83

**4.3**

**Number of Computers**

**Response: 200**

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

Response:

- **Govt. SPMR College of Commerce, Jammu envisions to produce motivated men and women of character and substance. There is a well planned and documented system of development of Curriculum for all subjects. Each department works with the institutional Vision and Mission and accordingly follows the delivery mechanism to ensure that the learners we produce are motivated and disciplined. The Cluster University of Jammu in its statutes has stated that the authority for development and change in the Curriculum is given to Board of Studies of various subjects. In every academic session allocation of lectures of all the subjects is planned well in advance according to the rules and regulations of Cluster University of Jammu. The timetable is prepared for all the classes of the respective programmes at the beginning of each semester.**
- **Head of Department of every subject is the member of the Board of Studies (BOS) of Cluster University of Jammu. They regularly participate in meetings of Board of Studies for upgradation of syllabus and change in curriculum. The Board of Studies within a time period of three years or as per the need conducts the meeting for the revision of the syllabus.**
- **Besides, HODs and senior faculty, many a times experts from the university or outside the university (experts from the**



particular respective field) are called in for their intervention / suggestions / guidance.

- **The Courses of Study and the Syllabi for each course of UG as well as PG is prescribed or revised or upgraded by Board of Studies of the University. An order is issued by the Dean Academic Affairs for its implementation by the Constituent Colleges at the time of commencement of the academic session. The approved syllabus is uploaded on the University/College website for an easy access to teachers and learners.**
- **The Time Table Committee prepares the Time table in accordance with the syllabus to be covered. Accordingly the Time table after approval from the committee and the Principal is displayed at prominent places like the college / departmental notice boards. Time table is prepared Class-wise/section-wise/room-wise.**
- **Department determines the workload, accordingly recommend recruitment of Academic arrangement teachers for the current Academic session. Besides, equipments needed for Teaching learning and for practicals is forwarded for timely procurement by the college in order to have effective implementation of the curriculum.**
- **The teaching faculty of the College regularly attends refresher courses / general orientation courses and other faculty development programmes viz-a-viz updates teachers in smooth delivery of the curriculum to the target groups.**
- **Every year Library is upgraded with fresh purchase of books in accordance with the approved curriculum being taught to the students and as per the recommendation of teachers.**

- **The college also organizes different subject tours, visit to industrial area in each session as per the requirement of course curriculum.**
- **A feedback is also collected from students and faculty members regarding any modification / suggestion in the course contents of the syllabus. Students are informed about all the forthcoming events through notice boards and Whatsapp groups.**

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

#### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

##### Response:

- **Being a constituent college of Cluster University Govt.SPMR college of Commerce follows the Academic calendar of the university. The University calendar delinates teaching, Internal - External examination, semester break and vacations.**
- **Academic Calender is placed on the College Website for students and better transparency.**
- **As per the UGC guidelines the College adheres to the continuous internal assessment of the students through regular minor test, class tests, seminars, project work and classroom interaction with the faculty. The internal assessment is conducted in a centralized process of all the Semesters within the College. Tentative dates for the conduct**

of internal assessment is as per procedure mentioned in the Academic Calendar. The Academic Calendar besides giving the tentative dates for internal and external assessment also mentions the dates for co-curricular activities as well as yearly National and International events / celebrations.

- IQAC of the college also develops the Tentative Academic Calendar for the college. While developing the calendar the main focus of IQAC is to include National and International events and activities which are to be conducted every year like Teacher's Day, Plantation Drive, Voters' Day, Constitution Day, NSS day, Army day etc. as well as dates which are marked for observing the national days. Besides one or two activities are fixed for the different departments to organise as per their departmental need / requirement. Along with this tentative dates for Internal and External Examinations are included in the calendar, the dates are as per the over all dates / months reflected in the statutes of Cluster University for examinations.
- The Principal also conducts meetings with the HOD's and staff including non teaching staff of the college to ensure smooth implementation of the activities as scheduled.
- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind.
- Students are informed well before time about the internal and external examination as well as programme schedule.
- College has made all effort to go by the Academic Calendar

planned for the year. However, due to the unforeseen circumstances created by COVID-19 the structured plan was redirected into quite a different formate (online) for conduct of activities so that students remain connected to the academic / curriculum / activities of the college.

- Now college is effectively organising with both the formats online as well as Face to face. The examinations both Internal as well as External are being conducted with both the formates for continuous Evualation of students. The endeavour of the college is to provide all kind of opportunities for the students as well as faculty for over all development of the students.
- Everything in the college is geared towards providing transformative education in a very planned manner to our stakeholders, with absolute transparency and accessibility to all the available facalities in the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p><b>Response: 100</b></p>	
<p><b>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</b></p> <p>Response: 05</p>	
File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>1.2.2 Number of Add on /Certificate programs offered during the last five years</b></p> <p><b>Response: 0</b></p>											
<p><b>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</b></p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17							
0	0	0	0	0							
File Description	Document										
List of Add on /Certificate programs	<a href="#">View Document</a>										

<p><b>1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p>
--

**Response: 0**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**

**Response:**

**1.Holistic development of the college students is the core focus of the curriculum.**

**Most of the prescribed courses in their curriculum, integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, development of creative and divergent competencies. Further, there are various programmes and activities organized by the college, which contributes to sensitizing students and making them aware of different cross-cutting issues.**

**The institute always encourages boys and girls to participate in sports, NCC, NSS and cultural activities. College has functional sexual harassment committee and Women's development Cell to look into the problems of girl students'**

regarding academics as well as personal issues. College has a Girls' common room with all kinds of facilities. Internal complaint committee has also been established for students to submit their complaints / problems. International Women's Day is celebrated every year with active student participation. College has organised workshop on gender sensitization in-collaboration with Life Long Learning Centre, University of Jammu.

**3.Environment and Sustainability: Eco-Consciousness is the fundamental concept in the vision of the college. In order to sensitize students about the environment and sustainability issues, a number of courses are taught and activities such as seminars and guest lectures organized time to time. As per the UGC guidelines Environmental Studies, an interdisciplinary course, is a mandatory course for the entire U.G programme which is offered by the college. Besides, the Eco Club of the college is regularly conducting activities. The College has an active NSS cell which conducts various environment related activities. Student volunteers organize camps in their adopted villages to spread awareness about environment. College has a Solar Panel System.**

**4.Human Values:At the very outset the vision and mission of the college is to work towards instilling in students a culture of sensitivity to gender issues and identities. The basic element of curriculum upholds the vision of the college. Students learn to respect their teachers and seniors. To bring a balance within the student community and to create a friendly atmosphere amongst them, college has an Anti Ragging Cell so that we have a ragging free environment. Besides, Internal complaints committee and discipline committee headed by senior faculty also creates an atmosphere which takes care of human values. The college regularly organizes a number of activities comprising of Human Values such as a visit to blind school, organizing blood donation**

**camps, participating in Swachh Bharat Abhiyan, and other awareness programs etc.**

**5. Professional Ethics: In order to nurture best ethical practices among the students**



**, the college has instilled importance for professional ethics along with academics. In commerce, professional ethics are inculcated with the subjects like Entrepreneurship, Accountancy, Business Law, Auditing, Management Principles and Applications, Business Environment and Business Communications. College regularly organizes seminars and webinars related to development of professional ethics amongst the students, where experts from corporate are invited to share their views with students to understand corporate standards and culture.**



File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 3.79

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	5	5	4

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

**Response:** 5.46

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 169

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

**Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 105.72

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
972	1010	1458	1359	1207

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1086	1079	1070	1170	1297

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 91.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
123	232	263	300	285

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

After admission to the various streams in the college, students are addressed by the Principal, where he discusses the opportunities and facilities available to the students as well as the discipline and other qualities expected from the students for the smooth functioning of the college. Students are being regularly reviewed for their academic and overall performance through classroom discussions, class tests, quiz competitions, seminars etc. This mechanism is helpful in the assessment of their learning capabilities of the students and further catering to the needs of fast as well as slow learners.

Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented.

An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods like online assesment tools, installation of digital boards and interactive panels in the class rooms.

The Mentors and mentees system is well in place in the college and all teachers are involved in the process of mentoring. Each mentor assesses the academic as well as co-curricular potential of the allotted group of students and also provides counselling, remedial coaching and support to them.

#### Advanced learners

1. On the basis of minor assesment, discussion and interaction in the class rooms such students are identified, monitored and motivated to excel in the University exams.
2. Students are encouraged and groomed to take part in various intra college as well as inter college competitions.
3. Teachers are directed to provide guidance and support to students and encourage them to aim for higher education and placements.
4. NCC students are given maximum exposure and guidance through interaction with NCC and Army officers.
5. Guest lectures are continuously organized to motivate students.
6. Students are encouraged to use the Internet and library facilities provided by the college.

7. Advanced learners are treated as an asset to our college and groomed according to their capabilities.

### Slow learners

1. On the basis of minor assesment, discussion and interaction in the class rooms such learners are identified, monitored and motivated to improve their performance in the University exams.
2. After completion of the syllabus, revision is being carried out for such students.
3. Bilingual explanations are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.
3. Remedial lectures as well as tutorials are being conducted on a regular basis.
4. Mock tests are held for students. Answers are evaluated and students are further advised on the various methods which will help them to fetch maximum marks.
5. Seminars are conducted in the class to boost the confidence and improve the speaking skills of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 47:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

Many innovative teaching learning methods are used for academic enhancement in teaching-learning process as per the suggestions and guidelines of IQAC. Efforts are made to make teaching-learning more students centric, experiential, participatory and interactive. New and innovative practices adopted by the institution in this respect include:

- The use of learning integrated technology such as laptops, interactive boards, panels and projectors are used to deliver lectures through power-point presentations. Students are also encouraged to use ICT & E-resources.
- Oral presentation and group discussions are conducted by faculty to encourage greater participation and interactive learning among students.
- Educational trips to Industrial estates, field trips etc to view real-time manifestation of management and marketing practices.
- Field trips to biodiversity parks, heritage sites, etc. are also organized to promote conservation education of flora and fauna living in ecological sustainable communities.
- Project / dissertation is used by M.Com, BBA and BCA students for brainstorming real-world problems and finding solutions besides encouraging teamwork and participative learning among students.
- Extensive use of Case Studies to improve the problem-solving ability of the students.
- Special lectures/seminars/conferences are organized so that students become participative agents and not just passive recipients of knowledge.
- Discussions, debates, oral group presentations, etc. are organised to encourage greater participation and interactive learning among students.
- The college organises visits to villages and slums with an objective to provide its students an exposure and gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in these areas.

The college extends its full support and encourages the use of such teaching practices by the faculty. A robust working environment combined with an intellectual sphere provided by the college ignites the mind of the faculty in the delivery of their curriculum. Further, technological and infrastructural support is extended to the faculty to accommodate their methodology of teaching.

All these innovative techniques help the teacher to assess the immediate impact of the teaching methodology on student learning, it can be reasonably said that such innovative practices aid not only in the development of the students but are better anchored to make the teaching-learning process more conducive and participative.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

**Response:**

**Teaching learning is always considered as the heart of educational process. To make the students aware of different modern educational equipment and techniques, faculty adopts innovative techniques in the teaching learning process. The college also motivates the teachers to bring innovativeness and creativity in teaching leaning process to make the process more effective and qualitative. Along with the traditional methods, all the faculty members are using modern teaching and Audio-visual aids. The institute has been providing ICT enabled classrooms equipped with Wifi facilities, LCD projectors, e-books and e-journals which helps in the e-learning process. 12 Digital classrooms and 03 digitized seminar rooms are made available. Besides providing better and swifter communication, ICT has enabled presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.**

**The library N-LIST facility provides accessibility to e-resources vide INFLIBNET to teachers and students.**

**The e-content, e-books, e-pathshala, etc. shared by the teachers are very useful for the students as they are handy and saves the cost of buying the physical books. Besides using e-books and e-content in the e-classrooms, educational podcasts and videos, such as YouTube Content, etc. further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, WhatsApp, wiseapp, google meet, etc.**

**Teachers make and present PowerPoint presentations in the**

**classrooms which help them have an interactive conversation with the students.**

**During discussion sessions and seminars, students are always frank and forthcoming in sharing their experiences and this contributes significantly to the peer-led learning process under the supervision of the teachers.**

**Faculty is adapting to the usage of ICT tools to provide quality education to the students. All faculty members have created WhatsApp groups of their respective classes to share and communicate information. Students share their difficulty and get solutions on WhatsApp. Teachers have started taking lectures online on Google Meet, Zoom, wiseapp, etc. It has resulted in a successful mechanism of off-campus interaction.**

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### **2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

**Response: 74:1**

#### **2.3.3.1 Number of mentors**

**Response: 42**

<b>File Description</b>	<b>Document</b>
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>



## 2.4 Teacher Profile and Quality

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

Response: 154.6

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.52

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	20	19	16	08

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 2.95

#### 2.4.3.1 Total experience of full-time teachers

Response: 195

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

Govt SPMR College of Commerce is a constituent college of the Cluster University, Jammu and is guided by the regulations formulated at University level in all the matters pertaining to syllabi, examination and evaluation. The Minor Evaluation is an integral part of the teaching-learning process. The internal assessment is carried out through a mechanism specified by the Cluster University, Jammu. The college takes Minor Tests to evaluate learning levels of the students. There is a centralized, transparent, robust and continuous internal assessment system regulated by the Examination In-charge of the college as per University Statues.

The process of internal assessment is communicated to the students well in advance, and the students are made aware of the evaluation pattern to ensure strictness and transparency in the internal assessment. In UG courses, 20% marks and in PG courses 40% in each paper are awarded through internal assessment while the remaining 80% and 60% respectively are awarded on the basis of performance of students in semester-end examinations. A student needs to attend at least 75% of the classes in order to appear in the semester-end examinations.

The college informs the students about the date and syllabus of the internal assessments and displays on notice boards and its website the internal examination schedules well in advance.

There is one Minor test per semester UG and two Minor test per semester in PG. Generally this test is conducted centrally by the Examination In-charge as per University Statues. The answer sheets are distributed room wise along with question papers, attendance sheets and Memo to the invigilators. After examination the answer sheets are collected by the invigilators and submitted to the teachers concerned for evaluation and the awards are submitted to the Examination In-charge for uploading on the Cluster University portal for further process of result notification.

The setting of question paper and the evaluation of answer scripts is done by concerned course faculty as per the University statutes pertaining to examination.

Underperforming students are guided for improvement (remedial teaching) and retests are conducted for such students.

In the academic year 2020-21 with the continuation of COVID-19 pandemic, the college in accordance with UGC guidelines and Govt. SOPs conducted online tests for which both Teachers and students use Google drive and Google forms. Teachers generate links of test and share these test links on Google classroom, WhatsApp groups and college website. The entire process of conducting online unit-wise

internal assessments was centrally managed by the Examination In-charge and Internal Assessment Committee which ensured smooth functioning without any compromise on secrecy. The results of e-tests are auto generated and the same are available on the Cluster University website.

In view of physical and political condition of the Union Territory of J&K with disrupted and poor internet connectivity, the Examination In-charge and Internal Assessment Committee of the college ensured that the internal examination system works best towards the interest of the students and conducted Re-tests time to time to facilitate the teaching-learning and evaluation process for all students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

#### Response:

Govt SPMR College of Commerce has a robust mechanism to ensure that the process of continuous assessment is transparent, efficient, time bounded and in the best interest of students. The college IQAC consistently works on student centric activities. It interacts with the exam committee and the students. The Academic Calendar is displayed on the college notice board and on the college website for all stakeholders. In the Induction programme, Admission Counselling committee members brief about the examination-evaluation system and how the COs, POs and PSOs can be attained. New terms and marking system of CGPA and CBCS pattern is elaborated to the students initially.

The college has Examination In-charge and Internal Assessment Committee, which executes its minor tests in a very meticulous manner and undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website and on college notice boards to communicate information related to minor assessment to students.

The college conducts tutorial, home assignment, tests, presentations, group discussion, etc. to assess the performance of students.

Each teacher prepares 3 sets of question papers keeping in mind the ethical values of the institute and academic integrity.

The examination committee of the college itself looks after the students' grievances related to internal as well as external evaluation. The committee consists of the Chairman (Principal), Examination In charge, senior faculty members and HODs. The grievances are attended to and resolved within a fortnight. Considering the total strength of the college, the number of such grievances is very few. The entire process is complete within a period of three weeks.

The students have the freedom to use the suggestion box to put in the note of query/instruction which is

considered for internal examination reform.

The Mentor-Mentee Scheme also helps students to pause before going to the exam committee with any grievance. It has also reduced stress and anxiety of the students.

After rigorous scrutiny, the final internal assessment (IA) record is sent to the university. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are in accordance with the Cluster University of Jammu guidelines. These are stated and displayed on website and communicated to teachers and students. Learning outcomes form an integral part of college vision, mission and objectives.

The College offers various programmes in Commerce General and Honors, Business Management, Computer Applications and PG General. Students are made aware of the course specific outcomes through orientation programme or classroom discussion. . The learning objectives are communicated through various means such as college prospectus, college website, etc. The syllabus depicting the learning objectives is readily available for the students and teachers in their respective departments, college library and on the Website of Cluster University of Jammu, Jammu. At the beginning of the session as well as at the beginning of each unit of the syllabus, the faculty articulates the learning objectives and programme specific outcomes to the students.

Program specific outcomes of all the departments are highlighted through counseling sessions before admission which provide information on career options open to students after the completion of the program. The college prospectus also highlights the achievements of students in academic field, co-curricular activities and sports.

The college deposes teachers for attending workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of board of studies, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The vision and mission of Govt. SPMR College of Commerce upholds the idea of outcome-based education. The college strives to prepare self-reliant and techno savvy entrepreneurs. The concept of generating such candidates is in keeping with its vision of ENLIGHTEN, EMPOWER & EXCEL that measures the attainment of programme outcomes, programme specific outcomes and course outcomes. The course outcomes are measured through syllabus, setting up of question papers, continuous evaluation and the results.

The college offers four programmes i.e., B.COM, BBA, BCA & B.COM HONS' at undergraduate level and one programme i.e., M.COM at post graduate level. Each programme targets empowering human resources that are capable of understanding the concept of marketing, accountancy, auditing, income tax, management, etc. The college also offers opportunity for students to become techno savvy, for that the programme of computer sciences equips the students with the latest knowledge of computers opening the new vistas in the field of ever-expanding technology. Besides, the mission of the college is to instill among students a culture of sensitivity to gender issues and identities. For this, the students are consciously undergoing programmes of EVS, MIL and English. The college has an evaluation system that is designed as per the norms and regulations of Cluster University wherein the students are evaluated periodically through internal assessment, seminars, class tests, project works, viva-voce as well as external examination.

At the Departmental level the Heads of the Department and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average. The 75 percent of compulsory attendance to qualify for writing the End Semester examination of the courses is adhered to, to ensure students participation in the class. The continuous evaluation is done through internal assessment, tests, quizzes, written assignments, presentation of papers, oral presentations and field work. The end semester examination of every course is based on a written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

The programme specific outcome is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

At the Post-Graduate level and Undergraduate levels, the attainment of programme outcomes is measured through students' progress to higher studies in any higher educational institution in India or abroad is also

maintained.

The college follows a feedback system to assess the teaching-learning outcomes. The feedback system of different stakeholders measure and reckon the attainment of the programme outcomes.

The college has also utilized a student satisfaction survey developed by NAAC for measuring the attainment level of course, and programme outcomes. A Google form is shared through the college website and email to all stakeholders through their Mentors to inform of the virtues and shortcomings in teaching, learning and accomplishments.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 75.35

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1186	825	309	546	703

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1254	995	800	716	833

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 2.3

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.30	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

Any additional information

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0

**3.1.2.1 Number of teachers recognized as research guides**

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 4

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**



2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:**

**SPMR college of Commerce encourages the students not only to assimilate knowledge but to create innovations to cater to new modern digital era. Programs like Manodarpan, seminars /webinars and workshops on research methodology are organized under the aegis of IQAC to enhance research quality and professional ethics. The job placements are done from time to time and the college is running many skill based courses to make the education more job oriented. The initiatives for the creation and transfer of knowledge are encouraged and the most important among are:**

### **Research Club**

**The college promotes a thriving research environment in the college and has a Research hub to support research interests and innovation skills amongst the faculty and students. The faculty members from various departments of the college having research experience are members of research committee. The research**

**committee oversees the smooth and efficient co-ordination of research and development activities in the college for the overall growth utilizing the existing facilities. Faculty members are encouraged and informed to take up government funded research projects and to initiate the innovations in imparting knowledge. The college has received grant to establish Research & Innovation Centres under Hub and Spoke Model. A pre-fabricated structure is constructed for the research lab and computers are purchased. The faculty and students are encouraged to get involved in the research work. Twenty-two faculty members of the college are Ph.D degree holders and seven teachers are pursuing research. The faculty are also encouraged from time to time to attend National & International Conferences which provide opportunities for them to learn about latest developments in knowledge.**

### **Start Up Club**

**The Department of Management studies has a start up club with 250 students from various streams along with teacher In charge from constituent college of cluster University, Jammu. The main objective of the Startup Club is to organize startup related activities in the colleges and guide the students about various Government Incentives and policies for establishing Micro, Small and Medium Enterprises in the state.**

### **Digital Interactive Boards**

**To make the education more interactive and innovative, the college has taken initiative to introduce interactive boards. The faculty is taking online classes during the pandemic time there is shift from chalk to talk and digital mode of interaction. The classes are taken in blended mode both in offline and online at present.**

### **ECO Club**

As our college has vision of eco-consciousness, so the college is striving hard to inculcate awareness and sensitivity towards environment among the stake-holders. The Department of Environmental science has created eco club under which various activities like planting of trees, medicinal plants are organized to aware the students. The Cleanliness Drives, Awareness Drives are initiated and various days like Environment Day ,Bio Diversity Day, Vanamahotsava, Wild Life Day are celebrated. The various measures to manage Solid Waste such as E waste management, preparation of compost from bio-degradable Waste , Ban on Single use plastic , Best from Waste are organized to sensitize the students regarding current environmental issues.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 35

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	02	06	07	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 0**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years****File Description****Document**

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

[View Document](#)**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 0.95**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
21	13	2	15	13

**File Description****Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.7**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
09	09	10	12	07

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

##### Response:

Extension activities are the most significant aspect of the education laying emphasis on performing social duties towards betterment of the community. SPMR college is a socially responsible institution which provides an environment conducive for the holistic development of the students. Extension activities relevant to human values and societal issues are organised to inculcate a sense of community feeling, belongingness and discipline among them. The chief objective of the college is to ensure the concept of development of responsible citizens and above all good human beings.

- 1. The college has two units of NSS** with 100 volunteers enrolled in each unit, which plays a vital role to carry out the number of extension activities to bring awareness among the volunteers and the community as a whole. Their motto of 'Not me But You' caters to different community services through various programmes like Swachhata Pakhwada, Blood Donation camps, Visits to old age homes, orphanages, blind school, Plantation Drives, Celebration of National Festivals and other cultural festivals. In their adoption programme of rural area the NSS units have adopted the village 'Phallan-Mandal' where during the visits before COVID-19 the volunteers participated in various awareness activities like Health and hygiene, Save Girl Child, Women Empowerment etc.
- 2. The College has a well established NCC units** of Naval and Infantry Wing. The Naval Wing has an enrollment of 50 Cadets comprising of 30 males and 20 females. Whereas the Infantry Wing has an enrollment of 106 male cadets. The NCC instills among its cadets a spirit of Comradeship, discipline, selfless service and patriotism. During the year 2020-21, the NCC cadets participated in Fit India movement, poster making competition, created blogs and videos on the theme 'Be Vocal about Local', Blood Donation Camps, Road Safety month etc. NCC volunteer cadets during their visits to old age homes orphanages and blind school distribute various things taking care of their needs. A total of 26 cadets participated in Republic Day Parade during the last five years, large number of students participated in different camps organised by Group Headquarters and 155 cadets qualified for C Certificates Course.
- 3. Red Cross** unit of the college takes the initiative to raise funds and donate it for the needy.
- 4. Red Ribbon Club** is an international symbol of HIV and AIDS awareness. The Red Ribbon Club of the college organises various activities to aware the masses against this disease. During this pandemic time, the students of the college made videos with awareness messages. T.B. Awareness Campaign was also conducted by the volunteers. Red Ribbon Club also organises Blood Donation Campaign in which large number of students participated and donated the blood. Further, the Red

Ribbon Club organised Poster Making Competition on the theme 'Donate Blood to Save Life' and COVID-19 Mask Making Competition.

5. **ECO Club of the college** takes an initiative to organise various activities like plantation drives, Best from Waste, E-Waste management, herbal plantation drive. These activities enhance a sense of responsibility towards environment and society among students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	03	01	01	01

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 112

#### 3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
58	13	17	19	05

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 42.83

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
642	4047	402	1335	470

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 7

#### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	04	02	0	0

<b>File Description</b>	<b>Document</b>
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**Response: 2**

#### **3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

##### Response:

The college is situated at a prime location in the heart of the city. It is the premier institute in the discipline of commerce. The college endeavors to provide quality education and ensure all round development of the students. The college lays great emphasis on infrastructure and learning resources to enable the learners righteous blending of knowledge, skills, and values for serving the society.

- The college has a well laid out campus of 3.72 acres. It has an additional campus for BBA, BCA, B.Com Hon's and M.Com courses. The main campus of the college encompasses three blocks viz. Administrative/Zorawar Block, Sports/Ambedkar Block and IGNOU/Aurobindo Block.
- The college has adequate facilities for teaching-learning viz., classrooms, laboratories, seminar halls etc. and also ensures optimal utilization of physical infrastructure. All the class rooms are well-furnished and ICT enabled wherever it is necessary. Classrooms are numbered with identification of the wing. The classrooms are well-illuminated and spacious with good ventilation. Each classroom is equipped with basic facilities like green/white board, lecture stand, chairs, fan, and electricity fitting for smooth functioning of teaching.
- All the departments have computer facility to aid teaching and learning. College has 4 computer laboratories with all IT facilities. All the laboratories have lab attendants for facilitating and helping the studies of students. Apart from this, the college is in the process of establishing one Browsing Centre, Skill Lab and Research Lab.
- The college has 3 seminar halls and one auditorium. All seminar halls have different seating capacity and these are also equipped with ICT facilities and with internet facility.
- The college has a rich and well-maintained library with around 44000 books and library automation is in progress. The library has computers, printers and Xerox machine available for staff and students. Library staff provides personal assistance to staff and students in various forms. They give routine library services such as timely issuance and return of books to students and staff; checking the intactness of the returned books and replacing them in their respective shelves. The supporting staff helps in finding books by using catalogue.
- College provides the latest facilities and information that contribute to the academic growth of students and faculty. Faculty Development Programme/ Workshops are also organized for the faculty on the use of new technology.
- The campus has wi-fi internet facility to equip and update the teachers and the students about the latest knowledge. To meet the growing demands of the technically skilled professionals in the modern competitive world, the college ensures that its students and faculty are facilitated with

internet facility at a speed leased connection 100 MBPS.

- A diesel generator guarantees uninterrupted power supply. CCTV cameras and projectors are also being used effectively in the campus.

The college has constantly been evolving and upgrading its infrastructure. It has taken a decision to provide ramp facility and wheel chair facility for differently able students. A sizable part of its budget is allocated to improve and maintain its physical and academic facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

- The available infrastructure is optimally utilized to conduct co-curricular activities/extra-curricular activities, seminars, workshops, webinars, parent teacher meetings etc. This is in keeping with the vision and mission of the college to support the holistic development of students that focus on not just academics, but also on all-round personality development. In order to enhance all-round personality development of the students, the college attempts to create infrastructure that facilitates growth in terms of physical fitness, extra-curricular activities and mental well-being. The college lays equal emphasis on co-curricular activities treating them as part of the students' growth. The college optimally utilizes the available space for sports activities. Further, being shortage in space for outdoor activities the college has collaborated with GGM Science College, HAKKU Federation, Goenka Cricket Academy etc.
- The Cultural Committee of the college engages and nurtures students in debate, dance, music, theatre, and art, correspondingly.
- The college has good infrastructure facilities for weight lifting, indoor games like Table Tennis, Chess and Carom. The college has a splendid playground/multipurpose external lawn with the dimensions of 86 mts x 43 mts for outdoor games comprising Volleyball court, Kabbadi court and Kho-Kho court.
- After the completion of the admission process, college teams are announced on the basis of the trials and rigorous selection process. Some of the students participated in Inter-College Tournaments/Competitions and won gold, silver and bronze medals. 172 players of our college participated in Inter-College Tournaments/competitions (Men & Women) in Sports Festival 2020 organized by Higher Education Department J&K and have brought laurels to the institution by winning championship Trophy in Inter-College Football (Men) Championship, Inter-College

Hockey (Men) Championship, Inter-College Tug of War (Men) Championship and Inter-College Badminton (Men) Championship.

- To encourage self-expression among students, the college has an auditorium with an approximate seating capacity of 150 people and open stage.
- The college is in the process of establishment of a yoga centre. The NSS/NCC units are actively organizing programmes such as awareness programmes in camps, blood donation, activities in old age homes, visit to blind school, conducting public awareness programmes, plantation drive etc. NCC cadets and NSS students also participate actively in national festivals like Gandhi Jayanti, Independence Day, Republic Day etc.
- The college has a well set up medical room with all the necessary first aid available.
- The college has one water point providing 24 hours supply of clean and safe drinking water. It has installed water purification systems in all the departments for providing safe drinking water throughout the campus. The college has a canteen offering variety of eatables and beverages to cater to the needs of students and staff.
- The college has a boy's hostel having 39 rooms with a capacity to accommodate approximately 110 residents. There are separate rooms for warden's office and visitors. Hostel maintains a first aid box with all the necessary first aid and medicines to handle medical emergencies. It ensures 24 hours security and safety of the residents.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 38.46

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 15

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 55.42**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
244.88	55.19	0.27	20.11	67.97

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The college has a separate 2 floor building for library which caters to the needs of the UG and PG students of the college. The college has additional library for M.COM/B.COM (HONS) in Campus 2. The college library is facilitated with 8 rooms and a Hall, there are separate rooms for reference and general books, UGC books under Book Bank, Hall with a Book Section area containing books of all the subjects. A total number of about 206 almirahs act as a reservoir to keep the library books. There is a spacious Reading room for students and staff. The college library has a collection of 43287 books in various disciplines of Commerce, Computers, English, Hindi, Dogri, Urdu, Punjabi, Management, General Knowledge, etc. It has also good collection of reference books such as encyclopedias, yearbooks, dictionaries, biographies, directories, atlases, proceedings, etc. Library also has a collection of gift books presented by various government, non-government, non profitable organizations/ SANSTHANS. The college is fully aware of its responsibilities towards the competitiveness in the job sector and thus books related to competitive exams are made available to the students. Total number of books procured under State Govt. Grant till year 2020-21 is 34098 and 8496 book bank books under UGC grant. The library has local as well as national newspapers, magazines and has also subscribed to OUTLOOK group publication for magazines in English, Hindi, Business and Money for a period of two years. The college has well a stacked library supervised by the librarian with the help of a junior librarian, library bearer, 3 daily wagers and 1 sweeper. The housekeeping operations such as acquisition, classification, circulation and assigning location are done on regular basis. The Librarian maintains a separate Loan/Borrower Register for students, permanent and

academic staff. Along with it Stock-taking Registers, Withdrawal, Accession and Periodical Register are maintained. A proper write off system is maintained where damaged books/ reading material are disposed of under rule.

The automation of library has started in September 2021 using E-granthalaya (eG 4.0) library management software. E-granthalaya is developed by National Informatics Centre, Ministry of Electronics and Information Technology, GoI for automation and networking of government and semi-government libraries. The college is using E-granthalaya version 4.0 which a cloud ready application that provides a web-based solution in enterprise mode with a centralized database for cluster libraries. The college provides a separate internet facility to the library with 100mbps. The library has subscribed E-books and E-journals through N-List (National Library and Information Services Infrastructure of Scholarly Content) project of INFLIBNET. The college faculty and students have been provided with username and password to access the E-books and E-journals on database of N-List project. The college has also registered its faculty and students to NDLI portal.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 5.48

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals

**year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
6.04	14.56	0.26	2.87	3.67

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****Response:** 1.87**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 59

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

- The College has four Computer Laboratories, 2 in BCA, 1 in BBA and 1 in M.Com with 100, 20 and 15 computers respectively which mainly cater to the academic needs of the students. The configuration of computers in BBA and M.Com lab is intel core i3, 4 GB RAM and 1 TB hard disk; in BCA Lab the configuration of 60 computers is intel core i3, 4 GB RAM and 1 TB hard disk and rest 40 systems have a configuration of intel core i5, 8 GB RAM and 1 TB hard disk. BBA department has 2 laptop and M.Com department has 4 laptops with configuration of intel core i3, 4 GB RAM and 1 TB hard disk. BCA department has 8 laptops with configuration of intel core i3, 4 GB RAM and 1 TB hard disk.
- Computer systems are upgraded annually and necessary software, anti-virus packages are regularly installed and the systems are updated by computer skilled personnel of the college. They are

equipped with servers, printers, desktop machines, laptops, LCD Projectors and scanners of latest configuration.

- The college has purchased new computers having configuration of intel core i7, all in one computers with 8 GB RAM, 1 TB Hard disk with 21.5 inch display with original windows. The college also purchased 9 Laptops with a configuration of intel core i5 with 8 GB RAM, 1TB Hard disk.
- 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.
- Internet and Wi-Fi facility: Internet facility is available for all the systems in the lab; service provider is BSNL with 100 Mbps bandwidth which provides seamless internet facility.
- Thick Ethernet CAT – 6 is used as the physical medium of transfer of data at the rate 100 Mbps and physical implementation of the LAN has been structured through star topology which is supported by Switches.
- There is a central computing facility with 75 computers connected with LAN and broad band internet facilities. This is open throughout the working hours, staff and students can avail the facility and Wi-Fi network connectivity is available.
- The staff room houses three computers for the use of teachers in preparing computer aided teaching aids and for Internet purpose.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 15:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 45.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
203.04	36.25	.27	16.67	64.38

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:**

- **Computer Laboratory:** The College has four Computer Laboratories, which mainly cater to the academic needs of Commerce students/BCA Students/BBA Students/Hons students. The equipments in Computer Laboratories are maintained by BCA technical staff. The College has Computer sciences Faculty/Lab assistants for helping the students using these laboratories for academic purposes. These Coordinators work under the guidance and supervision of the Head of the Department of Computer sciences.
- **Library:** The Library of the College is in the process of Computerization and all the hardware required for the computerization has been procured. The class IV staff appointed in the Library looks after the sweeping, moping and other work related with cleanliness.
- **Sports complex:** Our College is the only institute which possess matting of international standards



for organising the inter collegiate wrestling competitions. The College also has separate play grounds for the sports of Kabaddi, Kho-Kho and Volleyball. These grounds are maintained by the Physical Director. The coaches are given freedom to fix the time slot for the practice of their respective sports on these grounds. The grounds are utilized during the various sports festivals organized by the College. The College has well equipped facilities for indoor games like chess, carom, table tennis etc. The equipment required for these sports are maintained by way of inviting the technicians on call basis. The College also has the fully equipped gymnasium. The Sports Committee always tries to enhance the utilization of Sports resources, gymnasium facility and other sports related facilities by circulating notices in the class rooms and displaying it on the notice board of Sports Complex and other notice boards in college.

- **Computers:** The College has approximately 200 computers installed in various facilities such as computer laboratory, library, College office, browsing center, IQAC Room, browsing area, Reference and Research Room, Examination Room, Conference Room, the Chamber of Principal, room for Librarian, Head of the departments etc. These machines are maintained by the BCA Lab assistants. All these machines are optimally utilized for academic, administrative and examination related work.
- **Classrooms:** The College utilizes the classrooms for conducting lectures and other academic activities such as group discussions, presentations, seminars, workshops, role plays, minor and major examination. The execution of work with regard to maintenance of the classrooms is carried out by the Government Public works Department (PWD).

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 9.22

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
267	447	270	261	219

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.61

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
43	0	32	16	06

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 3.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	90	130	120	174

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** B. 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 0.24

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	1	0	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 8.93

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 112

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**Response:** 35.01

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
05	02	04	01	02

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
23	06	12	05	03

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

**Response:** 181

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	34	45	40	60

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

The Student Council of Govt. SPMR College of Commerce is elected annually (though the college was not able to conduct the elections due to COVID-19 pandemic) through a fair and democratic process by active participation of all students. The establishment of student council plays an integral and important role in the student community. It provides a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the college and their community. The Student Welfare Committee of 7 to 8 faculty members conduct elections of the students according to the rules and procedures set by the college. Class Representatives are both elected and nominated from each class. These Class Representatives then elect the President (5th semester student), Vice-President (3rd semester student), General Secretary, Treasurer (3rd Semester Student) and 2 Joint Secretaries (1st Semester Student) through a secret ballot. The Student Council - elected to represent the fellow students - work with the Principal, faculty conveners, and students for organizing events and also building a bridge between the faculty members, administrative staff, and students. The Student Council members help the faculty and administration in the Admission process and the Orientation Programmes organized for new students annually. The student council members also help in organizing Freshers' Welcome Party, Teacher's Day, Farewell to the Final year students etc. Students are encouraged to participate in activities beyond their academic curricula so that they become confident and well balanced individuals. There are several student clubs like Psychology –Placement Cell, Eco Club, Red Ribbon Club etc. which cater to a range of interests encouraging the students to hone their unique talents and managerial skills.

**Class Representative System:** Each class has a Class Representative who coordinates academic, co-curricular activities for the students with their respective classes and is a liason between fellow students and the teachers. They ensure timely dissemination of information regarding events, examinations, and even learning material.

Besides, the Elected Class Representative, College also appoints Academic Representatives in each class, students who have the academic highest percentage are selected by the faculty to be a coordinator of the students. The responsibility is shared by both the elected and academic representatives. During the non availability of elective representatives the academic representatives take on the coordination duties of the students. For the current academic session the nominated Class representatives of all semesters and sections proposed to provide PVC Identity Cards with barcodes to give them a unique identity code in order to avoid outsider's interference. To identify the semester the Identity Card is attached with differently coloured slings.

**IQAC:** As per IQAC recommendation two student members are admitted in the IQAC Cell. Efforts are made to include senior students, who are able to give their inputs for the development of the college from student's point of view. Student council creates a sense of ownership of college and its activities among the student population.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 22.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	40	28	26	16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

The College has an Alumni Association which regularly interacts with the students and staff. The Alumni consists of eminent personalities from the society who regularly assist in overall development of the college. Interactions are conducted wherein Alumni belonging to different fields like KAS, Company Secretary, NGO, Entrepreneurs etc interact with students especially of semester 3rd and 5th. They share their experiences of their jobs, which in turn is a big source of inspiration and guidance to the students. All these interactions are a big hit with the students.

Two Kashmir Administrative Service officers Mr. Abhimanyu Singh and Mr. Vishal Sadhotra, Mr. Anuj Vaid Company Secretary, Mr. Swayam Dugal, Entrepreneur and Mr. Rahil founder Helping Hand Comrade NGO from our Alumni interacted online with the students regarding the scope of their courses in finding their own career path. They motivated and inspired our students to excel in the competitive exams and work hard towards the achievement of their goals. The students participated actively and put forth their queries to the members of the alumni which were addressed by the Alumni. The students were inquisitive to know more about the path to pursue and crack the KAS/IAS examination.

A proud moment for college to hold an interaction with the great alumnus of 1957 Batch Lt. Colonel Gurudev Singh. In an official meeting of Principal, Prof Ranjeet Singh Jamwal with the Lt Colonel Gurudev Singh in the Office of the Honourable Vice- Chancellor, Prof (Dr) Bechan Lal where he shared his old memories of the college and also presented a photoframe of his batch of 1957-58. This meeting gave a chance for the Principal to invite Lt. Colonel Gurudev Singh to the college in the month of August where he interacted with the staff members and shared his golden moments of his college life. His was the 1st Batch since the inception of the college and college is proud to possess this rare photograph.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Response:**

Effective leadership by setting values and participative decision-making process is key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institution efforts in achieving its vision.

The Vision Statement - 'Enlighten, Empower, Excel: Promoting Entrepreneurship, self-reliance, eco-consciousness and developing tech-savvy human resources.' is the institution's destination for the length of the strategic plan. Vision statement contains the specific characteristics or features that help to take forward the institute in its future state. The vision statement reflecting the goals, motivates and inspires all stakeholders to achieve the desired results.

For fulfillment of the college mission, the leadership maintains an open and interactive environment. All stakeholders are encouraged to participate and voice their perspectives for effective decision making and planning. An important feature of this is the constant two way communication between staff and the college administration. Principal of the college interacts with staff and students on various occasions both at formal and informal levels. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

The administration of the college is completely decentralized by constituting committees for the supervision and monitoring of all activities of the college. These committees meet frequently and work out the long and short term measures required for the smooth functioning of the college and effective implementation of academic and administrative needs of all the stakeholders. More than 20 such committees usually headed by senior and experienced staff members with representation of the students in some of them, are constituted every year. These committees in close co-ordination with each other ensure the smooth conduct of academic and administrative matters of the college.

The students are provided sufficient opportunities to groom themselves and better their skills of leadership, team building, resource mobilization, confidence building etc. Students have free access to the Principal and other staff members to voice their concerns, grievances etc., which are addressed immediately. Besides this, suggestions of students regarding overall development of the college are also considered. Individual problems of the students especially girls are addressed immediately to their satisfaction. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure and functioning of the College and administrative department. The administration and staff work in complete unison with each other, in tune with the vision and mission of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

#### Response:

The college administration encourages the culture of participative management involving all staff members in the overall functioning of the college. Principal is the administrative head of the college and all powers of college administration and drawing and disbursing powers as per J&K Govt. Financial Code and Civil Service Rules are vested with him, but the overall functioning of the college has been decentralized. Complete management of academic and administrative matters of the college is managed by the committees constituted by the college principal in consultation with senior staff members. Committees are headed by senior teachers with four to five or more members in each committee. About 25 such committees are constituted for every academic year to look after the affairs regarding to development, admission, time table, examinations, grievances, sexual harassment, anti ragging, purchase, library, discipline, financial aid, RTI/Online grievance redressal, scholarship etc. Mandate of each committee is defined. A number of meetings are held by these committees under the chairmanship of the Principal of the college where open house discussion takes place. All the members of the committees are encouraged to give suggestions/proposals in their respective meetings and after threadbare discussion the resolution proposed by the committee unanimously are submitted to the Principal for approval and execution. The college committees have been empowered to be an essential component for the smooth conduct of academic and administrative matters of the college.

In keeping view of decentralisation, delegation of powers and participative management of the College all duties of management of academic and administrative matters pertaining to subject/course are assigned to the head of the department. Each programme/stream is considered as a separate entity for academic and administrative matter and the senior most teacher of the programme is designated as head of the department. Head of B.Com, BBA, BCA, B.Com Hons, M.Com, English, Environmental Sciences, Hindi, Dogri, Urdu, Punjabi, Mathematics and Economics Departments are empowered to frame the time-table, allocation and distribution of classes to the teachers, paper-setting, conduct of minor test, evaluation of answer scripts etc. Heads of departments of the BCA/BBA/B.Com Hons/M.Com have to manage and maintain computer laboratories and non-teaching staff for the conduct of practicals and preparation of project reports.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Government SPMR College of Commerce, Jammu was established in 1955 by the then Sadar-e-Riyasat, Dr. Karan Singh and is the only premier institution of the J&K Union Territory to run Commerce

education. The College is presently offering multifaceted courses like, B.B.A, B.C.A, B.Com (General), B.Com (Honours) and M.Com (General) and is catering the need of about 3200 students annually. The institutional perspective plan aligns with the vision and mission of the College which are the constant driving force for improving academic quality policies and strategies and such plans are usually student centric.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation
2. Teaching-Learning Processes
3. Research and Extension Activities
4. Academic infrastructural facilities
5. Student Support Activities and Student Progression
6. Internal Quality Assurance System
7. Governance, Leadership and Management

The College IQAC committee in consultation with Principal formulates academic plan in the beginning of each academic session and chalk out the strategy for its implementation through various committees.

All plans are prepared taking in account the need of the College and resources available. Infrastructure has been steadily upgraded over the period to meet the requirement.

Over the past few years the following development of infrastructure has been carried out:

1. Drinking water facility for students has been augmented by installation of additional water coolers.
2. Additional books for College Library have been purchased as per the latest syllabus.
3. The automation of Library has began.
4. The construction of Skill and Research laboratories has been started.
5. High speed fiber network has been installed.
6. Digital boards and interactive panels have been installed.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

#### **Response:**

Govt. SPMR College of Commerce is a Government Degree College of J&K Union Territory and is a constituent College of Cluster University of Jammu. All matters of appointments, finance and administration are governed by J&K Government Civil Services Rules and academics, examinations, admission, curriculum etc., is governed by the statutes and ordinances of the affiliating university (Cluster University of Jammu). The College functions under the administrative control of Higher Education Department of the UT which at present has the organizational structure as Advisor to Lieutenant Governor Government of J&K-Commissioner/ Secretary to Govt. ,Higher Education Department -Director Colleges-Principal. The Principal of the institution is administrative head of the college for both administrative and academic matters and is vested with drawing and disbursing (DDO) powers. He is responsible for management of the college and has to report to Director Colleges.

At college level committees are constituted for various activities regarding development, administration, academics etc. The college committees propose the plans for development and other academic and administrative needs of the college both on short-term and long-term basis. These plans are discussed threadbare and carried out on the basis of merit of each proposal. Plans having large financial implications are submitted to higher education department for necessary approval and funding. The duly constituted committees are assisted by supporting staff comprising Section Officer, Accountant, Senior Assistants, Junior Assistants, Laboratory Assistants and other office bearers.

Like all other government organization of J&K UT, Civil Services Rules are applied for appointments, promotions, transfer etc.. Appointment of teaching staff is done by Jammu and Kashmir Public Service Commission (JKPSC) and non-gazetted staff by Subordinate Services Recruit Board (SSRB). Academic affairs are regulated by Cluster University of Jammu statutes and ordinances.

Some of the committees constituted to manage the college affairs are:

1. Development Committee
2. Admission /Time Table Committee
3. Purchase committee
4. IQAC/NAAC/UGC Committee
5. Career Counseling Cell

6. Discipline Committee
7. Sports Committee
8. Library Committee
9. Hospitality and protocol committee
10. Tour/ Picnic committee
11. Scholarship committee
12. Canteen committee
13. Examination/Internal Assessment committee
14. Sexual Harassment/Gender Grievances cell /Anti ragging Committee.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

All rules and procedures applicable to government employees of Jammu & Kashmir UT, apply to the

employees of the college. The list of some of such welfare measures in favour of the college employees are as:

**Casual leave:** The staff can avail the 15 casual leaves as and when needed to meet any personal engagement or emergency during one calendar year. Besides 10 days special casual leave for attending seminars/ conferences etc., is also admissible.

**Earned leave:** Non-vocational staff gets the earned leave benefit of 30 days for each year which are accumulated to maximum of 10 months in entire service. Leave accumulated can be encashed at the time of retirement. Vocational employees in case of detention on duty during vacations, are granted earn leave proportional to the period of detention is admissible.

**Maternity/paternity:** 6 months maternity for maximum of two serving children for females and 15 days paternity leave for males is admissible with full salary to all employees.

**Pension Gratuity, Commuted Pension:** The employees after retirement get regular pension, gratuity a lump sum amount as a reward for their good service as well as commuted pension. However, the employees appointed after 31.12.2009 are not entitled for pension and are covered under New Pension Scheme.

**Family pension:** Family pension to the spouse in case of death of pensioner and in case death of both family pension is granted to minor or handicap children.

**J&K Government Employees Group Mediclaim Insurance Scheme:**

**J&K Government Group Personal Accidental Insurance Policy:**

**Medical reimbursement:** Medical re-imburement for major ailments is granted under JK Govt. Medical Attendance Rules, for some serious diseases and surgeries on the production of bills and details.

Festivals advance and housing building advance is also available under JK Civil Service Rules.

GPF/NPS fund facility available for all govt. employees.

TA/DA is granted to all employees in case of any deputation or transfer from one place to another.

Govt. service to next of kin in case of death during service (SRO 43).

Two years child care leave facility for all female employees for 2 children below the age of 18 years is available.

Teaching staff is paid salary as per latest UGC 7th Pay Commission. Non-teaching employees get salary as per 7th pay commission of J&K Govt. All employees are paid DA and HRA at par with GOI employees.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

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

Response: 0.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation /

**Induction Programmes, Refresher Course, Short Term Course ).****Response:** 38.8**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
40	54	15	10	4

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

Each faculty member has the opportunity to self-appraise his/her efforts towards teaching learning and evaluation related activities, co-curricular, extension, professional development related activities, research and academic contribution. The self-appraisal enables the teaching and non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the college. The college follows prescribed rules of evaluation / appraisal for teaching and non teaching staff. All the teachers at the end of session have to fill a comprehensive Annual Performance Report (APR) in prescribed format. The APRs contain the profiles of the workers and the self appraisal indicators on various aspects of service, for example, timeliness, consistency, association in curricular and additional curricular exercises, support and commitment to social exercises, commitment in games, discipline, commitment for welfare of the students. They have to maintain the record of teaching, examination, committee work, research etc. for API (Academic Performance Indicators) scores. As per the SRO124 of the J&K Govt., teachers are required to score minimum API for placement into the next higher scale. All the claims made by the teachers are verified by the college IQAC, which maintains record of all activities and events of the college. APRs are submitted to the Director Colleges after recording observation of the principal. Director reviews the APRs and are finally accepted by the Commissioner Secretary of the J&K Higher Education Department. Any mismatch between the claims of the teacher concerned and principal is viewed and disposed off under rules. Overall GOOD performance or above and API score is must for placement into next scale.

Non teaching employees are required to submit their Annual Performance Reports (APRs) every year. However, the parameters of the performance and appraisal are different from that of the teaching staff. In their case APRs are initiated by principal and accepted by the Director College.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

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.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

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

#### Response:

Govt. SPMR College of Commerce, Jammu is a government institution and it is the Government of J&K which provides funds for the academic and infrastructural development and other recurring expenses such as salary etc. and also few self-financing seats are provided by the institution. Strategies to collect funds for the infrastructural development and for the student welfare by the non- government bodies, individuals and philanthropies have not been attempted during the last five years. The functioning of college fully depends upon the funds provided by the J&K Govt.

Mobilization of financial resources is done to a great extent through fee paid by the students as prescribed by JK Govt. Fee collected under various heads, viz., admission fee, Pool Fund, student aid fund, building maintenance fund, games sports fund, reading room fund, furniture fund, stationery fund, magazine fund, motor vehicle fund, identity card fund, student service fund, seminar/cultural fund, activities fund, medical aid fund, relief fund, red cross fund, miscellaneous fund, edusat & NSS fund, Corpus fund, red cross fee, examination development fund, university fee etc.

The college also receives share of the admission fee collected from students by the university and is deposited in local fund of the college. A part of the fee is remitted to higher education department which maintains a Pool Fund of remitted fee by the colleges, out of which funds are allocated to the colleges for infrastructure development.

The college continuously works on evolving procedures and strategies for optimum utilization of its financial and other resources. The committees workout the plan of action and its execution through thread bare deliberations to be submitted to the principal for its effective implementation. The allocation and mobilization of financial and other resources is monitored by these committees under the guidance and supervision of the principal. Utmost care is taken to implement and operationalize the plan of action under different developmental projects. The capital expenditure is utilized properly for overall development of the institution as per the priority worked out by the concerned . All codal formalities and rules are followed properly and the accounts are audited by AG. The Section Officer and Accountant of the college have the responsibility of maintaining account of income and expenditure.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The Internal Quality Assurance Cell (IQAC) of the college has been playing a pivotal role in the overall

growth of the College since its inception. The College understands that IQAC must evolve quality measurement and enhancement mechanisms in all spheres of academic and administrative functioning to ensure high quality standard is maintained. IQAC has been very instrumental in standardisation of teaching learning process and infrastructure of the College. It gives suggestions for creation and renovation of infrastructure in the College and bringing about improvement in teaching learning process for the welfare of the students.

The college was successfully accredited on 4th May 2004 with B+. The committee has made optimum use of their effort and capability to assure quality in the college. In this respect the committee organizes meetings from time to time to strategize and plan quality development and functioning of all the administrative branches of the college. Accordingly yearly Academic Calendar based on the action plans is developed by the IQAC. The plan of action includes quality enhancement in overall teaching, learning and infrastructure facilities besides improvement in library facility by adding more books and providing e-contents in library and photocopy facility. IQAC believes in establishing a democratic pattern of administration. In this respect, the management along with the Principal assures that equal opportunities are given to the staff members who are best suited for a particular department and also, they are provided with opportunities to hone their skills.

IQAC also exhorts the teaching faculty to mobilize the resources from different funding agencies for research activities for their personal and professional development. To ensure quality in teaching learning and extra/co-curricular activities feedback for the assessment of faculty is taken from the students. The feedback is analyzed confidentially and teachers are advised for improvement accordingly. Teachers are advised to interact with students and address their grievances timely, for this college under IQAC suggestion has incorporated the concept of Mentorship, wherein a faculty is nominated as mentor for a class. College has 36 Mentors.

In Quality assurance IQAC regularly plans a development programme for support staff by organizing computer training for non teaching staff. Besides, for the Academic Faculty IQAC verifies annual Self Appraisal Report of faculty members and API score before the same sent to Higher Education Department for next placement which ensures professional development IQAC also encourage the faculty to go for Refresher Courses and Orientation Courses. IQAC also performs its own SWOT analysis in order to introspect and enhancing the quality initiatives. IQAC has been exhorting upon the teaching faculty members to regularly attend the BOS meeting of the University and forcefully express your and view point and feedback about the course content from the perspective of students and applicability.

IQAC is the brain behind the establishment of Research Centre and Skill Enhancement Lab to inculcate and promote scientific and research temperament among the faculty and students. Establishment of Skill Enhancement Lab reflects the implementation of NEP in letter and spirit.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

IQAC is mainly concerned with the task of adopting best practices which will deliver quality education to the students through an effective teaching-learning process and plays a significant role in improving academic and co-curricular aspect of the College, in tune with its vision and mission.

IQAC functions effectively by monitoring the teaching learning process regularly through review meetings with all Heads of the departments. These meetings facilitate to analyze the learning process, and sensitize the faculty and staff about the purpose and functioning of IQAC. Faculty is constantly impressed to make use of ICT facilities for teaching and learning process.

ICT Equipments have been installed in the class rooms and the laboratories. The teaching staff is encouraged to use projectors for lectures, making PPT lessons, video lectures so that optimum use of digital classrooms can be made which in place will make the students understand the subject effectively. Many teachers provide YouTube lecture facility to students on topics pertaining to their syllabi. Periodical review of teaching methods and the course content completed by the teachers is done by IQAC. Feedback mechanism has been introduced to analyze the shortcomings and find out the gaps and plan interventions. Student learning process is reviewed through class tests, assignments, class seminars, projects and internal assessment tests. Class tests are analyzed and below average students are given additional chance to improve their performance by discussing their deficiencies and shortcomings with them. University result analysis is made for each semester at the department level and college level. This helps in identifying the slow and fast learners. Fast learners are motivated to perform still better. Remedial measures are taken for slow learners.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**

**4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Govt. SPMR College of Commerce is committed towards the promotion and practice of the ideals of social and natural justice, human dignity and rights of all human beings. Hence, it realizes the significance and the need for having Gender Equity. Further, College being a co-educational institution, our vision rests on creating a safe space for our students and providing a Gender Sensitive and Empowering Education.

Keeping in view security of the women, the College has taken a number of steps like Installation of CCTV Cameras in the whole campus, constitution of Committees like Sexual Harrassment, Anti Ragging, Discipline, Grievance and Student Welfare.

The role of these Committees is to create an atmosphere free from any form of sexual discrimination, sexual harassment, prevention, prohibition and social security, counseling etc which further helps to ensure safety and to protect the interests of students. Students can approach the college administration for the redressal of any grievances through mail or complaint/suggestion box which are properly disposed off within a stipulated time. For the promotion of gender equity the college gives opportunity to girls students to join NCC Naval wing.

For the last five years the committee has received only a couple of complaints related to Sexual Harrassment which were resolved in the better interest of the students thereby increasing the number of girls students in the college.

Moreover, the college also ensures equal opportunities, to both male and female students, in academics, sports and other co curricular activities. During the last five years the girl students of the college continuously participated in the following inter-collegiate event like Wrestling, Judo, Badminton, Kabbadi, Kho-kho, Cross Country, Athletics, Table Tennis, Volleyball, Tug of War, Chess, Fencing, Basket Ball and Tackwando.

##### a) Social Security

- Poster Making Competition on theme- “Save the Girl Child” was organized to celebrate National Girl Child Day-2021 on 24.01.2021.
- Road Safety Week was celebrated from 13th to 19th Feb, 2021 in which 15 female and 20 male students participated.
- National Girl Child Day was celebrated on 24/01/2021 and 31 students participated in the event.
- Visit to “Louis Braille Memorial Residential Schools for Sightless Girls” was made on 05/04/2021.

**b) Counselling Cell**

An exclusive Career Counselling Cell headed by Prof. Archana Koul has been constituted by the Institution. The cell organizes various programmes on issues like stress management, self-esteem issues, emotional issues, behavioral issues, etc. from time to time. The committee conducts group sessions to motivate the students to set appropriate goals and to help them gain clarity on their priorities. Four female students of the College participated in the Internship Programme at IIM Rohtak.

**c) Common Room**

There is a separate common room for female students with all necessary facilities. CCTV cameras are installed at strategic locations for continuous surveillance of the premises and for heightening security in the college.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

**7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

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

- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

**a) Solid waste management**

Govt SPMR College of Commerce has taken many initiatives towards waste management. The Institute follows the principle of 3R (Reduce, Reuse and Recycle) to protect the environment. Adequate number of trash cans and dust bins are placed all over the college. The institute promotes minimal plastic usage; it also encourages staff and students to reduce the usage of paper. Further, awareness programmes such as “Reuse of Waste” are regularly conducted to encourage the students to make things from discarded materials.

The institution has implemented the following measures for the management of solid wastes generated in the college:

- Biodegradable and non- biodegradable wastes are dumped at one place and then lifted by the Jammu Municipal Corporation (JMC) on daily basis.
- E-waste is collected and stored separately for disposal under rules.

To sustain eco-friendly and greenenabled campus, various NSS programs like Swachh Bharat, Clean & Green activities and plantation drive incampus are conducted.

**b)E-waste management**

The e-waste includes a wide range of electronic and electrical items such as computers, printers, keyboards etc. Electronic machines and goods are put to optimum use. The institute takes efforts to minimize e-waste by repairing the computer peripheral and electronic components.

**c)Efforts for carbon neutrality**

- Several years old trees like Arjun trees, Banyan, Peepal, aeglemarmelos trees, (Night flowering jasmine) parijat plants, snake plants etc. are present in the college which plays a major role in neutralizing carbon. In addition to that, other trees Neem and Satpatra trees are planted in the campus.

Further, the College allows only restricted entry of vehicles as to keep carbon emissions in check.



File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

#### Response:

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination.

Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great enthusiasm the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sarvepalli Radhakrishnan, Sardar Vallabhbhai Patel are celebrated. On birth anniversary of Sardar Vallabhbhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas (pledge is taken by principal, staff and students on National Integration Day) every year. Similarly, Sadbhavana Week is celebrated and students actively participate in different competitions like poster making, slogan writing, essay writing, poetry, etc.

NSS and NCC Units of our college participate in various programmes related to social issues organized by other colleges. The college also encourages students to participate in different inter-departmental programmes within the college, inter-collegiate events organized by other colleges and universities to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities.

Name of the initiative	Date

Teachers Day	5th September
International Yoga Day	21st June
Independence day	15th August
Republic Day	26th January
NSS Day	24th September
Women's Day	8th March
World Environment Day	5th June
Gandhi Jayanti	26.09.2020-02.10.2020
A lecture on Drug De-Addiction	19/02/2021
Poster making on theme-Social Distancing against COVID-19	12/05/2021
Sadbhavana Week-2020	14.08.2020- 20.08.2020

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

#### **Response:**

The institution organises activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit to programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

#### **Programmes instilling citizens' responsibilities**

- The college fosters community responsibility by organising blood donation camps.
- The college renders national service by organising road-safety awareness programmes on National Road Safety Month. Students are informed about traffic rules and regulations and instill the importance of safeguarding human life.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised. Rally on Save Water Campaign is also organized by the college.

- To make the society free from drug and preserve the talent, programmes on Drug De-Addiction are organized.

### Democratic Value

The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

### 7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**Response:** C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>

### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

**Response:**

The college celebrates national and international commemorative days to inculcate constitutional responsibilities, to instill patriotic spirit and to foster unity among fellow citizens.

- International Women's Day is celebrated on 8th March.
- Teachers Day is celebrated on 5th September. On this occasion, a cultural programme and Poster making activities are organized.

- International Yoga Day is celebrated every year on 21st June to mark the practice of self discipline and tradition of well-being continuing for thousands of years in India.
- Important environment-related days are commemorated at College to heighten awareness about the importance of safe environment and conservation of natural resources.
- Awareness Campaign for Covid-19 was organized on 17.04.2020 and 20.04.2020. On this occasion, Handmade Posters competition on theme-NSSGCWGN Fights # Covid-19 was organized. A video of all posters was made and posted. Also, Cloth face masks were stitched/made by Volunteers and NSSPOs at their respective places and distributed to needy at the irrespective places.
- Gandhi Jayanti-2020 was celebrated from 26.09.2020 to 02.10.2020.
- Aatma Nirbhar Bharat Abhiyan, 2020 was celebrated from 1.08.2020 to 15.08.2020 in which 36 students participated.
- Rashtriya Ekta Diwas-2020 was celebrated on 31/10/2020 and 92 students participated in the event.
- Constitution Day 2020-21 was celebrated on 28/11/2020.

Ek Bharat Shrestha Bharat was celebrated from 28th Jan to 4th Feb, 2021.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

#### Response:

#### Practice 1: Providing Financial Assistance to Needy Students

To help the financially weaker students, who want to continue their studies and cannot afford the fee, the college arranges financial help for such students on its own. The college teachers collect the money among themselves and help such students.

In the session 2016-2019, the Department of English identified one orphan student, Vinod Kumar from semester 2 and paid his fee till he completed his degree. Vinod was a bright student and wanted to go for higher studies. So, after he completed his graduation, the department further collected money and got him admitted in M.Com course in the University of Jammu.

In the session 2020, the college identified another orphan student Mohit Sharma from semester 3. This student had lost both his parents at a very young age. In spite of adversities in life, he secured 86 % marks in 12th standard. He had applied for scholarship under EBC category but due to the non availability of funds in the Govt. department he could not receive scholarship in time. So he approached his teachers in the college, they decided to help him out. The college teachers contributed among themselves and collected a sum of Rs.10,000 and handed over the money to the needy student.

In addition to this the college also runs a financial aid programme aimed with the aim of helping students from weaker backgrounds and in need of financial assistance for continuation of their higher studies. Many students have thus over the years approached the institution in this respect and funds have been appropriately disbursed in their favour.

The college seeks to adopt the practice of helping out students from deprived sections of society as a matter of principal and takes a serious note of recommendations to this end from humanitarian and financial support groups like the Indian red cross society which has time to time approached the institution for waving off the fees of students who are unable to afford higher studies due to financial difficulties.

## **Practice 2: ECO Club**

### **Objective:**

- To instill environmental consciousness among students
- To carry out solid waste management in the campus
- To create awareness regarding prevalent environmental issues
- To develop green campus
- To celebrate important environmental days
- To introduce alternative career options to the students

### **The Context:**

We are facing many environmental problems now-a-days such as pollution, global warming, development, etc at the cost of environment. So it is very important that students become aware as well as environment conscious so that they can lead an eco-friendly life.

### **The Practice:**

Eco club carries out plantation drive on a regular basis to create a green campus. Various competitions are held among students on environmental issues to create general awareness. Eco club also motivates the students to reuse, recycle and reduce solid waste. They are encouraged to make useful articles from waste. Further, students are involved in the beautification of the college.

### **Evidence of Success:**

The college campus is lush green with many ornamental, medicinal and other plants. Students participate in all the environmental activities with enthusiasm. The students use the appropriate dustbins for dispose of

any wastes. Littering is seldom seen in the campus.

### **Problems Encountered and Resources Required:**

Shortage of space in the campus for more tree plantation is the major problem encountered by the club.

<b>File Description</b>	<b>Document</b>
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## **7.3 Institutional Distinctiveness**

### **7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

#### **Response:**

The college is the only co-educational institution in the field Commerce in the entire Jammu division of UT of Jammu and Kashmir. The college has opened the doors for Commerce education offering B.Com (General), B.Com (Honors) and M.Com courses for female students which have led to a greater egalitarian representation of Gender in the student community over the years. Besides Commerce, the college also offers UG (BBA & BCA) programmes. The vision of our college is based on the preamble “To emerge as an educational Institution of excellence in the field of Commerce, Management and Information Technology in the techno - savvy competitive era of liberalization and globalization”.

The college has significantly contributed in empowering students, of these areas (irrespective of their gender) by providing higher education. Our college aims to impart quality education to both male and female students. This initiative has played a significant role in creating a feeling of equality among the students in the college. Further, the college has constituted various committees which ensure that the institution atmosphere is free from any form of sexual discrimination or sexual harassment. Programmes on Women Empowerment, Gender Sensitization, Beti Bachao Beti Padhao and so on are organized by these committee to create awareness towards gender equality.

Further, for improved and refined learning of the students various co-curricular activities like debates, poster-making competition, group discussion, seminar/webinar, etc are conducted in the college wherein efforts are made to ensure that both male and female students participate. All these activities are conducted aiming at nurturing creativity and enhancing learning abilities among the students.

The vast collection of books in the library provides a treasure of knowledge. It is equipped with NLIST.

The college offers admission to all the students from the different socio and economic background which is as per the University norms. The teachers of the college identify the students according to their learning capacities. The slow learners, whether male or female, are identified at the beginning of the session and special attention is given to improve their learning levels by the teachers to make them cope up with their studies. Proper counseling is given to the students at the time of admission in the college and at the time of passing out final examination.

The college also has Career Counselling Cell constituted under 'Manodarpan' an Initiative of Ministry of Human Resource Development, Govt. of India. The committee organizes various programmes for providing counselling for job-oriented exams. Many of our outgoing students join PG courses in different universities. Our alumni are employed in all private and government sectors. Many of our past students have qualified Kashmir Administrative Services (KAS), J&K Public Service Commission exam.

The college runs NCC and NSS units as well. The NCC unit at the College offers military training opportunities, irrespective of any gender. In addition, the NCC unit at the college is also instrumental in instilling environmental consciousness and the spirit of community outreach through various programmes. The NSS unit at the College trains students for community outreach. Student volunteers instill the urgency to maintain hygiene among residents in the neighbouring areas to cultivate environmentally safe living conditions.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

### **Additional information:**

The college since its inception in the year 1955 has pioneered itself in the field of Commerce (B.Com) and BBA was introduced in 1997, BCA in 2001, M.COM in 2004 and B.COM HON'S in 2011. The college has a well established Manodarpan Cell that works proactively with its sub-branches of Placement and Psychology Cell. The Psychology Cell takes care of the Mental Health and Hygiene of its students and staff by organizing activities. In the Placement cell effort has been made by the committee not only to organize Career Counseling Lectures but also looked into training the students in coordination with Tata Consultancy Services (TCS).

The process to install automation in the library has begun. The library is well documented with more than 43000 books and has a sufficient number of journals with access to e-learning portals.

The college provides an insurance cover of Rs. 500000/- for all admitted students of the college at the very beginning of the academic session.

The college took a very healthy initiative to honour the best teachers from govt. colleges (74) of Jammu Division. The Principal of the college being active member of Rotary Club Jammu Tawi took this initiative in collaboration with Rotary Club Jammu Tawi. The Divisional Commissioner of Jammu graced the occasion in a very impressive function held in the college auditorium. The Governor of Rotary club along with eminent members of Rotary Club, principals of city colleges and invited guests from other colleges were present. After scrutiny the bio-data of teachers from different colleges, the committee recommended selection of 5 teachers in different fields for receiving the best teacher award.

The College adopts a student centric approach in a transparent and robust system to provide its students a User login account at the time of admission to access the university portal. The students can verify their personal details as well as marks/result as soon as it is uploaded on the university portal. This system in place ensures accountability and responsibility of the college administration towards removing any kind of examination related complaints/grievances of the students.

## Concluding Remarks :

### Conclusion:

Govt. SPMR College of Commerce is the premier institute recognized and reputed to be the best Co-educational Institute in Commerce and Management.

- The college strives to fulfill its vision of promoting Entrepreneurship, Self-Reliance, Eco-consciousness and developing Tech-Savvy Human Resources.
- The focus of the college has been not only to promote professional education at Under Graduate Level but also to promote skill development among the students, the college plans to run certificate /diploma courses of skill for the benefit of the students.
- The college has made effort to develop itself as a conscious endorser of safeguarding/sheltering environment. By promoting/facilitating studies, activities, programmes for the same besides making the college campus clean and green. College has a flora of many plants and trees like Arjun, Banyan, Peepal, aeglemarmelos trees, (Night flowering jasmine) parijat, snake plants etc. are present in the college, they are not only Carbon Neutralizing plants/tress but also have medicinal benefits .
- The college is on the threshold of developing E.Content Lab and Browsing Centre with Audio-Visual facility to facilitate teachers in recording their lectures. To support interactive/classroom pedagogical methodologies, the teachers are also encouraged to use ICT tools to deliver their lectures using audios, videos and PPTs.
- The college also plans to introduce transformative education for the empowerment of young women for promotion of a more just and humane society by initiating courses/ programmes for the same.
- College conducted two weeks Faculty Development Programme on ‘Information Communication Technology: The Way Forward’ in 2019. We intend to continue the trend of organizing such FDPs (was not able to do in 2020 because of COVID restrictions) after the successful completion of the Programme.
- Like-wise the college had sent 20 students to GuruNanak Dev University, Amritsar for the student Exchange Programme. We intend to make the programme a regular feature.
- The college has maintained International standards for sporting events like Wrestling, where the college has purchased International “standard Wrestling Mat” for organizing the inter college tournaments at

University level.

- The college proposed to introduce the following programmes in the coming academic session
  - M.A English
  - MCA
  - Honors in EVS
  - MBA
  - BBA Honors

NAAC