VIVKENANDA COLLEGE OF EDUCATION, LAKHANPUR (KATHUA)
Re-accreditation – Cycle –II
Self Study Report

Submitted to
NATIONAL ASSESSMENT ACCREDITATION COUNCIL
BANGALORE

CONTENTS

Section B: Preparation of Self-Study Report

1. Profile of the Affiliated College

1. Name and Address of the College :

Name:	

Address:	
City:	**Pin:** **State:**
Website	www.vivekanadacollege.co.in

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal		O: R:			
Vice Principal		O: R:			
Steering Committee Co-ordinator		O: R:			

3. Status of the Institution:

    Affiliated College ☐

    Constituent College ☐

    Any Other (Specify) ☐

4. Type of Institution:

    a. By Gender

        (i) For Men ☐

(ii) For Women ☐

(iii) Co-education ☐

b. By Shift

(i) Regular ☐

(ii) Day ☐

(iii) Evening ☐

5. It is a recognized minority institution?

Yes ☐

No ☐

If Yes specify the minority status (religious/ Linguistic/ any other) and provide

documentary evidence_____

6. Sources of funding:

Government ☐

Grant-in-aid ☐

Self-financing ☐

Any other _____

7.   (a)   Date of establishment of the college _____(DD/MM/YYYY)

(b)   University to which the college is affiliated/ or which governs the college (If it

is a constituent college) _____

(c) Details of UGC recognition:

Under Section Date	Month & Year Remarks(If any)	Under Section Date

	(dd-mm-yyyy)	
i. 2 (f)		
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity Remarks	Validity Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes [ ]   No [ ]

If yes, has the College applied for availing the autonomous status?

Yes [ ]   No [ ]

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes [ ]   No [ ]

If yes, date of recognition: …………………… (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes [ ]   No [ ]

If yes, Name of the agency …………………… and

Date of recognition: …………………… (dd/mm/yyyy)

10.   Location of the campus and area in sq.mts:

Location *	
Campus area in sq. mts.	
Built up area in sq. mts.	

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11.   Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

    *play ground

    ∗ swimming pool

    * gymnasium

- Hostel

    *Boys' hostel

        i. Number of hostels

        ii. Number of inmates

        iii. Facilities (mention available facilities)

    *Girls' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

*Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)
- Cafeteria —

- Health centre –

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance…….

Health centre staff –

Qualified doctor	Full time		Part-time
Qualified Nurse	Full time		Part-time

- ☐ Facilities like banking, post office, book shops

- Transport facilities to cater to the needs of students and staff

- Animal house

- Biological waste disposal

- Generator or other facility for management/regulation of electricity and voltage

- Solid waste management facility

- Waste water management

- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

SI.	Programme	Name of the	Duration	Entry	Medium	Sanctioned/	No. of

No.	Level	Programme/ Course		Qualification	of instruction	approved Student strength	students admitted
1	Under-Graduate						
2	Post-Graduate						
3	Integrated Programmes PG						
4	Ph.D.						
5	M.Phil.						
6	Ph.D						
7	Certificate courses						
8	UG Diploma						
9	PG Diploma						
10	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes [ ]   No [ ]

If yes, how many? [   ]

14. New programmes introduced in the college during the last five years if any?

Yes		No		Number	

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes.

Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty Departments	Faculty Departments (eg. Physics, Botany, History etc.)	UG PG Research	UG PG Research	UG PG Research
Science				
Arts				
Commerce				
Any Other(Specify)				

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA,M.Com)

      a. annual system

      b. semester system

      c. trimester system

17. Number of Programmes with

      a. Choice Based Credit System

      b. Inter/Multidisciplinary Approach

      c. Any other (specify and provide details)

6. Does the college offer UG and/or PG programmes in Teacher Education?

      Yes   No

      If yes,

      a. Year of Introduction of the programme(s)………………… (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: ……………………………………

Date: …………………………… (dd/mm/yyyy)

Validity:………………………..

c. Is the institution opting for assessment and accreditation of Teacher Education
Programme separately?
Yes ☐ No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☐

If yes,

a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: ……………………………………

Date: …………………………… (dd/mm/yyyy)

Validity:……………………

c. Is the institution opting for assessment and accreditation of Physical Education
Programme separately?
Yes ☐ No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University / State Government *Recruited*										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*										
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							

Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
SC	Male	Female	Male	Female	Male	Female	Male	Female
ST								
OBC								
General								
Others								

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located					
Students from other states of India					
NRI students					
Foreign students					
Total					

25. Dropout rate in UG and PG (average of the last two batches)

UG [　　　　　]   PG [　　　　　]

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   Rs. [　　　　]

(b) excluding the salary component   Rs. [　　　　]

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes [　　]   No [　　]

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes [　　]   No [　　]

b) Name of the University which has granted such registration.

[　　　　　　　　　　　　　　　　　　　]

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐   No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

29. Is the college applying for

Accreditation :   Cycle 1 ☐   Cycle 2 ☐   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to reaccreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: ……………… (dd/mm/yyyy) Accreditation Outcome/Result………....

Cycle 2: ……………… (dd/mm/yyyy) Accreditation Outcome/Result………....

Cycle 3: ……………… (dd/mm/yyyy) Accreditation Outcome/Result………....

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year
   (Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC …………………… (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) ……………… (dd/mm/yyyy)

AQAR (ii) ……………… (dd/mm/yyyy)

AQAR (iii) ……………… (dd/mm/yyyy)

AQAR (iv) ……………… (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

2. CRITERIA WISE INPUT
CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vivekananda College of Education was started under of Vivekananda Society of Education and research in 1995 in Kathua in a rented building. In fact., it was the first College of Education which started to impart training at bachelor of education level Jammu city at that time. Today it is popularly acknowledged as a Center of Excellence in the region, It provides professionals to the teaching field with skills honed to assume exalted leadership positions in the state and national spectrum. The College was started with a mission to provide intellectually well developed, socially concerned, morally upright and spiritually oriented teachers having proud of Indian Sanskriti & Civilization.

OUR MISSION

1. To produce intellectually sound, concerned, morally upright, spiritually oriented, patriotic and law-abiding teachers with right attitudes, values and ideals.
2. To inculcate in the teachers the feeling of love and pride for their country and culture, thus bringing about social and cultural awakening.
3. To provide creative and responsible leadership in the field of education who can render selfless service to the community.
4. To develop among the teachers self confidence and a sense of value commitment and attitudes of critical thinking and effective decision-making.
5. To empower the teachers with sufficient theoretical and practical knowledge necessary to perform their various roles in the educational system as well as in the society.
6. To equip the teachers with excellent communication skill and proper understanding of the psychological and sociological principles implicit in the field of education.
7. To acquaint the teachers with appropriate skills and methodologies to facilitate learning among the pupils and also to handle children with special needs.
8. To enable the teachers to manage learning resources, to use community resources as educational inputs and to organize experience for the all round development of students.
9. To generate in the teachers the capability to develop curiosity, imagination and self- confidence among students.
10. To motivate the teachers to understand action research and employ innovative practices in accordance with scientific and technological advancement.

OUR OBJECTIVES
1. Awareness of needs, aspirations, problems and difficulties of the community to the teacher trainee.

2. Appointment of trainee to the, values, attitudes, the way of thinking etc. of the community.
3. Development of variety of skills (Communication, social, human relation and group processes) essential to work individually and with people.
4. Development of understanding, attributes and skills to work in school.
5. Development of personality traits such as adaptability, social sensitivity, tolerance, cooperativeness, leadership, initiative, participation, involvement etc. in teacher trainee.
6. Development of abilities so as to enable the trainee :-
   a) To help pupils to achieve the objectives of the socially useful productive work.
   b) To plan programmes to productive works.
   c) To evaluate the programme of work and the pupil's performance
7. To develop understanding of the major learning experiences conducive for brining about behavioral changes in the cognitive, psychomotor and affective domain.
8. Development of importance of co-curricular activities for whole-some development of the learners with special reference to skills, attitude & values.
9. Identify the weaknesses of children in content & other aspect of learning to prepare remedial teaching material to make-up for the deficiencies.
10. To understand the importance of community for the improvement of school education seeks its maximum collaboration to realize the objective of education.

OUR GOAL

To impart education to children of both the sexes on the line which shall lay emphasis on character building inculcating love in them for their country & culture and thus providing patriotic & law abiding citizens.

The teaching in the college remains student centered. While the general curriculum is followed by every student, he or she is also encouraged to develop talents and interests in personal areas of academic interest, and in sports, theatre, music and dance, and other extra/co curricular activities. We provide them facilities and train them to develop their communication skills. They are encouraged to participate and organise various programmes, festivals, etc. so that they realise and develop leadership skills as well as experience team work, and learn how to share responsibilities and manage things on their own. Transdisciplinary skills which a student needs to succeed in a changing and challenging world are also taught. The aim is to nurture skilled and confident youth who enjoy studying, care about others and can increasingly take responsibility for their own actions.We try to strengthen those qualities of our students' mind, body and spirit which would enable them not only to earn a living for themselves, but also to lead a meaningful and useful life and become an asset to the nation.

1.1.2 **How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**
The college plans its annual academic schedule and strategies for effective implementation of the curriculum. Teachers are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, computer education apart from regular/traditional teaching methods.

Keeping in view, the number of working days available, the syllabus is divided into units which is to be finished by a given deadline.

Thereafter, the college plans its annual academic schedule which clearly mentions the topics to be taught and the number of working days allocated to respective topics, the amount of syllabus to be tested through various exams such as class tests, monthly, terminal or half yearly exams.

The curriculum prepared by the University of Jammu, Jammu, to which the college is affiliated, is well transacted to the students after serious and a critical thought given by the teachers concerned.

1.1.3 **What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**
The College encourages the teachers to participate in the Orientation/ Refresher Courses/ Workshops/ Seminars   Faculty Development programs (FDP)organized by the affiliating university to update the knowledge and
to improve the teaching aptitude of the teachers. The faculty of the college can discuss their issues or problems, if any, while participating in the meetings of the Board of Studies.

The college bears all the expenditures of travelling including registration/ participation fee etc. The college provides sample books and other teaching and reference material like Journals, Magazines, Teaching Models and software to enable its teachers to ensure effective delivery of curriculum.

Interactive sessions with students (Tutorial classes), extra classes, extension lectures, smart boards etc are used to enhance the teaching learning process.

1.1.4 **Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.**
The college and the teaching faculty have taken many initiatives for effective delivery of the curriculum. Though the curriculum is designed and revised by the University of Jammu, Jammu but for effective curriculum delivery, we give weightage to academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forums of the college such as Student Council, NSS and Managing Committee etc.

The college relies upon the globally trusted and followed teaching strategy, i.e., the chalk and talk method. The College faculty is trained by the computer department to make them familiar with the use of computers so that they are able to use the modern technological resources like internet, projectors and OHP's etc. to supplement their class room lectures. The college has created a Book Bank for the use of teachers and students wherein all the latest books are made available to the faculty for their reference. In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. The college also organizes special personality development programs for its students.

1.1.5 **How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

University:
The faculty members of the college keep regularly in touch with their counter parts at the affiliating university and get latest information regarding their own respective subjects. They keep on visiting the parent university from time to time to keep themselves abreast of the latest trends in their field of study. Many of our teachers are members of university board of studies. They have also subscribed to the journals and magazines published by various teaching departments of the university. Further, professors from the parent university campus are also invited to the college from time to time to give seminars and talks to the faculty members.

1.1.6 **What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/ departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

Nil

1.1.7 **Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If „yes‟, give details on the process (˝Needs Assessment˝, design, development and planning) and the courses for which the curriculum has been developed.**
The college does not enjoy the freedom to frame its own curriculum for any of the academic programs.

1.1.8 **How does institution anlayze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**
The framing of curriculum is the sole prerogative of the affiliating university. The institute analyzes the implementation of the course curriculum through the performance evaluation of students. It comprises term wise examinations ,continuous assessment, unit test, practical test, course work assessment(written and practical assignments), participation in the class, debates, etc.

The institution makes utmost efforts to ensure effective curriculum implementation by adopting the following mechanism.
➢ Seminars
➢ Workshops
➢ Guest Lectures
➢ Result Analysis

1.2 ACADEMIC FLEXIBILITY

1.2.1 **Specifying the goals and objectives give details of the certificate /diploma/ skill development courses etc., offered by the institution.**
Nil

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes' , give details.
Nil

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:
➢ **Range of Core/Elective options offered by the University and those opted by the college**
➢ **Choice Based Credit System and range of subject options**
➢ **Courses covered with latest methodology**
➢ **Credit transfer and accumulation facility**
➢ **Lateral & Vertical mobility within and across programmes and courses**
➢ **Enrichment courses**
Nil

1.2.4 Does The institution offer self-financed programmes? If „yes‟, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.
There is no basic difference in the curriculum as it is decided by the University of Jammu, Jammu.

There is no basic difference in qualifications of the teaching staff for the Self finance courses. It is also as per the norms of University of Jammu, Jammu Administration.

The admission in the self finance courses is on merit basis.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If „yes‟ provide details of such programme and the beneficiaries.
Yes, the college encourage the skill oriented programmes. Various lectures are arranged to train students toward regional/global competence. The college holds skills oriented programmes to train students toward regional/ global employable competence. The communication skills, personality development seminars/ workshops are conducted to enhance the IQ level, interpersonal skills and communication skills of the students.

National level Seminars, Inter College Debate/ Declamation contests are organized on the topics like Human Rights, Women Empowerment, Environmental issues, save girl child, save water, swacch bharat abhiyan, to develop their social skills.

Language skills- oral and written communication skills are strengthened by encouraging the students in interactive participation in the class, group discussions etc. The students are also

encouraged to participate in creative writing workshop. Guest lecturers, problem solving, oral and written communication etc.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If „yes", how does the institution take advantage of such provision for the benefit of students?
N/A

1.3   Curriculum Enrichment
1.3.1   Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?
The primary goal of our institution is to provide an atmosphere conducive to academic excellence. The quest for academic excellence is an ongoing process. The rigorous efforts of our faculty are rewarded when students come out with flying colors in the University of Jammu annual examination.

Our staff works tirelessly to provide an appropriate environment which propels the students to excel in academics. To further enhance academic competence, an academic calendar is prepared at the beginning of each session marking main academic events such as Seminars, Workshops. The college also has a library that is well stocked with magazines, periodicals and latest books on various disciplines.

Seminars, workshops, guest lectures, faculty development programs are organized periodically for the academic growth of the students and faculty. Students are involved in various co curricular activities throughout the year to build their confidence, team work, social skills and interpersonal skills.

Academic excellence along with inculcation of social consciousness is our main goal. Our students through NSS, try to reach out to the society. The students are encouraged to join NSS. Apart from this, the students enjoy the resource of online counseling consultations from an experienced counselor to discuss various educational, personal and vocational issues which cncern them, from time to time. The counselor also communicates with the students through online newsletter which deals with the issues of their concerns.

Games and Sports are an integral part of the college curriculum and help in building their physical well being, team spirit, tolerance and dedication.

1.3.2   What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?
The college strictly adheres to the syllabus designed by University of Jammu, Jammu but while delivering this syllabus content to the students, our faculty enrich it with their own expertise and experience so that the students also gain employable qualities that enable them get jobs in this highly competitive world.

The training and placement cell of the college regularly interacts with the UDAAN and collects first hand information about the demands and expectations of the regarding skill set of students.

The task of framing of curriculum of the college, as stated earlier, is in the hands of its parent affiliating institution i.e. University of Jammu.

1.3.3 **Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The College is playing a progressive role in transforming the society by holding various revolutionary activities like the gender issues, climate change, environment education human rights and ICT etc into the curriculum. Social issues are deliberated upon and discussed at various seminars organized in the college. Awareness campaigns are an integral part of the co-curricular activities.

Number of the events are organized by the social organizations in our campus (women cell, NSS etc.) for the awareness among the students regarding Human Rights, Women Rights, Social issues etc. Under NSS schemes, various outreach programmes such as Go Green campaign, Literacy campaign.

1.3.4 **What are the various value-added courses/enrichment programmes offered to ensure holistic development of students? moral and ethical values employable and life skills better career options community orientation**

College regularly conduct students seminars and train the participants in presentation skills. The NSS wing of the college engages the students in community development activities which motivate the students to take up the cause of Social Service.

The institution as such does not offer any value added courses. However there are many enrichment programmes which are regularly organized to develop different skills of the students along with the course work.

Moral and Ethical values:
The Students are also motivated through special lectures so as to instill moral and ethical values in them. Chanting of mantras and performing Havan is an integral practice followed by the institution. Shiv Vivah, Sundar Kand Path, Morning Assembly etc.

Employable and Life Skills:
The college understands that the need of communication skills is vital for the students for better career options. Therefore the institution arranges verbal and written communication skills workshops, group discussions, recitation of poetry, declamation contests are held at regular intervals both in regional and English language in the institution. Students are also allotted the different responsibilities in organizing various events and activities such as cultural programmes,

competitions, seminars, workshops etc. In this way they improve their team building and organizational skills.

Better Career Options:
The college provides regular computer classes for all students to develop their skills of basic computer operating principles which include Basic Computer Operation, MS office, Internet operations etc. Career fest is an annual and much awaited event of the college.

1.3.5   Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?
The institute has various channels to collect and document responses on curriculum from the stakeholders. The students express their opinions on curriculum through response sheets. The principal of the college interacts with the students from time to time, and invites their suggestions.

1.3.6   How does the institution monitor and evaluate the quality of its enrichment programmes?
The institution has a very clear and transparent way to motivate and evaluate the quality of its enrichment programmes. The following are the measures taken by the Institution for the quality sustenance and enhancement in curricular aspects.
➢   Feedback mechanism.
➢   IQAC guidance.
➢   Introduction of ICT.
Seeking feedback and information from the students helps the college in identifying the areas of improvement. Feedback from the students is regularly gathered. Feedback is also obtained from the members of various inspection committees visiting the college from time to time.

1.4   Feedback System
1.4.1   What are the contributions of the institution in the design and development of the curriculum prepared by the University?
To keep the track of the new developments in the respective areas of specialization, and to improve academic skills, the teachers are encouraged to participate in National and International Conferences / Seminars / Symposia, etc organized by the college and other universities and Institutions of the country. Faculty members also attend orientation and refresher courses held in the University from time to time. The College also grants study leave to the teachers for higher studies and research under the Faculty Improvement Programme (FIP).

1.4.2   Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If „yes ", how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?
Yes, the college has a well established system of collecting feedback from its stakeholders. The Feedback reports are obtained from students, alumni, teachers on curriculum design and development. Staff members are assigned as mentors for students and periodic meetings are held where students can interact and discuss their problems with their mentors. Feedback obtained is studied and analyzed through discussion by the faculty.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses /programmes?)
NIL

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures wide publicity in a proper planned manner and issues a detailed advertisement in various leading national and regional newspapers and advertisements in various cable network channels in Punjab and J &k in the months of May and June. These advertisements highlight the distinctive features of the college, course offered, admission dates, sale of prospectus etc. Banners are displayed at the main gate of the college well in advance to make the prospective students aware of the admission schedule for the B.Ed programme. The college has an official website www.vivekanandacollege.co.in which is updated time to time by faculty members from the Computer Department. Every year the College publishes one prospectus for B.Ed programme which provides complete information about the admission process. A separate forms is published for the hostel in which all the necessary information for the resident students is enunciated clearly.

Transparency

Transparency in college is ensured from the stage of notification till the completion of admission process. Admissions are done according to rules and regulations prescribed by the University. Dates for admission are strictly adhered to and clear instructions are given by the Jammu University.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

In B.ed there is cut off percentage according to the University rules. The admissions are done on the dates prescribed where the candidate presents himself/ herself before the admission committee.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Admissions to B.Ed stream is centralized and done by the Jammu University. We strictly abide by the norms of the affiliating university with regards to the admission eligibility and criteria. The selection of students for B.ed courses is made on the following basis as per the directives of Jammu University:

Program Mode of Selection graduation must have passed. 50% marks for general category and 45% marks for sc/st/obc etc. category.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If „yes" what is the outcome of such an effort and how has it contributed to the improvement of the process?

Internal guidelines of the College related to the admission process and student profiles at the intake level are reviewed time to time. Various steps are evolved to screen and help students during the admission process such as counseling regarding subject combinations etc. We have a help desk and a counseling committee during admission days to guide the new comers. The college reviews the profile of students admitted annually. However, eligibility criteria, admission mechanisms are framed by the University . Economically weak students are also encouraged with scholarship and free books. As the outcome, the college has a sharp rise in students maintaining discipline. They have learnt to channelize their energy and their potential into more constructive activities.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

Students from SC/ST/OBC Community

(a) Students from SC/ST and other backward classes are allotted seats as per university reservation system. The college facilitates these students with special book-bank provided by library. Provision of UGC order – policy of constitutionally guaranteed merit cum reservation at the time of admission is strictly adhered to. The college also arranges extension lectures and career counseling for the students falling under the categories mentioned above.

(b) Women

Separate hostel facilities are available for women.

(c) Differently-abled:

There is reservation for students belonging to differently abled categories as per UGC notifications. Their requirements and needs are given a special care and attention.

(d) Economically Weaker Sections of the Society:

There is reservation for students as per the norms of the university. They are also given various benefits like fee concession, free books etc.

(e) Minority:

The college under the direction from the Central Government, State Government and its affiliating university offers every possible help to the students belonging to the minority community.

2.1.6 the **Provide**

Sr. No.	Session	Programme	No. of Application Received	No. of Student Admitted
1.	2010-11	B.Ed.	335	335
2.	2011-12	B.Ed.	261	261
3.	2012-13	B.Ed.	287	287
4.	2013-14	B.Ed.	264	264
5.	2014-15	B.Ed.	326	326

following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

All government policies regarding admissions, examinations etc are strictly adhered to for differently-abled students. During Examinations, students having vision and functional disability are provided with the help of writers and provided extra time during exams as per university norms.

2.2.2 Does the institution assess the students‟ needs in terms of knowledge and skills before the commencement of the programme? If „yes‟, give details on the process.

Before the commencement of the programme, the students' knowledge and skill is assessed on the basis of their merit in the previous class and the proofs given by them to validate their claim (in the form of certificate) which are thoroughly scrutinized by the concerned teacher in-charge. A counseling committee and help desk is established during the admission days. Water facility is also made available for parents and students.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Students are given 15 days time period to make them comfortable with the subjects in which they are enrolled. The students are allowed to change the subjects within the given options from the combinations. After the admission, class tests and informal interaction is conducted to assess the level of the students which helps in assessing the students' knowledge and skills. During this period, the teachers guide them at every stage. Remedial examinations are also held to test their knowledge during the exams. Teachers guide the students in making the right choices by judging their knowledge, skill and aptitude.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The College is committed to creating young people with well-rounded personalities having a sensitive approach to issues such as gender, inclusion, environment etc. Efforts are also made to develop a keen sense of accountability on these issues on the part of the staff as well. The college hold regular activities for students, in order to sharpen their perception towards such issues. Students also participate in various competitions in college. The themes of the plays chosen for representation in the college Functions have also dealt with issues like gender imbalance, female foeticide, gender discrimination etc. Students from different parts of the country who stay in hostels are also encouraged to showcase their folkdances, songs and talent in the college functions so that they also develop a sense of affinity with their fellow students.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The advanced learners are detected by the teachers during their lectures in class room by means of getting feedback from the students orally and sometimes in writing. Students are subjected to various methods of evaluations like oral and written tests after each unit of syllabus. Based on their performance, students are identified as slow and advanced learners. They are supported in the best possible manner. The teachers take extra pain in helping them with an additional and personal interest. They are provided with the additional time, advanced learning materials and assistance from the teachers. Book bank facility is available in the college library for the needy and meritorious students.

Apart form this, the students have an online access to an experienced counselor to discuss their academic and personal concerns.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)

Academic performance of the students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. is detected by the teachers during their lectures in classroom. We use marks as index for identifying slow learners students and they are subjected to various methods of evaluation, oral tests, sample individual responses and written test after each unit of syllabus. Those students who do not seem to cope up with the pace of learning are advised and counseled by the teachers by assisting them study material. They are specially advised and counseled so as to help them to improve themselves. Based on their performance, students are identified as slow and advanced learners. The morale of the slow learners is boosted by counseling sessions, remedial classes. They are also given advice after class hours and are motivated by providing additional learning material such as text books and solved question papers from exams. The advanced learners are given assignments and encouraged to take part in active items such as quizzes, essay writing, lecture competitions and seminars. They are encouraged to acquire new and advanced information through the internet to bring out their full potential. The creative abilities of students are given vent through wall magazines, newsletter and college magazine. All the students are exposed to peer group learning where both the slow and advanced learners are combined. A friendly environment is created to improve the communication skills of the advanced learners. A number of motivational lectures are organized to channelize their potential to achieve success.

2.3 Teaching- Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Teaching, learning and evaluation schedules are discussed and planned before the commencement of the new academic session. According to the academic calendar released by the affiliating university, the details are given in the academic calendar which is printed in the prospectus. The students are given topics for project work, presentation and class-room discussions. The two internal assessment examinations are held as per university, which help in evaluating the students on the basis of their performance and results. The internal assessment is based on the student's performance in the two house examination, their regularity in classes,one written assignment, participation in various activities and overall behavior. The total weightage of marks of internal assessment is 40 % examination of jammu university. The marks of internal assessment are added in the total aggregate of the Annual University Examination.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC contributes significantly to improve the teaching-learning process; primarily by functioning as an agent for self-introspection at the end of each academic session. The parameters enunciated in the IQAC are questioned, analyzed and discussed as also the various practices adopted by the college during that year and this leads to re-thinking and future planning for the next session, thus reducing inherent complacency in the system. This committee helps in monitoring promotion, implementation and continuous improvement in college curriculum, co-curricular and extracurricular activities.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Apart from the conventional lecture method used for the classroom teaching, seminars, projects, role-playing, technology based learning, group discussion, house competition, celebrating important days, practical training, field surveys etc are regular features throughout the session. In order to promote collaborative learning, students are assigned various projects, surveys reports etc where they need to acquire skills to work with other fellow students. For example.B.ed students are assigned small report preparation of some social topic for development of communication skills. They are divided into groups for this task and the students prepare a common report. They learn the skills of collaboration as well as interaction during this exercise. Independent learning is continually assessed through the examination system and classroom feedback. Thus, the various spaces in the college and outside as well, like the classroom, the play grounds, the library, give a platform to the students for wholesome, multi dimensional learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The College possesses several distinctive features that contribute greatly to acquiring knowledge, management skills and transform students into life-long learners. Great efforts are made by the teachers to inculcate qualities/values and skills that would last a life time. It is a conscious effort on the part of the faculty to let the students plan and execute events themselves as it gives them a good experience .

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

 In order to provide an effective learning experience, teachers are encouraged to use modern teaching aids and tools like computers, audio-visual-aids, multi-media, ICT, Internet etc. We have well equipped computer lab with internet facility.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

1. Organizing National Seminars¬

2. Organizing Extension lectures by experts in their respective fields to share their¬ knowledge with students

3. Group Discussions and Seminars

4. Training and Internships

5. Educational trips are organized to give firsthand knowledge to students.

6. Special emphases are given upon the teaching skills. We encourage the faculty to use the latest research and teaching methodology and faculty are eluded to attend workshops, on the latest techniques.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling /mentoring /academic advise) provided to students?

Academic support and guidance is provided at every step, right from the admission time. A special guidance and counseling committee is constituted at the time of admission to help students seeking admission to the college. They are asked about their area of interest and advised accordingly.During their stay in the college, students are constantly guided and supported by the teachers as well as tutors who mentor them. Students also seek personal counseling and have actually benefitted with these guidance services provided by the official counselor of the college.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The Faculty is constantly motivated and encouraged to adopt innovative approaches/methods in the classroom: -

- Group discussions are often held in the classrooms to discuss the pros and cons of a particular¬ topic. This practice not only increases the knowledge but also verbal skills of the students.

- Presentations by students are held on assigned topics for comprehensive understanding of the syllabi.

- An educational trip and tour are also organized the session, so that classroom knowledge is supplemented.

- Efforts are also made to improve the communication skills of the students.

- The department of Computer Science and Applications is also aware of the challenges of classroom teaching. Practical exposure of problems through projector or through real implementation.

2.3.9 How are library resources used to augment the teaching- learning process?

 The College has an impressive library with open access system. The library is well stocked and enriched with reference books, , biographies of eminent personalities, magazines, journals and newspapers etc.. The stock is regularly updated and great efforts are made to keep abreast of latest academic development. A facility of Book Bank is also available to provide books for the full session to needy as well as

meritorious students. We have reference section, reading room, text book section and facility of photocopy available in the library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If „yes", elaborate on the challenges encountered and the institutional approaches to overcome these.

The Institution has not faced any major challenge in completing the curriculum within the planned time frame and calendar. Faculty members chalk out the outline well in advance for the entire academic session and then divide the syllabus according to the upcoming house .Annual academic calendar is prepared by the college to plan the course of activities in the whole session. College activities and functions are mostly planned in such a way that they do not interfere with the classes. However, if syllabi completion is affected due to certain unforeseen circumstances, teachers take extra classes in order to ensure that syllabus is completed well in time.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Teaching learning is continually monitored, evaluated and assessed by various mechanisms available in the college. The internal system of the college is structured in such a way that learning of the student is assessed comprehensively. staff meetings held time to time where teachers discuss individual student's results and analyze the need for improvement and the scope for excelling in students. The tutorial system ensures that students open up to their tutors regarding the problems they face during their stay in the college. The system of feedback from students, also serves to monitor and evaluate the teaching learning process. IQAC through interaction with teachers and students submit periodical reports of the feedback to the principal. Various previous year question papers are discussed by the teachers to aware students about the marks division and pattern of the question paper. A complaint/ suggestion box is placed in the college premises.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest Qualification	2010-11		2011-12		2012-13		2013-14		2014-15	
Permanent	M	F	M	F	M	F	M	F	M	F
Ph.D.	-	01	-	01	-	01	-	01	-	01
M.Phil.	-	05	-	05	-	04	-	04	-	04
P.G.	04	10	03	10	02	11	02	12	02	12
Adhoc P.G.	01	04	02	06	02	02	01	-	01	-
Part Time P.G.	-	-	-	-	-	02	-	02	01	-

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology,

IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

No new course was introduces. Hence no such need arouse. However with the implementation of 2 year B.Ed. programme there was a need to trained faculty for sessional work and one workshop was conducted by University & faculty attended.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

(a) Nomination to staff development programmes

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	

(b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

Teaching learning methods/approaches¬

Teachers engage multimedia classes for teaching concepts that involve complex visualizations and seminar presentations of the B.Ed. level students are conducted in the laboratory using computer and LCD projector. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods. The placement drive are regularly held by computer department and number of national and international companies are invited.

Handling new curriculum¬

We have a lot of experienced and qualified staff to handle the new curriculum with ease. The HODs then call meetings of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively.

Content/knowledge management¬

Selection, development and use of enrichment materials¬

Assessment¬

The self assessment report is one of the important yardsticks used for the promotion of the faculty. It also gives a picture of the needs of the faculty in terms of their research and other activities. Suggestions to improve the academic system provided by the faculty through the self assessment report. The Principal also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

Cross cutting issues¬

The cross cutting issues like Gender Equality, Road safety, Climate Change, Environment Education, Human Rights, ICT etc, find an ample space when it comes to applying them positively into the co-curricular activities. The college, at its own level make arrangements for Seminars and Conferences of National level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The College regularly organizes Sate level Seminars. The subject of Environmental Education and road safety is a part of the college co-curricular activities. It is compulsory for all the students.

Audio Visual Aids/multimedia¬

Our Computer department is provided with audio visual aids as per their requirement. We have latest Computer aided packages, as per our requirement. It includes projectors, computers, sound system etc. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials. Recently, the College has built a multimedia seminar room which boasts of state of the art facilities like projectors, sound system and computers etc. There is separate reading room for faculty members in library.

Teaching learning material development, selection and use¬

The teachers are given free access to internet. This helps them collect learning material from the internet, etc. College has a well developed library which contains thousands of books of various subjects. Besides this the college organizes seminars and conferences which help as a learning source for the faculty.

(c) Percentage of faculty invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

Details enclosed in departmental profiles

2.4.4 What policies/systems are in place to recharge teachers?(eg: providing research grants, study leave, support for research and academic publication teaching experience in other National Institutions and specialized programmes industrial engagement etc.)

College encourages teachers to participate, present and publish papers in National and International Seminars/Conferences. The expenses incurred by the teacher to attend and participate in seminars and workshops are reimbursed by the institution as per norms. Teachers are given study leave, if they want to improve qualification.

2.4.5 Give the number of Faculty who received awards/recognition at the state, National and International level for excellence in teaching during the last four years. Enunciate how the Institutional culture and environment contribute to such performance/achievement of the Faculty.

NA

2.4.6 Has the Institution introduced evaluation of the teachers by the student and external peers? Is yes, how is the evaluation used for improving the quality of the teachinglearning process?

The class representatives discuss the problems faced during learning process with faculty members. The institution has introduced evaluation of the teachers by the students. A well structured questionnaire is given to the students to get their feedback, on an assurance of anonymity. The questionnaire is analyzed by the head of the institution and accordingly, the feedback is passed on to the concerned teacher for his/her improvement. The students are encouraged to give their suggestions regarding the improvement in teaching-learning process of any subject by using the suggestion boxes. This feedback helps in reviewing the methodology with the concerned teacher, and the necessary alterations are worked out. A suggestion box is placed in the college where students can drop their complaints.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the Institution ensure that the stakeholders of the Institution especially students and Faculty are aware of the evaluation processes?

Evaluation methods are communicated to the students. Students are made aware about evaluation methods through the prospectus.¬ All university notifications regarding examination are circulated among faculty members¬ and students. In our inaugural function the faculty members are introduced to the students by the¬ principal. They are also informed about the various rules and regulations, evaluation methods, attendance rules and academic calendar. Internal assessments are displayed on the notice board well ahead of the deadline for¬ sending the same to the University. Staff meetings are held periodically to discuss evaluation process.¬ All major notices are put up on the notice board of the college which is placed just at the¬ entrance for the convenience of the students. These notices are also displayed on the departmental notice boards. At the time of admission, the students are given all information regarding the evaluation¬ methods by the teacher in charge. Rules are also mentioned in the college prospectus. The prospectus contains the academic calendar, internal test schedule, list of holidays etc. College website www.vnclakhanpur.com contains all the information related to the college.

2.5.2 What are the major evaluation reforms of the University that the Institution has adopted and what are the reforms initiated by the Institution on its own?\

As per the guidelines laid down by jammu University, the students are awarded internal assessment in each subject, which is based on their performance in internal assessment examination, attendance and class tests. Teacher also takes into account the students' regularity and performance in the classes throughout the year while preparing the assessment. If the student is not able to take house examination due to some medical problem or any other reason, then they are given the chance to appear in the examinations. The result of this examination is incredited to the internal assessment, on the basis of the weight age they carry. The College has adopted various University reforms concerning evaluation viz. Same pattern of question papers is used in house examination.¬ Internal assessment is awarded to the students as per the University criteria.¬ Class tests and unit tests are conducted to evaluate the performance of students.¬ Student centric learning is carried out through assignments, projects, seminars and practical¬ sessions

2.5.3 How does the Institution ensure effective implementation of the evaluation reforms of the University and those initiated by the Institution on its own?

The college conducts internal assessment Examination and sends the internal assessment on the basis of marks scored by the students. 40% assessment is based on internal assessment and 60% based on external examinations .Attendance is also considered while giving the assessment. Innovations in teaching/learning/ evaluation introduced by institution. Our teachers are assigned invigilation duties. They act as superintendent and deputy superintendent in the examination held by the university. Sometimes the students of a particular class whose teacher is on leave are adjusted in the¬ class of another teacher who teaches the same subject in the same period to the other section. This ensures that students do not suffer any academic loss. Various departments arrange guest lecture by eminent scholars from time to time.¬ Provide strong academic guidance and grants for academic needs.¬ Emphasis is laid on the development of communication skills.¬ and teaching skills. Encourage National, Social and Community Services.¬ Provide ample opportunities to students to showcase their talent and skills.¬

2.5.4 Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

The Institution adopts formative methods of evaluation. Formative approach involves measuring the students learning through verbal skills, group discussions, seminars and weekly class tests, etc. The evaluation done through these methods gives the teacher a direction in which to proceed with his/her teaching, taking into account, the student's level. The summative evaluation is done by the university on the University pattern. The answer sheet of the students with good score are discussed and shown in the class to the other students so they get motivated to perform better next time. The students who score high in overall aggregate are given prizes at Annual Prize Distribution Function of the college which enhances the morale of prize winners and inspires others to do well.

2.5.5 Enumerate on how the Institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Class tests, assignments, monthly tests and the house examinations, help in monitoring the progress of the students.

Session	Class	Appear	Fail	Compartments	% Pass
2010-11	B.Ed.	325	07	61	80.31
2011-12	B.Ed.	224	2	31	84.38
2012-13	B.Ed.	265	11	81	66.79
2013-14	B.Ed.	244	20	74	67.6
2014-15	B.Ed.	314	11	80	72.93

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Staff meeting is held before finalizing the internal assessment. The parameters such as academic performance, participation in co-curricular activities, sports, behavior, etc. are fixed which are followed by the teachers to evaluate and give the assessment.. After that the revised assessment is finalized and sent to the university.

2.5.7 Does the Institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If „yes" provide details on the process and cite a few examples.

Yes, the Institution and individual teachers use assessment /evaluation as an indicator for evaluating student performance. Students with distinction get prizes at the Annual Prize Distribution function of the college. The written and practical skill, group performance, project assignment and attendance are few of the method used in and out of class rooms as indicators of student performance. The students are duly motivated and personalize attention is given to the students.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

Students are shown their test papers and answer sheets. If any student has complaint regarding evaluation method he and she can raise objection and the teachers look into the matter. The students are also shown the answer sheets of brilliant students so that they are able to compare their own performance with them. Through this exercise they can identify their problems and work harder to strengthen them. Student can contest the evaluation process. They can directly approach the members of Grievance Cell or drop their written complaint in Grievances Box placed at two prominent places in the college. They can discuss their problem freely with their mentors. Students can also contact Controller of Examination of the college. At the University level, provision of re-evaluation is available for students to seek redressal. This year university gave special chance for examination to the candidate who missed their papers due to one or other reasons.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the College have clearly stated learning outcomes? If „yes" give details on how the students and staff are made aware of these?

The institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities, How to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. Honour board and book bank facility strengthens the learning out coming. The results of Outcome Assessment are used to evaluate the effectiveness of academic programs and activities, and student services, and not the performance of individual faculty or staff. Faculty use the information collected to develop and improve academic programs.

2.6.2. How are the teaching, learning and assessment strategies of the Institution structured to facilitate the achievement of the intended learning outcomes?

Teachers plan their syllabus accordingly beforehand to achieve outcomes. Different approaches are used to achieve goals. Internal assessment given to the students in their respective subject is ascertained on the basis of their marks, scored in internal assessment exams. Another condition of 75% attendance, as per

University rules, is compulsory and strictly implemented in the college. All these strategies ensure the achievement of intended learning outcomes. Following strategies help to create a supportive and a positive learning environment in the college. Counseling for slow learners¬ Continuous Internal assessment programmes¬ Assignments and group discussions.¬ Seminars, Presentations, Workshops¬

2.6.3 What are the measures/initiatives taken up by the Institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The IQAC motivates the students for higher studies and research. To enhance the social and economic relevance of the courses offered the measures/ initiatives taken up are: Students are guided regarding the future prospects of various options in the relevant field and they are further sensitized on the societal responsibilities through extension activities with NSS.

2.6.4 How does the Institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

After every house test, staff meetings and department level meetings are held to analyze the students' performance. If a student is performing well in one subject and not performing or attending classes of other subjects, such cases are discussed seriously and taken care of to understand the ability of that student and try to help them to perform well the next time. Sometimes we come across few students who have barriers of learning. These barriers are addressed by: Tutorial system to enhance personal attention on students.¬ By showing answer books to make them understand their strengths and weakness¬ Extra classes for slow learners¬ Providing question banks¬ Timely redressal of students grievances¬ Discussion of previous year question papers.¬

2.6.5 How does the Institution monitor and ensure the achievement of learning outcomes?

The IQAC of College has a set mechanism to monitor the students learning outcomes. Attendance is compulsorily taken in every lecture. The class test and assignments are evaluated within a short duration and the marks are recorded. The student's participation in the classes and the marks scored in tutorials, assignments helps to judge the students by the staff membersThe slow learners are taken care of by the mentors in counseling cell. Remedial programs are arranged for slow learners. Library register, attendance register are monitored to know about the student's interest in academic activities. The faculty members are encouraged to conduct surprise tests, quizzes to monitor the academic progress of each student. Department wise result analysis is done for every term.

2.6.6 What is the Graduate attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the students?

The college aspires to be premier institution in the field of education by inculcating in them qualities of competence, confidence and excellence. The college has its own specific graduate attributes. To make our students achieve distinction in its academic programme, intellectual vigor,¬ cultural and moral sensitivity. The college aims to make its students employable.¬ To be creative, strategic and critical thinkers with highly developed problem solving skills.¬ Exhibit a positive work attitude and work ethic in order to achieve successful outcomes.¬ To have the ability to communicate effectively¬ The College ensures the attainment of these attributes through the following :- Well qualified faculty who work

consistently and tirelessly to impart wholesome education¬ Special emphasis is laid on inculcation of moral and ethical values through value added¬ activities. Participation of the students and the faculty in extension activities of NSSand other¬ social organizations.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the Institution have recognized research centers of the affiliating University or any other agency/organization?
The Institution had study centre of IGNOU and students pursuing M.A. Education & M.Ed. courses have done their dissertation work. Moreover students of B.Ed. course are assigned small projects and they do research in order to complete them. Besides this there is a lot of field work in the two years scheme of B.Ed. course in the current session. For this proper guidance, library facilities and Internet facilities are provided to the students.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for the implementation and their impact.
The Institute has a Research Committee and it has following members:
(i) Dr. Anju Sharma, Principal
(ii) Mrs. Madhu Gupta
(iii) Mrs. Alka
(iv) Mrs. Anjna Gupta

Some of the recommendations made by the committee:
➢ Teachers should take up minor and major research projects.
➢ To develop an aptitude of research among both faculty and students.
➢ To encourage faculty to pursue M Phil. and Ph.D. degrees.
➢ To encourage students and faculty to write research papers.

Impact of Recommendations
➢ Research papers are undertaken by students and faculty
➢ Teachers and students have started participating actively in seminars, conferences and paper presentations.

3.1.3 **What are the measures taken by the Institution to facilitate smooth progress and implementation of research schemes/projects?**

The staff is provided duty leave to attend seminars, orientation course and refresher courses. The college encourages the faculty in research activities. To inculcate the culture of research, the college has updated its library facilities. The college also subscribes to various journals. The faculty is encouraged to present and publish papers in Seminars/Conferences/Workshops at State / National Level. On the recommendation of the staff and research committee all the necessary academic facilities are arranged.

3.1.4 **What are the efforts made by the Institution in developing scientific temper and research culture and aptitude among students?**

The college encourages the students for paper presentations and project work. B.Ed. students are familiarized about the basic research concepts by the teachers and are encouraged to undertake empirical research work. Students are encouraged to give the presentation on assignments and projects with the help of latest technologies. The library facilities are available for the students for research works.

3.1.5 **Give details of the Faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

Dr. Anju Sharma, Principal
Mrs. Madhu Gupta
Mrs. Alka Kumari
Mrs. Anjna Gupta
Mrs. Sureshta Sharma
Mr. Vijay Gupta
Ms. Shvani Sharma
Ms. Bharti Sharma

3.1.6 **Give details of Workshops/ training programmes/ sensitization programmes conducted/organized by the Institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

➢ Organisation of Raod safety week on 7-01-2011.

➢ Organisation of Rally for awareness of general public on Biodiversity conservation and street show for fulfilling the objectives of 'National Environment Awareness Campaign' on 23-02-2011
➢ Organisation of seminar on Anti-Corruption on 24-02-2011
➢ A workshop on the topic "How to Fetch good marks in Examination" was organized in the college on 14-07-2011.
➢ Visit of Mr. Muray W. Watson Director International Business Development Newzealand and Ms. Pamela Watson – Chairperson of the Board on 13-09-2011
➢ Organisation of "Awareness Compaign" against prevention of pollution on 03-12-2011
➢ Inauguation of Red Cross Chapter by D.C. Kathua on 14-03-12
➢ Organisation of Exhibition on the theme "Forests for sustainable livelihood" for awareness of General Public for Biodiversity conservation on 05-04-2012
➢ Extension lecture by Prof. Vayanktesh Avadeo on 21-04-2012
➢ Celebration of World Environment Day on 05-06-2012

➢ Extension lecture on 'Preparation of low cost teaching aids'
➢ Organisation of 'Civil Defence Basic Training Course' on 07-09-2012
➢ Extension lecture on "Ecotourism and Environmental Disasters, Causes, Mitigation plans and remedial measures" on 01-07-2013
➢ Domestic workshop for "Save Fuel Save Money" on 05-08-2013
➢ Organisation of symposium and a painting competition in connedction with 25th Road safety week on 16-01-2014
➢ Organisation of an 'Advocacy workshop' on "Implementation of Action Plan WRDWP support activities and WQMSP (2013-14)" on 15-03-2014
➢ Organization of a workshop on 'Acupressure Treatment' by 'National Management Health Acupressure Therapy' on 22-05-2014
➢ Organisation of an extension lecture on "Tree Talk Travels, Interpretation of Natural Heritage" on 29-05-2014
➢ Organisation of a seminar cum awareness programme on "Swachh Bharat - Swasth Bharat" on 08-11-2014
➢ Organisation of National Seminar on 'Quality Teacher Education in Modern Era' on 04-04-2015
➢ Organisation of a workshop on 'Development of Effective Teachers' on 09-06-2015
➢ Organisation of 'Experimental Teaching cum Administration Day' every year.
➢ Organisation of 'Cleanliness Drive' and celebration of 'Cleanliness Day' by NSS Unit every year.
➢ Organisation of FDP in Dec 2015

3.1.7 Provide details of prioritized research areas and the expertise available with the Institution.
Our Changed syllabus has project work/ field work / Sessional work in all the courses.

3.1.8 Enumerate the efforts of the Institution in attracting researchers of eminence to visit the campus and interact with teachers and students?
The institution makes keen efforts to invite experts on various subjects during special workshops/ seminars to create awareness among staff and students. The resource persons are provided TA/DA and honorarium for visiting our campus. Resource persons from throughout India are invited to present their views.

3.1.9 What percentage of the Faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?
The college encourages the faculty members to pursue research work. For the paper presentation at National and International level the expenses are reimbursed by the college as per the norms.

3.1.10 Provide details of the initiatives taken up by the Institution in creating awareness/advocating/transfer of relative findings of research of the Institution and elsewhere to students and community (lab to land)
The college provides all technical and human facilities to the students. The awareness about the latest research available at institute level and university level is shared among the students and persons from all walks of life. The practical work or software development is demonstrated before the students and students are advised to check its practical applicability in educational field and in

daily life. Some students respond well and the final shape is given to the desired modal and teacher in-charge monitors all the activities of new basic research.

3.2   RESOURCE MOBILIZATION FOR RESEARCH

3.2.1   What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.
The college does not receive any grant from UGC and Jammu University exclusively for Research, Seminars and Workshops. Over and above the grant, expenditure is borne by the college/ management from its own resources for infrastructure and learning resources for faculty and expense on inviting eminent scholars.

3.2.2   Is there a provision in the Institution to provide seed money to the Faculty for research? If so, specify the amount disbursed and the percentage of the Faculty that has availed the facility in the last four years?
As such the Institution doesn't have any provision for seed money to be availed by the faculty for research.

3.2.3   What are the financial provisions made available to support student research projects by students?
As per university syllabi or curriculum,   B.Ed. program does not includes any research work/project earlier. Hence there was no need to provide any financial support to the students for research project. However in order to give knowledge to the students about research, smaller projects were given to students. Now as per changed syllabus there is a lot of field work so college is providing all necessary help to the students.

3.2.4   How does the various departments/units/staff of the Institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.
Being teacher education college, only single course is being run by the college. Smaller projects were assigned to the students for promoting research culture during the old course. However in the new two years course of B.Ed., there is a lot of field work in all the courses. For this proper guidance, library facilities and Internet facilities are provided to the students.

3.2.5   How does the Institution ensure optimal use of various equipment and research facilities of the Institution by its staff and students?
   ➢ Well stocked library containing books pertaining to the latest syllabi and reference books of all relevant subjects. The Institute ensures optimal use of various equipment and research facilities by its staff and students.
   ➢ Research journals, access to e-resources.
   ➢ Extended library timings for staff and students to motivate students to pursue research in their relevant field/ interests.
   ➢ Computers and 24×7 connectivity through Wi-Fi

3.2.6 **Has the Institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes give details.**
NIL

3.2.7 **Enumerate the support provided to the Faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**
NIL

3.3 **RESEARCH FACILITIES**

3.3.1 **What are the research facilities available to the students and research scholars within the Campus?**
➢ Computer lab. with latest facilities.
➢ Well stocked library.
➢ Internet connectivity
➢ Well equipped labs
➢ Seminar Hall

3.3.2 **What are the Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**
Recommendations are sought from the lecturers for infrastructure for research, by initiating research infrastructure and specific user meetings through interaction with senior faculty members.

Strategies to meet the needs of researchers:
➢ Allotment is given for the purchase of e-resources and print journals for research
➢ Management provides adequate facilities for all
➢ Provision of Upgraded desktop computers in computer lab
➢ Uninterrupted power supply
➢ The college has a library to cater to the needs of students conducting research.

3.3.3 **Has the Institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes, what are the instruments/ facilities created during the last four years.**
NIL

3.3.4 **What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**
Permission is granted to the students pursuing courses MA (Edu.) and M.Ed. for availing the services of the central library of University of Jammu, if they need so.

3.3.5 **Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**

Our fully automated library has 4268 text books, 400 reference books and 603 journals. The library has the facilities of Xerox. The special facilities are given to the research scholars. Books are made available on the recommendation of the faculty.

3.3.6 **What are the collaborative researches facilities developed / created by the research Institutes in the College. For ex. Laboratories, library, instruments, computers, new technology etc.**

The college is providing the research guidance to the B.Ed. students. The college has provided all the latest facilities to the research scholars and students.

There is provision of following labs:-
➢ S.St. Lab
➢ Science Lab
➢ Psycho Lab
➢ ET Lab
➢ Computer Lab
➢ P.T.A. Workshop etc.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students

Year	Achievements	National level	State level
2011-12	Attended Seminars/Workshops	2	1
	Presented papers	2	-
	Resource Persons	-	-
2012-13	Attended Seminars/Workshops	2	-
	Presented papers	3	-
	Resource Persons	-	-
2013-14	Attended Seminars/Workshops	2	2
	Presented papers	2	-
	Resource Persons	-	-
2014-15	Attended Seminars/ Workshops	4	1
	Presented papers	38	-
	Resource Persons	4	-
2015-16	Attended Seminars/Workshops	-	-
	Presented papers	-	-
	Resource Persons	-	-

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether such publication is listed in any International database?

The institution publishes college Magzine – 'Vivek Dhara' annually.

3.4.3 Give details of publications by the Faculty and students:
NIL

3.4.4 Provide details (if any) of Research awards received by the Faculty Recognition received by the Faculty from reputed professional bodies and agencies, Nationally and Internationally Incentives given to Faculty for receiving state, National and International recognitions for research contributions.
NIL

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing Institute-industry interface?
The placement Cell of the college initiates the interface talks with the industry as well as training institutes oriented towards the technical skill set and soft skill improvement of the students so as to enhance their employability skill. Special motivational lectures are arranged by the experts from academics and industries to promote entrepreneurship culture. For instance Kalgidhar Trust under the aegis of Eternal University Baru Sahib has selected 21 students of the college. One placement agency UDAAN also visited the college during the session 2014-15. Mr. Muray W. Watson Director International Business Development Newzealand and Ms. Pamela Watson – Chairperson of the Board visited the college in 2011.

3.5.2 What is the stated policy of the Institution to promote consultancy? How is the available expertise advocated and publicized?
The faculty is always willing to guide and counsel the students while selecting their future courses of study. Three staff members are supervising research scholars of M.Ed. and M.A. Education courses. Proper care is taken from the side of Ex-students if they need any type of assistance or consultancy.

3.5.3 How does the Institution encourage the staff to utilize their expertise and available facilities for consultancy services?
The college motivates the staff to utilize their expertise for consultancy services by networking with institutions, organizations and other agencies. Special leaves are granted to the faculty. The college utilizes the expertise of its staff in providing supervision to students of B.Ed. course and research scholar of M.Ed. & M.A. (Education) students.

3.5.4 List the broad areas and major consultancy services provided by the Institution and the revenue generated during the last four years.
The consultancy provided by the staff is only on the gratuitous basis and no such income is generated as such.

3.5.5   What is the policy of the Institution in sharing the income generated through consultancy (staff involved: Institution) and its use for Institutional development?
The basic objective of the college is to establish the strong relationship with the industry and to ensure that we are providing consultancy on the honorary basis. We are providing the honorary services to the society to fullfill our social responsibility.

3.6   EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1   How does the Institution promote Institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?
To promote Institution-neighborhood-community network and student engagement, we have established various committees in the college like NSS, co-curricular activity committee, Science Club, Grievance Cell etc. to contribute towards good citizenship and holistic development of students. The NSS unit of our college has adopted Jagatpur village wherein they undertake various development and cleanliness activities. Various extension lecturers, seminars, workshops are held throughout the session to sensitize the students on various issues.

3.6.2   What is the Institutional mechanism to track students involvement in various social movements / activities which promote citizenship roles?
The college strives to instill civic responsibility in the young minds of students through extension programmes and value based courses so that they develop into sensitized and socially responsible Citizens. The college offers extension programmes in addition to those supported by the university. Students are encouraged to complete any one of these extension activities:

University Programmes:
i.   National Service Scheme (NSS)
ii.   Inter college competition organized by the University.

College Programmes :
i. Environmental Awareness Programme (EAP)
ii. Co-curricular activities.

The college is incessantly organizing a number of outreach activities which relate to academic, social, cultural, community, training and adventure etc., all culminating in building a healthy society contributing to our nation building.
They also celebrate important days of national importance. The college organizes tree plantation, blood donation, traffic awareness seminars/Rallies, female foeticide awareness rallies, Say No to Drugs campaign and many other programmes. These activities encourage interpersonal interactions that are good for building a strong civil society. They also celebrate important days of national importance.
Following are few activities:
➢   Visit to Old Age Home and special school
➢   Training progrmmes for staff members and students .
➢   Organization of Sarva Shiksha Abhiyaan Rallies in adjoining Villages

➢ Cleanliness drive camps in slum areas and adjoining villages
➢ Counseling sessions with special children in special schools.

Whenever students are involved in any social movements/activities, generally they are accompanied by teacher incharges who take down the attendance of students present. The students who actively participate in these activities throughout the year are honored/ awarded at the Annual Prize Distribution Function to encourage other students also, to come forward and participate in community network movements.

3.6.3   How does the Institution solicit stakeholder perception on the overall performance and quality of the Institution?
The institution always solicits the stakeholders_ perception (like the students, parents, Alumni and the eminent persons from the city) on the overall performance and the quality of the education being imparted by the institution. The feedback and suggestion from the side of parents is always honored and communicated to them from time to time. The parents can directly put forth suggestions and complaints to the head of institution through emails, which are very well taken care of while implementing any new policy or reform. There is provision where the parents, students and key citizens of civil society meet the principal and members of management to give valuable inputs regarding new courses, extra-curricular activities, innovative ideas and programmes which help the students in their professional efficiency and holistic development.

➢ The comments of eminent educationists and prominent personalities are evaluated and implemented as and where required.
➢ Proper focus is laid to bring teaching and studies at par with any institution of national/ international repute.
➢ Regular meetings with staff, heads of department and advisory board are conducted in order to keep every member updated about changes and developments in the college. The decisions taken are implemented after discussion.
➢ Meetings are regular feature to monitor the progress of students
➢ Alumni Association meetings are held regularly.
➢ The College is highly concerned with its stakeholders and their opinions, suggestions and perceptions.

3.6.4   How does the Institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.
The college is incessantly organizing a number of outreach activities which relate to academic, social, cultural, community service, adventure etc and all culminating in building a healthy society contributing to nation building. The NSS unit has conducted several activities. The expenditures for the same are generally borne by the college.

3.6.5   How does the Institution promote the participation of students and Faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?
Our college is keen on extension activities to the neighbouring villages. Therefore, the students are motivated to actively participate in NSS and other co-curricular activities. Servicing to the

neighbouring villages is actually the service to the families of our students too. We have different teacher incharges for extension activities. These provisions help to motivate students to participate in these programmes.

The college encourages students to take part in NSS and other co-curricular activities through :

  ➢ Advertisement on the notice boards
  ➢ Announcements about the upcoming events in the college assembly & classrooms.
  ➢ Honouring the student achievers of   NSS and other co- curricular activities.
  ➢ Awarding certificates to motivate the students even further.
  ➢ Awarding certificate of 'Merit' to student volunteers in recognition of the services Rendered
  ➢ By inviting eminent social workers, representatives & expertise.

NSS

The National Service Scheme aims at the involvement students on a voluntary basis in various activities of social service and national development which while making a contribution to socio-economic progress would also provide opportunities to the students to understand and appreciate the problems of the communities, awaken social consciousness and inculcate in them a sense of dignity of labour. The NSS Unit of our college has good number of enthusiastic volunteers. The sincere and dedicated student organize work under the able guidance of our teachers.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The students along with the college faculty have visited the orphanage, blind home and oldage home. The college faculty along with the students have been visiting the local slums and the special school.

The social justice is insured for all the students coming from any part of the state & outside the state.

3.6.7   Reflecting on objectives and expected outcomes of the extension activities organized by the Institution, comment on how they complement students" academic learning experience and specify the values and skills inculcated.

The extension activities/community experience followed by guided reflection enhances their social commitment together with personal, civic and academic learning. The sessional work & courses incorporate human rights education, environment and society and value based courses exposes students to issues of gender equity, eco-consciousness and self-esteem which inculcate a sense of social responsibility among students.

Some activities are particularly suited for inculcating national values in our youths. For instance, students participate in community programmes to promote civic responsibility. National Education activities help student develop a sense of belonging to the country. Essential skills like civil defence and first aid are also taught. Through the extension activities, the students get first hand awareness and feel of the socio economic situation. They are exposed to the problems faced by the masses in general and are sensitized to crucial social issues which prepare them to meet future challenges of life in a more constructive way. It also helps in polishing their all round

personality. The students learn the value of social justice, equality and right of speech for antisocial acts.

3.6.8 How does the Institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the Institution that encourage community participation in its activities?

The institution organizes awareness programmes, health care programmes and environment friendly initiatives to ensure the involvement of the community in its reach out activities and contribute to the community development :

➢ Visit to oldage home
➢ Sarva Shiksha Abhiyaan Rally.
➢ Celebration of National Pollution Prevention Day
➢ Participation in Road Safety Week
➢ Organisation of Rally on "Biodiversity Conservation "
➢ Organisation of Exhibition on "Biodiversity Conservation " for Awareness of general public
➢ Organisation of Civil Defence Training Programme.

3.6.9 Give details on the constructive relationships forged (if any) with other Institutions of the locality for working on various outreach and extension activities.

The NSS department coordinate all the activities under the norms of the university. The unit also organize tree plantation, slum cleanliness and awareness activities like environment, pollution etc. We participate in number of inter-college activities and extension programmes like debates, declamation, quiz contest, youth festivals, seminars and workshops.

3.6.10 Give details of awards received by the Institution for extension activities and/contributions to the social/community development during the last four years.

Our work is highly appreciated by the society at large.

3.7 COLLABORATION

3.7.1 How does the Institution collaborate and interact with research laboratories, Institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Our members of faculty are actively involved in the research and sharing the laboratories and research labs for the better results. Developing the skills of the students proper interaction is ensured with the experts. It has been observed that now a days in the era of globalization there is a strong need to provide the practical knowledge.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with Institutions of National importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the Institution.

N.A.

3.7.3 **Give details (if any) on the industry-Institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the Institution viz. laboratories / library/ new technology /placement services etc.**

We are organizing workshops, seminars, awareness programmes, guest lectures, with the help of the experts. The experts make familiar the students as well as staff members with the latest trends and development prevailing in the education system. Latest books, magazines, journals are added to the library subscription on the demand of faculty and students. For instance Kalgidhar Trust under the aegis of Eternal University Baru Sahib has selected 21 students of the college. One placement agency UDAAN also visited the college during the session 2014-15. Mr. Muray W. Watson Director International Business Development Newzealand and Ms. Pamela Watson – Chairperson of the Board visited the college in 2011.

3.7.4 **Highlighting the names of eminent scientists/participants who contributed to the events, provide details of National and International Conferences organized by the College during the last four years.**

Following are resource persons/ eminent personalities/ scientists/ participants who contributed to National/ International Seminars and Workshops.

➢ Prof. R.D. Sharma Vice Chancellor University of Jammu.
➢ Prof. S. K. Murgai Vice Chancellor of Sai University
➢ Prof. Desh Bandhu Direcrtor Colleges Development Council University of Jammu.
➢ Dr. S. M. Gupta Retd. Dean Kurukshetra University.
➢ Prof. K. B. Sethi Retd. Principal of the College.
➢ Dr.Amita Puri, Consultant Clinical Psycholgist, Associate Prof. Amity Inst. of Behaviour & Allied Sciences Amity University, Gurgaon

Er. Astha Puri, Engineer with Ford Motors, Cheenai for Personality Development Program

3.7.5 **How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated - a) Curriculum development / enrichment b) Internship/ On-the-job training c) Summer placement d) Faculty exchange and professional development e) Research f) Consultancy g) Extension h) Publication i) Student Placement j) Twinning programmes k) Introduction of new courses l) Student exchange) Any other**

Developing the skills of the student's proper interaction is ensured with the academicians and experts. It has been observed that now-a-days in the era of globalization there is a strong need of interaction with the others in order to gain the practical knowledge.

3.7.6 **Detail on the systemic efforts of the Institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

We are organizing workshops, seminars, awareness programmes, guest lectures in which the experts from education field are invited. The experts make familiar the students as well as staff members with the latest trends and development prevailing in the educational field. Latest books, magazines, journals are added to the library subscription on the demand of faculty and students.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1   What is the Policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

In order to Provide the best Possible education to the students, the college has framed its own infrastructural Policy to create and enhance the infrastructure that facilitates effective teaching and learning. The management takes active interest in the infrastructural need of the college and offer liberal funds whenever the need arises. The campus is replete with an expense of infrastructure which includes all the latest facilities well equipped labs. and spacious rooms . The library has been newly constructed and redesigned in an imposing one triple story building. The college hostel has been expanded and renovated. The seminar room equipped with modern technological facilities, main auditorium, mini auditorium, canteen, play ground, parking and backup generators are the significant user need based infrastructure in the campus.

4.1.2   Detail the facilities available for

A)   Curricular and Co curricular activities

The College is know all over the northern India for its Curricular and Co curricular activities **.** The College provider ample opportunities for Catharsis of the students by organizing various Co-curricular activities from time to time. The main Co curricular activities & functions which are generally organized in a session are Inaugural function of the new session, fresher's Day, Talent Hunt Show, N.S.S Camp, Vivekanada Jayanti & Lohri festival, Cleanliness Day, republic Day- Cum-Annual Day, Science Day, Language Day, Social Sciences Day, Kavi Darbar, Sports Day, Inter House Competition, Prize distribution – cum farewell function , Independence Day celebration.

Beside it a number of religion functions   & Jayanti of great leaders are celebrated in the College to orient the Students about Indian Sanskriti & Civilization. A special features of the college is to organize Saturday special which include Debate / Symposium by each & every students Of the College on a Topic B.B. Writing, Practice in preparing Teaching Aid & Special items of the house.

Special rooms :-

Teaching Aid Room :- (Class Rooms) The Rooms has various models & Teaching aids in different subjects developed through a process of Teaching & Competition.

Computer- Cum – Educational Technology Lab :- The lab. Is well equipped with Computer, Printers, Multi- Media as well as TV, VCR, Tape Recorder   OHP & Sound System.

Seminar Hall :- Hi- Tech. Centrally, Air Conditioned equipped with the latest audio-visual facilities for intellectual pursuits & quest ceremonious celebrations. Spectacular shows & mega events. It has a Seating capacity 125 persons.

Psychological lab.: Psychology is a science and science is based on keen observation , experimentation & generation keeping in view the importance of the subject . & to import practical knowledge a psychology lab. Has been established in the college.

Home science lab.: Home science is one of the important optional subject introduced in the college science long .Now to impart practical and real knowledge to the students a Home science lab. Has been established.

Botanical Garden. :- In the college ,the work has also been started to established a botanical garden . Undoubtedly various species of plants have been planted while the efforts are on to develop it on a large scale . It will provide knowledge to the students about various useful plant their Aesthetic, Medicinal &Environmental value . All these efforts will create awareness among the students and community about these valuable plants.

Extra Curricular activities :- Sports, outdoor & Indoor games NSS, Cultural activates public speaking communication skills development yoga, health & hygienic etc. Health club for physical fitness of the students.

4.1.3. **How does the institution plan & ensure that the available infrastructure is in long with its academic growth & is optimally utilized? Give specific.**

Respectively of the facilities developed / augmented & the amount during last four years (Enclosed the master plan of Institution/ Campus and indicate the existing physical infrastructure and future planned expansion if any.

Yes the available infrastructure is in line with its academic growth & optimally utilized, there has been an increased in the number of class room, books in the lab. & establishment of the research centre in the College Campus.

4.1.4. How does the institution ensure that the infrastructure facilities meet the requirement of the students with physical disabilities.
N/A

4.1.5. Give the details on the residential facility & various provisions available within them.
- o Hostel facility :- Accommodation available.   (Yes)
- o Recreational facilities, gymnasium, Yoga center etc   (N.A)
- o Computer facility :- including access to internet in hostel   (Yes)
- o Facilities for medical emergencies   (Yes)
- o Library facility in the hostel   (N.A)
- o Internet & wifi facility   (Yes)
- o Recreational facility –common room with audio-visual equipments   (yes)
- o Available residential facility for the staff and occupancy constant supply of safe drinking water   (yes)
- o Security   (Yes)
- o Hostel facility :- Accommodation available   (Yes)

The above mentioned residential facilities & Various other Provision are available within the College Campus.

4.1.6 What are the provisions made available to students and staff in terms of health care on campus and off the campus?
Student's health and hygiene is taken care of by the college. The college has a medical room situated in the college where a medical assistant is always present. Arrangements for first-aid and medical care are fully available for the staff as well as the students inside the campus. In case of serious medical emergency, help is provided by shifting the ward to a   nearby hospital.

4.1.7   Give details of the common facilities available on the campus –Spaces for Special units like IQAC, Grievance Redressal Unit, Womens Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.
- ➢ **IQAC:** A dedicated office with computer and internet facility.
- ➢ **Grievance Redressal unit:** The Cell has come into the existence since 2008. A teacher having the experience , interest and choice in the redressal of the grievances of the students is the convener for this cell.
- ➢ **Womens Cell:** N/A.
- ➢ **Students Welfare Cell:** N/A.
- ➢ **Counseling and Career Guidance:** N/A. Online counseling consultation facility available

➢ **Placement Unit:** For instance Kalgidhar Trust under the aegis of Eternal University Baru Sahib has selected 21 students of the college. One placement agency UDAAN also visited the college during the session 2014-15.

➢ **Health Centre:** The College has a medical room with arrangements for first aid and medical care in the college.

➢ **Canteen:** -a spacious and well laid-out Springs Student Centre for students to relax and enjoy the nutritious mouth-watering delicacies.

➢ **Recreational spaces for staff and students:** A common room with indoor games.

➢ **Safe drinking water facility: A w**ater cooler fitted to provide cold water.

➢ **Auditorium, etc.** –Mini auditorium with seating capacity of 250 persons and main auditorium having seating capacity of 1000 persons.

➢ **Transport facilities:** The College has bus facility for the students & staff.

4.2   LIBRARY AS A LEARNING RESOURCE

4.2.1   Does the library have an Advisory Committee? Specify the composition of such a committee.   What significant initiatives have been implemented by the committee to render the library,   student/user friendly?

Yes Library has an Advisory committee comprising of the following members:

➢ Principal, Dr. Anju Sharma

➢ Governing Body Members – 2, Mrs. Alka Kumari and Mrs. Anjna Gupta

➢ Professor In-Charge, Mrs. Madhu Bala

➢ Librarian, Mrs. Rajni Gupta

➢ Accounts Officer, Mr. B.K. Sharma

This committee meets from time to time to take decisions on major issues confronting the library. Decisions are also taken for bringing betterment and up gradation in the infrastructure and services related to the Library. For instance recently we have fulfilled the task of air-conditioning and changing the flooring of the Library. The committee meets 2 times in a year to make various important decisions and implement those initiatives:

➢ To allocate budget.

➢ Problems of library and users are discussed and solved.

➢ Library performance is monitored or enhanced through user's feedback.

➢ Books Exhibitions/Book Hunting/ Quiz are organized to encourage students to improve their reading habits.

➢ Display stand to display fresh arrivals.

4.2.2   Provide details of the following:

Reading Hall remains open on all weekdays before and during Examination days

Library remains open during summer/Autumn and Winter Break

➢ Total area of the library (in Sq. Mts.) 165.58 (in Sq. Mts.)

➢ Total seating capacity – 40 persons

➢ Working hours : 6 hrs.

Closed on all Gazetted holidays

Layout of the Library
IST FLOOR

4.2.3 **How does the Library ensure purchase and use of current titles, print and e- journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

Our College Library has a fair book procurement procedure. Books on various subjects are recommended by the concerned head of the departments. Publishers and vendors provide us with lists of titles, printed catalogues and other printed announcements. Requisitions of the students are also approved by the concerned faculty and the HOD. General reference books are however recommended by the Librarian and other professional Library staff depending upon the demand and requirement of the students. The library would then check these recommended books for duplication and prepares the final list of books and obtain financial sanction from the principal.

Library holdings	2010-11		2011-12		2012-13		2013-14		2014-2015	
	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total COST
Text Books	178	47,425	48	17,922	07	1,638	81	19,069	38	9225
Reference Books	66	21,814	33	30,246	27	13,215	23	15,475	05	8470
Journals/ Periodicals	76	2,750	71	2,980	67	6,500	35	1,110	68	1980

4.2.4 **Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**
N/A

4.2.5 **Provide details on the following items**
AV. NO. OF WALK-INS 50 per day
AV. NO. OF BOOKS ISSUED/RETURNED 100-150 per day
RATIO OF LIBRARY BOOKS TO STUDENTS ENROLLED 11:1
AV. NO. OF BOOKS ADDED DURING LAST THREE YEARS 968 APPROX.
AV. NO. OF LOGIN TO OPAC- N/A
AV. NO. OF LOGIN TO E-RESOURCES- N/A
AV. NO. OF E-RESOURCES DOWNLOADED/PRINTED- N/A
NO. OF INFORMATION LITERACY TRAININGS ORGANISED: N/A
In order to engage the readers in various intellectual activities, we keep on organizing various events like Inter-College Quiz, Book Exhibitions, Essay Competitions, Lectures and so on.
Some of the previous activities held by the College Library are mentioned below:
➢ An exhibition cum documentary on Gandhian Life and Literature and the Inter-College Essay writing contest on ―Gandhian philosophy and younger generations and ―Non

4.2.6 **Give details of the specialized services provided by the library**

MANUSCRIPTS-100
REFERENCE:-100
REPROGRAPHY
Library provides its readers in-house Xerox facility. This enables them to get the required and non-issuable reading material from the library Xeroxed at very nominal rates.
INTER LIBRARY LOAN NO – N/A
DOWNLOAD YES
PRINTING YES
IN-HOUSE/ REMOTE ACCESS TO E-RESOURCES: N/A
USER ORIENTATION AND AWARENESS:
At the onset of every Academic Session students are acquainted with layout of the Library, its collection, services, issue- return system and about e-resources. They are apprised about rules and regulations of the Library.
ASSISTANCE IN SEARCHING DATABASES:
Library staff is there to assist the faculty members so that they may not face any problem in browsing the Databases.

INFLIBNET AND IUC FACILITIES:
Our college became member in the year 2010 and since 2011 we've been accessing the eresources through NLIST Project of INFLIBNET

4.2.7 **Enumerate on the support provided by the Library staff to the students and teachers of the College.**
Team of qualified, hard working and dedicated staff is always on the job to provide best of Library services.
➢ Reference service is provided.
➢ In-house Xerox facility
➢ In-house binding
➢ Assistance in accessing e-resources
➢ All possible help and support are being provided to the needy and meritorious students.

4.2.8 **What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**
NA

4.2.9 **Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**
Yes, the Library gets feedback from its users through questionnaire circulated from time to time. Feedback and suggestions are duly considered and incorporated to the best possible extent. Before purchasing new books/ journals/ magazine/ e-resources related to curriculum, suggestions of faculty members is sought.

4.3 **I.T INFRASTRUCTURE**

4.3.1 **Give details on the computing facility available (Hardware and Software) at the Institution**
  - ➢ **Number of Computers with Configuration(Provide actual no. with exact configuration of each available system)**
  - ➢ **Computer-Student Ratio**
  - ➢ **Stand alone Facility**
  - ➢ **LAN Facility**
  - ➢ **Licensed Software**
  - ➢ **No. of Nodes/Computers with internet facility**
  - ➢ **Any other**
  - ➢ **Number of Computers with Configuration(Provide actual no. with exact configuration of each available system**

The College is equipped with latest 20 computers. The computers in the College are either i3, Core 2 Duo, Pentium IV with 1-2 GB RAM or 500-380-160 GB Hard Disk. Some of the computers in the College are Pentium III with 256 MB RAM and 80 GB Hard Disk.

  - ➢ **Computer - Student Ratio**
    B.Ed. - 1:2

  - ➢ **Stand alone facility**
    2 laptops are available for Stand-alone use.

  - ➢ **LAN facility**
    NA.

  - ➢ **Licensed Software**
    The college has Original Tally and Antivirus.
  - ➢ **Number of Nodes/Computer with internet facility.**
    There are 6 computers internet facility.

4.3.2 **Detail on the computer and internet facility made available to the Faculty and students on the campus and off-campus.**
College has got Broadband connection from BSNL. Four computers with internet facility is provided to students & staff of the College in computer lab

4.3.3 **What are the Institutional plans and strategies for the deploying and upgrading the IT infrastructure and associated facilities?**
The institution has technical staff to maintain the computers. It also hires/employees persons whenever needed.

4.3.4 **Provide details on the provision made in the budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the Institution (Year wise for last four years).**

Opening Balance	2010-11	2011-12	2012-13	2013-14	2014-15
1,53,993.00	25,500.00	19,880.00	85,750.00	-	-

4.3.5 How does the Institution facilities extensive use of ICT recourses including development and use of computer-aided teaching/ learning material by its staffand students?
The college has sufficient infrastructure i.e. computers, printers, scanners, OHP and LCD projectors which the staff can utilize any time to prepare their course material/lectures. The college has seminar room with multimedia facility where students/teachers can deliver presentations/lectures

4.3.6 Elaborate giving suitable examples on how the learning activities and Technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc) by the Institution place student at the centre of teaching learning process and render the role of a facilitator for the teacher.
College has seminar halls with multimedia facility having seating capacity of 125 in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize that.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of
No

4.4   Maintenance of Campus Facilities

4.4.1   How does the Institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements   by providing details of budget allocated during last four years?

		2010-11	2011-12	2012-13	2013-14	2014-2015
a	Building	750768.39	197947.00	154807.00	757723.50	303650.00
b	Furniture	171715.50	-	-	-	-
c	Equipment	-	-	-	-	-
d	Computer	25,500.00	19,880.00	85,750.00	-	-
e	Vehicle	-	342329.00	-	550000.00	-
f	Any other	-	-	-	-	-

4.4.2   What are the Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?
The college has a vast network of infrastructural facilities available for its staff and students.There are employees on permanent and contractual basis who maintain the infrastructure of thecollege. The additional technical assistants /helpers for upkeeping, cleanliness and maintenanceare also hired on need basis. There is a cleanliness and beautification committee comprising of the teachers, students and the non-teaching staff and areas of the College are divided among them and they are in charge of the beautification and cleanliness of that area. Any repair and renovation work is also suggested by the committee and action is taken after the approval of the committee. The hard work of the sweepers and the creativity of the gardeners are the reasons behind the well maintained lawns, athletic tracks and garden.

4.4.3 How and with what frequency does the Institute take up calibration and other precision measures for the equipment/instruments?

There is a caretaker in the college who is responsible for the upkeep and maintenance of the building and electricians, plumbers, technicians and overseers are appointed as per their requirement arises. The computers in the computer department are maintained by the staff or help is sought from external agencies.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

In order to overcome voltage fluctuations, generators are used. We have one generator of 25 KVA We also have one invertor and a facility of borewell in our campus. Also fresh water connection is available in the college to ensure constant water supply in the college campus as well as hostel campus.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   STUDENT MENTORING AND SUPPORT

5.1.1 Does the Institution publish its updated prospectus handbook annually? If, 'yes' what is the information provided to students through these documents and how does the Institution ensure its commitment and accountability?

The college publishes its updated prospects / handbook annually. It provides every kind of information to the students. The college publishes prospectus every year, for all the programs of study, which includes information regarding aims and objectives of the college, vision mission of Vivekananda College Managing Committee, Principles of Swami Vivekananda college profile, infrastructure and learning resources, faculty, committees and societies, achievements, sports activities, cultural /co-curricular activities, admission procedure, migration rules, examination rules, library rules and concessions, code of conduct, mode of payment, academic calendar and admission schedule of University of Jammu. The students staying in the hostel have go through the prospectus issued for the hostel.

The College ensures its commitment and accountability by constituting various committees/societies:

➢   Various cultural societies create a platform for the students to express their skills and talents.
➢   Students are given fee concessions.

5.1.2 Specify the type, number and amount of Institutional scholarships/ freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college provides financial support to its students through freeships/ scholarships, which are given to deserving /needy / sports students. Many scholarships (approximately 15 in number), have been started on private basis.

Sr. No.	Concession	2010-11	2011-12	2012-13	2013-14
1	Half Fee Concession				
2	**Grand Total**				

5.1.3 What percentage of students receives financial assistance from state government, central government and other National agencies?
NIL

5.1.4 What are the specific support services/facilities available for
  ➢ Students from SC/ST, OBC and economically weaker sections.
  ➢ Students with physical disabilities.
  ➢ Overseas students.
  ➢ Students to participate in various competitions/National and International.
  ➢ Medical assistance to students: health centre, health insurance etc.
  ➢ Organizing coaching classes for competitive exams.
  ➢ Skill development (spoken English, computer literacy, etc.).
  ➢ Support for ―"slow learner".
  ➢ Exposures of students to other Institution of higher learning/ corporate/business house etc.
  ➢ Publication of student magazines.

  ➢ The college offers liberal concessions to the needy students.
  ➢ Students with physical disabilities: NIL
  ➢ Overseas students : NIL
  ➢ Student to participate in various competitions/ National
    College organizes various Seminars/ Workshops to motivate the students to appear in various National Level Seminars
  ➢ Medical assistance: NIL
  ➢ Skill development (Spoken English, computer literacy, etc.): NIL

  ➢ Support for ―slow learners : NIL

  ➢ Publication of student magazine :
The college publishes its annual College magazine "VIVEK DHARA". The students of the college very enthusiastically contribute their articles for the magazine. The college magazine is printed under the supervision of the College Editorial Board. All the major sections of the magazine have staff as well as the student editors. The staff help the students chisel their writing and creative skills.

5.1.5 Describe the efforts made by the Institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

To cultivate and perpetuate an interest in entrepreneurship among students, many seminars/ talks , extension lectures are conducted on regular. Our college encourages students to visualize starting of their own enterprises once they leave the college and tries to build in them leadership skills, managerial skills, public speaking skills etc.

5.1.6 **Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and cocurricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**
* additional academic support, flexibility in examinations
* special dietary requirements, sports uniform and materials
* any other
To promote the participation of students in co curricular activities, we encourage them to participate in various intra and inter college competition, seminars and workshops. Refreshment is given to students during such event. Winners are given due recognition and are appreciated with appropriate reward. For major events media coverage given as and when required. Flexibility in examination is also given to such students.

5.1.7 **Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**
NIL

5.1.8 **What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**
NIL

5.1.9 **Does the institution have a structured mechanism for career guidance and placement of its students? If „yes‟, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**
NIL

5.1.10 **Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**
Students grievances are handled by the grievance cell of our college. We have a complaint cum suggestion box placed in our college. The students drop their suggestions with regards to improvement.

5.1.11 **What are the institutional provisions for resolving issues pertaining to sexual harassment**
The grievance cell and internal complaint committee of the college resolves the issue related to sexual harassment (Staff as well as students). Regular meetings of the committee are held. So far no case of sexual harassment has been reported.

5.1.12 **Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The college has anti-ragging committee which takes care of any incidents related to ragging in the campus. So far no case of ragging has been reported. Our staff and students keep a sharp vigil over this issue.

5.1.13 Enumerate the welfare schemes made available to students by the institution.
NIL

5.1.14 Does the institution have a registered Alumni Association? If yes, what are its activities and major contributions for institutional, academic and infrastructure development?
We have an Alumni Association. We get good support from the side of the alumni in getting good ideas and suggestions in number of activities. Some more features of the association are as :
➢ Bringing their career experience to the classroom as guest faculty
➢ Participating in exchange of ideas on academic, cultural, and social issues of the day.

5.2 Student Progression
5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Students Progression	%
B.Ed.	70-80 % students join job.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programmewise details in comparison with that of the previous performance of the same Institution and that of the Colleges of the affiliating University within the city/district.

Session	Class	Appear	Fail	Compartments	% Pass
2010-11	B.Ed.	325	07	61	80.31
2011-12	B.Ed.	224	2	31	84.38
2012-13	B.Ed.	265	11	81	66.79
2013-14	B.Ed.	244	20	74	67.6
2014-15	B.Ed.	314	11	80	72.93

5.2.3 How does the Institution facilitate student progression to higher level of education and/or towards employment ?
The college motivates the students to join jobs The advertisements related to various jobs are displayed on the notice boards and the students are informed about the available employment opportunities and entrance tests published in the newspapers & magazines.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?
NIL

5.3 STUDENTS PARTICIPATION AND ACTIVITIES

5.3.1 **List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar**

The college gives due importance to sports, games, cultural and other extracurricular activities. Ample opportunities are given in creative arts, oratory, dramatics, dance, music etc. Various interclass/ inter College competitions are organized and students are encouraged to participate as well as organize the events. The college, through its Literary Society, encourages young students of the college to polish their phonetic skills and chisel their writing abilities. Further, the Youth Welfare Society of our college organizes functions that give students the opportunity to participate in skits, songs, dance etc. To encourage the students to take part in extracurricular activities, a Talent Search Contest is held in the beginning of the session to bring to surface the hidden potential of our students and it serves as a platform to exhibit their prowess. The talented performers are polished by the teachers so that they can shine at Inter-College competitions.

5.3.2 **Furnish the details of major students achievements in co curricular, extracurricular and cultural activities at different levels: University/ state/ zonal/ National/ International, etc. for the previous four years.**

NIL

5.3.3 **How does the College seek and use data and feedback from its Graduates and employers, to improve the performance and quality of the Institutional provisions ?**

The institute has a clearly set and well-defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The Internal Quality Assurance Cell collects the exit level feedback from the graduates regarding learning processes.

5.3.4 **How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazines, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

The college brings out annually an issue of the College Magazine "VIVEK DHARA" to give vent to the creative outpourings of the students. The students are encouraged to contribute articles for the college magazine in various languages and discplines of their choice i.e. English, Hindi or Punjabi. The magazine is divided into various sections based on various disciplines offered by the college. The process of collecting articles, designing cover page, editing etc. are carried out by the Student Editors with the help of teacher editor. The editorial board of the college magazine comprises of the chief editor, staff and student editors for various sections.

5.3.5 **Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

NIL

5.3.6 **Give details of various academic and administrative bodies that have student representatives on them.**

The students have their representation in students'class representatives. The college provides opportunities to students to organize Seminars/Workshops/ Trips so that they can develop their organizational and managerial skills. The class representatives play a major role in maintaining

discipline in the class rooms, especially when the teacher is occupied in some important meeting/ work. They allocate work to the students and supervise its completion.

The students are also representative of important academic and administrative bodies like:
➢ Sexual Harassment Committee
➢ Library Committee
➢ Anti Ragging Committee

5.3.7 How does the Institution network and collaborate with the alumni and former Faculty of the association.

The College has an alumni association that was launched, with the objective of promoting and inspiring a feeling of fraternity among the old students, the present students and the Faculty. The alumni association has maintained the database of the addresses and telephone contacts of the former faculty and alumni. College organizes an Alumni meet for which the alumni are invited telephonically/ mails/ website. The college also keeps in regular touch with the retired faculty members. They are invited to all the College functions. The retired faculty member who is also a member of the IQAC cell is invited to all the meetings of IQAC. Their valued advice adds to the experience of the committee.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   INSTITUTIONAL VISION AND LEADERSHIP

6.1.1   State the vision and mission of the Institution and enumerate on how the mission statement defines the Institution‟s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, Institution‟s traditions and value orientations, vision for the future, etc?

As already stated, the following is the vision and mission of the college :-
Mission:
The mission of the college is to spread quality education among all our students by focusing on their all round development. We strive to bestow our students with the essential doctrine of fostering a healthy human resource blessed intellectually, morally, spiritually as well as physically. Our mission is based on the ideals of Swami Vivekananda who said, "you cannot teach a child any more than you can grow a plant, the plant develops its own nature", The task of education is to see that there are no obstacles in the childs path of self-development.

Vision & Objectives:

The vision of our college finds its origin in the noble ideals of our founder Swami Vivekananda…
"Arise, awake and Stop not till the Goal is reached".
(i) To impart IT enabled education to our students.
(ii) To provide a conducive atmosphere for the intellectual, spiritual and academic growth of our

blooming flowers.
(iii) To seek and established need based and job oriented innovative courses.
(iv) To strengthen the quality of teaching as well as research in the college.
(v) To stress on the growth of students by participating in co-curricular activities.
(vi) To sensitize our students towards environmental concerns, national and international issues.
(vii) To imbibe moral values, professional attitude, communal harmony to make our students socially responsible citizens.
(viii) To nurture the lofty ideals of vedic culture and Swami Vivekananda.

The institution has as its mission the upliftment of the society through education. We strive to inculcate moral values, social responsibilities and qualities of good citizenship, nurturing vedic culture and personal growth by co curricular activities keeping in mind the global needs and requirements of today's world. The vision of education is not to produce book worms but students who can adjust in the new changing society with sound moral values and cultural footing.

6.1.2 What is the role of top Management, Principal and Faculty in design and implementation of its quality policy and plans?

The management gives substantial freedom to the principal who is the academic and administrative head of the institution to function in an independent manner to fulfill the vision and mission of the college. The principal maintains proactive role in encouraging and motivating all Faculty members for overall academic growth and development of the College. Regular meetings are held to discuss the needs of infrastructure, manpower, new developments for the ensuing academic session and accordingly approvals are accorded by them, keeping the need based requirements on priority. The Management, the Principal and the Faculty are always working together for designing and implementation of the quality policy and plans. The Principal of the college is the head of the institution and ensures that all provisions of the university by laws, the statutes and the regulations are observed. The Faculty is actively involved in decision making process. The teachers of various committees under the leadership of conveners hold periodic meetings and suggest their recommendations to the Principal before arriving at suitable decisions for implementation. The Faculty members in the capacity of teacher representatives are members of the Management Committee. The Bursar of the College frequently interacts with the Management on account of proposals on infrastructural facilities, funds received and the expenditures incurred for better financial Management and accountability. Hence the Management, Principal and Faculty are actively involved in the decision making process to sustain and enhance quality of education imparted by the Institution. New courses: The progressive steps have been taken by the Management to develop effective and efficient transaction of the teaching- learning processes. Infrastructure: We provide students with quality infrastructure and updated facilities for better learning. A new well-furnished library has been renovated and new classrooms are been added on the first floor, for the effective functioning of the college.

Manpower: In the beginning of new session, the Management along with the Principal sees to it that all vacancies are filled up with qualified staff in all areas of Institutional working. In the Hostel additional manpower has been employed on contractual basis to share the increasing workload and to improve quality. For the maintenance of the College lawns, an extra team of gardeners has been recruited. Faculty is encouraged by the Management to go for Research/ Academic Projects and hone their teaching skills.

6.1.3   What is the importance of leadership in ensuring:
- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the Institutional strategic plan.
- Interaction with stakeholders.
- Proper support for policy and planning through need analysis, research
- Inputs and consultations with stakeholders.
- Reinforcing the culture of excellence.
- Champion organizational change

Strategic goals of the Institution are decided by the Management. However the management encourages the principal and the staff to take decisions about the institutional functioning independently. Various committees such as IQAC, steering, examination, sports, purchase, time table, stock, etc are also constituted by the Principal with the consent of the staff members for smooth functioning of the Institution and achievement of the stated mission.

The Principal, as the academic and administrative head of the institution bears the ultimate responsibility for the smooth running of the college. She receives reports from different college committees periodically which offer advice and suggestions to her in matters in the terms of reference of their functions and takes either concrete decisions or forwards them to the Management if required.

The personal interaction of the Principal with the various stake holders, faculty members, non teaching staff, students, parents, industry play an important role in the functioning of the College. Annual Alumni meet facilitates the contribution of the alumni for the growth of the College.

To promote the culture of excellence an effort is made to create strategic alignment in the whole organization. This ensures appropriate design of hard systems (Policies, Procedures process, systems, performances and soft systems, values, commitment, motivation, loyalty, Communication etc.) and progress towards the vision and mission of the Institution.

6.1.4   What are the procedures adopted by the Institution to monitor and evaluate policies and plans of the Institution for effective implementation and improvement from time to time?

The members of Board of Management are always available to guide us for overall development of the institute. Academic matters and draft of budget are discussed in college Governing Council Meeting and are placed before the Management for policy decisions. The head of Institution appoints the conveners for various committees who along with the principal further appoint the members for the same. Official notice is issued along with guidelines defining roles and responsibilities of the committees. The committees prepare active plans and submit to the Principal for approval. The committees submit annual report at the end of the year of the work done and this is evaluated by the IQAC. Periodic meetings of the heads of the Departments with the Principal are conducted to ensure smooth and efficient running of the Institute, to prepare timetable and to discuss various circular from the University. Meetings of the teachers with their respective heads are also conducted to discuss the allocation of the topics to be taught, completion of the topics, setting of the question papers, preparation of the departmental timetable etc. In order

to monitor the performance of the teachers, the College collects feedback from the students. There are some special committees such as admission, examination etc.

Disciplinary and library committee which help a lot in managing College administration. The Management encourages the research activities by providing funding for Seminars, Workshops and Conferences conducted on the campus.

6.1.5 **Give details of the academic leadership provided to the Faculty by the top Management?**
The Management of the college communicates with the Principal and the faculty frequently to discuss the problems and issues related to the College development, administrative academic growth and infrastructural needs. The Principal with the support of the management guides and motivates the staff of the college to achieve the Institutional goals and objectives. By providing strategic leadership they play an influential part in paving the path for others to follow. Being supportive and accessible they respond to individualized needs. Their presence at all the important functions of the college encourage and support the staff and students.
Two members form the teaching are elected as member of Governing Body which takes decisions from time to time for the smooth functioning of the institute.

6.1.6 **How does the College groom leadership at various levels?**
The College encourages active participation of all the staff members in meetings. Staff members are motivated to contribute in the meetings by sharing their views and by giving valuable suggestions which help them in developing their leadership skills. Staff member of the college are members in committee like steering, examination, purchase, sports, etc. which enable them to develop their competence and capability. The college also offers various opportunities to students to help them develop their leadership potential. The formation of an elected Student Council in the beginning of the session goes a long way in honing leadership qualities among the students. Active involvement and participation of students in various Clubs/Committees, Seminars, Workshops, Competitions, Cultural programmes organized by the College also enable them to develop their leadership competencies.

6.1.7 **How does the College delegate authority and provide operational autonomy to the departments/ units of the Institution and work towards decentralized governance system?**
The administration is decentralized. All the important functions such as Budget, Academics, Sports, Extra- curricular activities and Placements have been distributed to different committees which are responsible and answerable within the given framework. The teachers who are the Conveners/ Coordinators of various College Committees have special responsibilities. The College appoints the Convener and the Coordinator of the Youth Festival who, along with the Principal attend all meetings held in other Colleges or in the University in connection with the Youth Festival activities. Most importantly, they provide information regarding various items/ events to the in- charges of the respective Societies/ Clubs and coordinate with all for participating in extra- curricular activities in Zonal, Inter-Zonal and Inter- University competitions.

6.1.8 **Does the College promote a culture of participative Management? If yes, indicate the levels of participative Management.**

Yes, the College promotes a culture of participative management. The College encourages active participation and involvement of all the staff members in meetings. Staff members are persuaded to contribute in the meetings by sharing their views and by giving valuable suggestions Also, the College has successfully developed various committees which require participation from all the staff members of the College. The two members from teaching and one member from non teaching are elected as member of governing body which have to approves the decisions of the college. The presently IQAC the following members are representing the management:

Steering Committee: It comprises the senior teachers from different departments. It deliberates on the College calendar, matter of policy, introduction of new courses, holding of functions, distribution of duties and day to day problems. The committee helps the principal in the Management of the affairs of the College and advises her on all Institutional matters. It also assists administration in maintaining discipline and assuring smooth functioning in the college.

Examination Committee : Headed by the Dean Examination, the committee undertakes the responsibility of complete coordination related work- from notification of examination dates to paper setting, to printing and the final evaluation and declaration of results. The Dean examination also makes sure that the report cards of the students are dispatched to their parents/ guardians on time.

Library Committee: The Librarian committee which include one representative from students. They plan, coordinate and decide on the various activities of the library- from purchase of new books to adding facilities in the library as per the requirement of the library users.

Purchase Committee: The members of this committee coordinate and oversee all purchases of the College. They are assisted by the other members of the Faculty in discharging their duties when purchases with their department are planned.

Grievance Cell: It looks into the grievances of the students/faculty/staff and provides remedial measures.

Cleanliness Committee: It endeavors to keep a hygienically clean, eco friendly environment on the campus, and at the same time takes care of its beautification.

Sports Committee: Right from the admission of the students opting for a course/ subject in Physical Education and initial interaction with them, to looking after their needs and interests, the members of the committee coordinate with the physical education teacher to address the needs of their students. The sports committee also screens and selects the students who opt for various games to be played at Inter-college level on sports day.
Youth Welfare Cell: It polishes and hones the hidden talents/ skills of the students. For this purpose Talent Hunt Contest is organized in the College. All those students who excel in the various activities further represent College in inter College competitions and Youth Festival in the University.

Stock Committee: NA.

Time table Committee: A Senior Faculty Member is appointed for the time table committee. It consists senior teachers. They make the College time table and ensure proper distribution of the time schedule both for faculty and students. Workload is equally distributed and time span is equally divided among all the Faculty members. This committee allots rooms for all the classes and is responsible for the proper implementation of the time table.

Literary Society: It has been successfully bringing out a College magazine "VIVEK DHARA" for the past many years. It is heartening to find the students sharpening their writing skills and giving expression to their creativity through this forum.

Guidance and Counseling Cell: It assists the students during admissions with detailed information about different subjects and courses available to them.

Hostel Committee: The members of this committee along Hostel Warden look into the matters related to the mental and physical well being of the students residing in the College Hostel. They try their best to provide a homely atmosphere to the boarders.

Foreign student Incharge: NA

Alumni Association: It serves as a forum to strengthen the bond between the old students and their alma mater. The association organizes a annual meet for the Alumni.

6.2   STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1   Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?
Yes, College has formally stated quality policy which has been formulated based on the vision and mission of the college and is the guiding force that helps college to plan its activities.

The principal ensures that this policy embodied in quality objectives is communicated to all the personnel. The IQAC prepares perspective plans and policies based on the quality policy and activities for the calendar year. This action plan is submitted to the management for approval and implementation. The Management monitors and reviews the plans/projects implemented by holding formal and informal dialogues with the staff, from time to time. To achieve the desired results in the academics, teachers are encouraged to participate in seminar, workshops and update their knowledge and skill base. The faculty has been provided with separate rooms adequately furnished and equipped with the latest communication technology and gadgets to ensure quality enhancement.

6.2.2   Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.
The college is propelled by a visionary management which have well-defined goals and perspective plans for developmental work. The perspective plan is drawn as short-term and long term goals in the different aspects of the functioning of the college such as teaching and learning, Community engagement, Human Resource Planning, and Infrastructure. To implement these plans in a meaningful manner, adequate measures are taken to mobilize resources.

6.2.3 Describe the internal organizational structure and decision making processes?

The powers and the functions of each authority and body are well- defined to ensure administrative decentralization. The proposals are generated at the grass root level and after careful consideration and deliberations; the recommendations of various bodies are discussed at the Board of Management, which arrives at the final decision. The decisions of the Board of Management are implemented by various Bodies/ Committees and various Sections (Administrative, Academic, and Finance) implement such decision in a decentralized way without any interference or hindrance. Ultimately, all the administrative, academic, and the financial activities are reviewed by the Academic, Administrative Audit Committee to ensure administrative and academic accountability of the system.

6.2.4 Give a broad description of the quality improvement strategies of the Institution for each of the following :-

➢ Teaching and learning

Teaching & Learning

The Management ensures effective and efficient transaction of the teaching learning process by:

A) Recruiting highly qualified and competent teaching faculty

B) Promoting professional development of faculty by providing support

(i) To equip themselves in modern pedagogical tools

(ii) To pursue doctoral programmes

(iii) To attend and organize National Seminars

C) Providing State-of-the-Art infrastructure conducive to intellectual growth and all-round personality development.

Research & Development

NA

Community Engagement

The college organizes various outreach programmes to enable the students to respond to the larger issues of society: College engages many organizations like Red Cross, Medical Council, and N.G.Os for holding blood donation camp, NSS camps, free medical check-up, youth festivals, Tree plantation festival etc.

➢ Tree Plantation Drives
➢ Visits to Old Age Home
➢ Awareness Programmes on vital issues like Female Foeticide, Drug Addiction, HIV/AIDS, Breast Cancer
➢ Inter college competitions
➢ Environmental Day

Human Resource Management

The institute has a very effective mechanism for assessing adequate human power requirements, staff recruitment, monitoring and planning professional development programmes for faculty development and obtaining feedback on teachers. There are many staff welfare schemes. Faculty development programmes are organized periodically to update the knowledge base and

pedagogical skills of teachers. The institution recruits faculty members and staff as per guidelines provided by the university/state government. Incentives are also given to the staff members. Effective system of appraisal of performance of teachers is there.

Industry interaction
NA

6.2.5   How does the Head of the Institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top Management and the stakeholders, to review the activities of the Institution?
The Principal holds meetings with the members of the college committees periodically to review their activities and gather feedback. The full details of all the activities in which committees have been involved throughout the year are compiled in Annual Report which is prepared at the end of each session. This report is then passed to the Management for their perusal. Periodic meetings are arranged with the college Principal to get the feedback for the future action and plans.

6.2.6   How does the Management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the Institutional processes?
The college Management is dedicated towords providing a plethora of opportunities to all staff members to develop their competence and capability that enables them to have a competitive edge and achieve of the objectives of the institution efficiently and effectively. In order to improve the efficiency regular meetings with the Principal and staff are held and elaborate discussions on various educational programmes and activities take place. But full autonomy is given to the Principal, for him to bring new ideas for the improvement of the Institution. The Management provides motivation to the staff so that they perform their jobs efficiently and encourage promotional growth to enhance the quality of their teaching. It shows their keen interest and involvement in all matters of the Institutional strategic leadership of the management sets standards for others to follow. Most importantly they are supportive and accessible to all. They are always present at various important functions of the College in order to encourage and support the staff and students.

6.2.7   Enumerate the resolutions made by the Management Council in the last year and the implementation of such resolutions.
A meeting of managing committee of the governing body of the College was held on 18-04-2015, following resolutions were made and implemented by the Management :

1. Annual Report

2. Confirmation of the minutes of Selection Committee (12-06-2014)

3. Any other item with the permission of the Chair

6.2.8   Does the affiliating University make a provision for according the status of autonomy to an affiliated Institution? If „yes", what are the efforts made by the Institution in obtaining autonomy?
There is no provision of according the status of autonomous to our institution by University of Jammu.

6.2.9 **How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The college has an active Grievance Cell for the redressal the grievances of students on various matters. The grievances/suggestions are collected from the students associations and individual students grievances are also catered to, and encourage so that the students freely express their problems and a participative style of management exists where the students are allowed to express ideas to provide remedial actions to various student problems.

Moreover there is a provision of open door policy where the principal also informally interacts with the students to know about their problems.

6.2.10 **During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts on these?**

NA

6.2.11 **Does the Institution have a mechanism for analyzing student feedback on Institutional performance? If yes, what was the outcome and response of the Institution to such an effort?**

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The Academic Audit Committee consisting of the teachers from all the faculties collects feedback from the graduates regarding learning process and other aspects of college functioning.

The whole process is monitored and carried out by the IQAC in association with Academic Audit Committee through a Questionnaire (based on NAAC recommendations) prepared for the purpose. The questionnaire assesses aspects related to the curriculum, infrastructural facilities and student support services. The analysed data from the feedback is presented to the Principal for further action.

Measures Adopted in Pursuance of Feedback obtained from students, faculty and nonteaching
Curricular Aspects:
➢ Regular engagement of classes
➢ Criteria fixed for admission
➢ Infrastructural Improvement
➢ Inputs from students and faculty considered in preparing the student charter.

6.3 **FACULTY EMPOWERMENT STRATEGIES**

6.3.1 **What are the efforts made by the Institution to enhance the professional development of its teaching and non teaching staff?**

(a) As per the belief system of our Institution strength and dedication required for generating high performance standards can only be achieved by teachers who are willing to give their best.

Learning is thus viewed as an ongoing process, and the teachers are encouraged to have the best possible skill set developed which can bring improvements in student learning.

(b) Our Institution provides preferential and differentiated learning opportunities for its educators. Teachers are motivated to keep themselves updated by attending Seminars. Study leave with pay up to two years is given to enhance their educational qualifications.

(c) For professional development i.e. for attending Workshops at the National level or state level, the college readily allocate funds.

(d) Time is clearly allocated for professional development which means that the staff gets duty leave as and when he/she attends any Seminars or Workshops.

(e) Evaluation processes respect learning and growth in all aspects of development.

(f) Class IV employees are provided with uniform.

6.3.2   What are the strategies adopted by the Institution for Faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they perform?
The institutions is engaged in faculty empowerment efforts, whereby the staff members are motivated to attend Seminars. The Principal consistently motivate their staff to improve their educational qualification such as pursuing M. Phil, Ph.D. etc. A conducive work culture with time to time encouragement and opportunities for growth enables staff to make the best use of their capabilities and to realize their potential to the benefit of both the organization and themselves. Our Institution creates a positive work culture by :
➢ Establishing an environment in which the talents, creativity and energies of employees are unleashed to their full potential.
➢ Creating opportunities in which innovation, team work and total quality can flourish and encouraging willingness to operate flexibly in the interest of the adaptive organization and the pursuit of excellence.

Performance appraisal and Reward System :
Teaching staff is also encouraged by acknowledging and appreciating their achievement in annual function of the college with a believe of management that recognition and appreciation garners. The self image of individuals to optimum hights. The management ensures that the availability of right people at the right place and right time, and having the capability, competence and determination to work effectively and efficiently so as to achieve the objectives of the organization.

Participative Management:
The institutions functions with a participative management style the senior faculty members in planning, goal setting and strategic decision making for the organization.

6.3.3 **Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal?**

Self appraisal- A self evaluation is done by the staff members about the activities done and achieved and the academic performance of the students throughout the year. As a result, members of the staff get the opportunity to convey what they have done and what they intend to do in the coming session. The achievement of the staff and faculty are published in the Annual Magazine of the college.

Student appraisal- The feedback received from the students also helps in generating useful information for developing a comprehensive appraisal of the Faculty members.

6.3.4 **What is the outcome of the review of the performance appraisal reports by the Management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

The performance appraisal report duly filled is assessed by the Principal and management. The Management plays an active role in the performance appraisal of the staff. The management keeps a vigil on the professional behavior and attitude of the members of the teaching as well as the non-teaching faculty.

6.3.5 **What are the welfare schemes available for teaching and nonteaching staff? What percentage of staff have availed the benefits of such scheme in the last four years?**

Realising that satisfied employee is an asset for the institution and can make the college a productive place, the management has put several incentive measures in place for the teaching as well as Non-Teaching Staff them besides the salary package.

6.3.6 **What are the measures taken by the Institution for attracting and retaining eminent Faculty?**

A lot of measures are taken by the institute for attracting and retaining eminent faculty. A handsome salary is offered to the faculty according to their experience and qualification. The management accords fair treatment to both aided and self-financed faculty in terms of sharing of administrative responsibilities, and representation in committees. The academic input given to the entire faculty body makes them appreciative of the academic environment. periodic revision of pay is done for the management faculty. Their teaching experience prior to being recruited in this college is considered for increment in their pay. Similarly, Ph. D holders get three additional increments. Irrespective of their years of teaching experience, permission is granted for the faculty to pursue their Ph.D. as part-time researchers and they can opt for a six months leave without pay. Service rules are employee friendly and the management faculty feels comfortable with them.

Key factors that attract Faculty are:
➢ Excellent Research Oriented academic environment.
➢ World-class exposure and faculty enrichment through upgraded activities like National and International Seminars, workshops and conferences on emerging trends and techniques in various fields.
➢ Possibility of a stable satisfying career.

➢ Transparency in the system.
➢ Overall reputation.
➢ Quality of teaching and courses.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the Institutional mechanism to monitor effective and efficient use of available financial resources?
A proper budgeting system helps in judicious allocation and effective utilization of finances of the institution. The Institution is effective in resource mobilization and planning development strategies. Financial committees in the college comprises of both teaching and non teaching staff The automation of accounts at the level of College Management helps the Management in monitoring the financial resources.

6.4.2 What are the Institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.
Auditing procedures and the follow up actions are systematic. For the internal audit an independent auditors are appointed by the College. One qualified chartered accountant is appointed by the management to take care the financial issues of the college. Last date of audit was 26-05-2015. There is no any objection.

6.4.3 What are the major sources of Institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.
The main source of funding to the institution is the income generated from the fees.

6.4.4 Give details on the efforts made by the Institution in securing additional funding and utilization of the same (if any). Additional funding is gathered through UGC grants by the Institution.
N.A

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
6.5.1 Internal Quality Assurance Cell (IQAC)
a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If yes, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes ?
Yes, the college has an established IQAC. At the beginning of the session a meeting is held to enhance the quality of the institution comprising of the welfare of the students and infrastructural and enhancement. We also plan for various seminars, workshops, functions and design a feed back to enhance to quality of teaching.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The management gives adequate sport and finances in order to initiate anything constructive and fruitful for the students and college on a whole. With the consent of the management we have upgraded the sports ground, are hostels, library, conducting number of seminars and competitions.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
NIL

d. How do students and alumni contribute to the effective functioning of the IQAC?
For the effective functioning of the IQAC our students, parents and Alumni have a lot to contribute. Informal interaction, feedback and issues related to quality of teaching help a great deal in the effective transmission of curriculum.

e. How does the IQAC communicate and engage staff from different constituents of the institution?
The IQAC engages staff from other constituents and institute through notices, staff meetings and by forming various committees and organizations. Suggestion as and when required are given to the principal who assigned duties to them. Our facility members are incharges of various committee of the college.

6.5.2 Does the Institution have an integrated framework for Quality assurance of the academic and administrative activities? If „yes", give details on operationalisation
The IQAC conduct regular meetings to discuss various quality enhancement initiatives to be adopted, which are then implemented after discussion in the general staff meeting. The Faculty members undertake quality enhancement steps in teaching learning and evaluation and counsel students for bringing about improvement in academic performance as well as provide overall personality development. Students and teachers are continuously motivated to participate in Seminars, Conferences and remain updated on their subjects, by extending whatever help and cooperation possible,

6.5.3 Does the Institution provide training to its staff for effective implementation of the quality assurance procedures? If yes, give details enumerating its impact.
The Institution makes it a point that all the staff members are acquainted with the latest techniques for the quality assurance. They are also motivated to attend various Workshops and other courses for upgrading their teaching skills. As a result, staff members have developed effective leadership qualities and the trainings have helped them unleash their hidden potential.

6.5.4 Does the Institution undertake Academic audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the Institutional activities?
The Institution is affiliated to the University of Jammu, Jammu. They put forward their suggestions which are then incorporated in the working of the Institution. University results review the academic growth of the Institution. Students above 75% and students with distinction are given scholarships to motivate them to work harder. Further the results of students help assess the teaching performances. Students also fill the feedback forms for assessing the performance of the teachers on the parameters of teaching style, subject clarity, and behavior with the students, regularity, commitment etc.

6.5.5 **How are the internal quality assurance mechanism aligned with the requirements of the relevant external quality assurance agencies/ regulatory authorities?**
?

6.5.6 **What Institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcomes?**
The Academic Audit Committee (AAC) is the body that continuously reviews the Teaching-Learning and evaluation process in the college. The Internal Academic Audit committee of comprising Principal, Sr. Lecturer.
The functions of the Academic Audit Committee (AAC) are as follows:
➢ Introducing progressive academic changes through workshops and discussion sessions
➢ Designing the total curriculum of the College, keeping in view the mission of the College, changes in society and current trends in education;
➢ Revising and updating the pattern of Evaluation
➢ Providing guidelines for Formative and Summative Evaluation

Methodology of Operation : Specific Measures Taken by the College to Improve Teaching, Learning and Evaluation
After the conduct of the academic audit, the internal auditors highlight the best practices and suggest areas of improvement. Effort is made to take time-bound corrective actions to improve teaching learning. The succeeding audit ensures the satisfactory completion of corrective and preventive action. This process has enabled the college to take the following specific measures:

➢ NAAC based proforma for collecting feedback from stakeholders viz. parents, alumni, students whenever necessary
➢ Arrangement of Guest lectures for courses in emerging areas

Outcomes:
➢ Progressive Curricular changes
➢ Designing and modifying the curriculum
➢ Evolving criteria for need assessment before implementing any new programmes formulated
➢ Revision and updation of evaluation implemented

The institute has a clearly defined approach to the learning outcome assessment. Faculty is entrusted with the duty to determine the intended educational outcomes of their academic programs and activities. The institution has a well- defined mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. The examination sheets are corrected within the stipulated time and the marks are entered in award rolls, which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and the marks scored in the internal assignments, the student level is judged by the staff member and appropriate action is taken. At the end of each periodical test. Counseling is given to slow learners.

Improvement Period is created to give additional help and guidance to slow learners. The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student.

The educational process is geared to create a society based on human values. Besides academic excellence, emphasis is given to making students morally and socially responsible and sensitive to their surroundings. Though the curriculum is designed by the University, the goals and objectives of the College are transmitted to the students through the consistent efforts of the Faculty by teaching beyond classroom and curriculum.

The calendar of activities for the upcoming session is discussed before the year begins in a general staff meeting. Dates for important events, celebration of festivals. Seminars, Workshops etc are tentatively decided. General staff meetings are held throughout the year during which important decisions are made. The teaching staff has an organized unitized schedule to complete the syllabi. Teaching plans including time schedules are prepared   before the beginning of each session. These are regularly reviewed and restructured as per the requirements. The teachers maintain work diary and note down the details of their teaching-evaluation schedule.   The Principal meets Faculty Members from time to time, to ensure that syllabi are adequately covered The college conducts assessment of the students at regular intervals, through class tests, Seminars and assignments.   The internal assessment results are announced within two weeks of the examination . In addition, the teachers adopt innovative methods of assessment like book review, open book tests, question banks, assignments etc. The lecture methods of teaching are supplemented by the use of Audio Visual Aids, Projects, Seminars, Field trips and other practical supplementary aids. Extracurricular activities are held to develop the potential and team spirit among students. Besides regular classroom learning, Field trips, Industrial visits, in-service training and working at the industrial training unit provide a taste of real life situation.

6.5.7 **How does the Institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**
Apart from the College website, the Institution communicates its quality assurance policy mechanism outcomes through College Prospectus, Annual Reports. Reading out of the Annual Report by the Principal on the Annual Prize Distribution and news releases of the highlighted activities.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   ENVIRONMENTAL CONSCIOUSNESS

7.1.1 **Does the Institute conduct a Green Audit of its campus and facilities?**
We make a conscious effort to adopt eco-friendly practices though we don't have a green audit.

7.1.2 **What are the initiatives taken by the college to make the campus eco-friendly?**
➢ **Energy conservation**
All the rooms of the college are equipped with CFL. All rooms are provided with large windows to ensure appropriate natural light and ventilation.

➢ **Use of renewable energy**
    NA

➢ **Water harvesting**
    NA

➢ **Check dam construction**
    Nil

➢ **Efforts for Carbon neutrality**
We encourage use of handwritten assignments from students to safe carbon uses. Laser printer is preferred to ink jet printer. All the function of the administration are computerized to save paper.

➢ **Plantation**
Tree plantation activity is regularly undertaken by the NSS unit of our college. Our campus has a comforting lush green environment. The college lawns are well maintained and gardeners are appointed to take good care of the greenery of the campus.

➢ **Hazardous waste management and e-waste management**
All the waste of the college and the hostel is disposed off in an appropriate manner to ensure environmental safety.

7.2   **Innovation**

7.2.1   **Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**
Several innovations were introduced during the last four years to enhance the teaching learning process as well as the all round development of the students. We have renovated our college library – it has been made fully air-conditioned. The hostel building has been renovated.

7.3   **Best Practices**
7.3.1   **Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional objectives and/or contributed to the Quality improvement of the core activities of the College.**
Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional objectives and/or contributed to the Quality improvement of the core activities of the College.

Practice No. 1

Title:
Spread of Vedic Culture, ideals and practices.

Goal:

As the mission of the college is to impart education based on the ideals of Swami Vivekananda, we strive to imbibe in the students respect and love for Vedic culture. This mission is being carried on since the inception of the college.

To impart education to children of both the sexes on the line which shall lay emphasis on character building inculcating love in them for their country & culture and thus providing patriotic & law abiding citizens.

The Context:
In the present scenario, keeping alive the Vivekananda Philosophy in the college is indeed a challenging job where the new generation is unaware of the richness of our glorious heritage. We are trying to cross these hurdles by imbibing in them love for traditional values through recital of thoughts organizing play on the life history of Swami Vivekananda. These thoughts & philosophy of Swami Vivekananda not only purify the atmosphere but also energies the minds of the students and the staff. These are all symbolic forms of communication with God which help in the inculcation of positive qualities in the students. It is very important to make the students aware with the importance of their valuable thought and philosophy.

The Practice:
To keep this system alive, we have Library in our college which is a store house of invaluable books and epics. It holds many seminars, discussions and talks etc for the all round and holistic development of the students. The quotation inscribed on the wall of the college, reminds the students not to go astray and wander from the right path. We encourage students to recite not only Gaytri mantras but also Shabd. we are proud that we are carrying on this task of our founders with great fervour. The college carries on the task of regenerating and promoting moral values in the institution and in the society at large.

To realize our mission, we do our utmost to provide a comprehensive and balanced quality education. Tireless efforts are made to achieve a fine synthesis of traditional education with the fast changing requirements of the modern technological world for the holistic growth of our learners.

A number of societies, clubs and associations function in the college to afford opportunities to the students to develop their latent potentialities of mind and intellect. These also provide an opportunity to the students belonging to different faculties and studying different subjects to interact amongst themselves and to use the opportunity for non formal learning.

Evidence of Success:
Evidence of success is visible through the improved behaviour of the students. The students have become kind and affectionate. Due to their humane behavior there is not even a single case of ragging in the institution. The students live and enjoy in this conducive environment. National Service Scheme (NSS) is a very active organization and it has done a commendable job as for as social services are concerned. A number of villages in the district Kathua has been visited by NSS and programmes related with literacy, cleanliness and co-curricular activities have been implemented successfully. The students of this institution are aware of the ill effects of drug addiction, female foeticide and crime against women.

They have developed a cosmopolitan outlook and now they are citizens of the world. The world for them is a global village and now they are in a position to face the harsh music life.

Problems Encountered and Resources Required.
A College should be a place of light, of liberty and of learning. The empires of the future are the empires of the mind. As the twig is bent, so is the tree inclined. A good teacher affects eternity; he can never tell where his influence stops. There is a difference between good teachers and great teachers: good teachers make the best of a pupil's means: great teachers foresee a pupil's ends. The aim of the education is the knowledge not of facts but of values. Education is what survives when what has been learned has been forgotten. The liberally educated person is one who is able to resist the easy and preferred answers, not because he is obstinate but because he knows others worthy of consideration.

Keeping all these truths in mind the biggest challenge we encounter is to bring change in the mindset of the students. The present generation is wandering in the jig-jag of materialism and is lost between two worlds – one dead and the other powerless to be born. They are WAITING FOR GODOT and GODOT will never come (to use a literary expression). They have become rootless, anonymous and wastelanders. The moral values are depleting in this fast moving technological world. People are forgetting their rich culture and heritage. In this present scenario of red-tapism, scams and corruption, moral character of society is dipping low. Hence, it becomes imperative for every institution to revive the spread of vedic culture and ideals along with technological advancement. We should not be oblivious of our roots. We must act as custodians of our rich old traditions and moral values. The new generation is ignorant and are going astray, so it becomes our moral duty to guide them in order to lessen the number of crimes and discontent prevailing in our society. We require great visionaries to perform this sacred task.

Practice No. 2

Title of the Practice :
Sensitisation of students towards Environmental issues:

Goal, Context and Practice:
Environmental pollution in the present century has posed a great threat to the existence of living creatures. There has been a thrust on the protection of environment the world over. If the future generation is to be saved from environmental catastrophy, nature's gift to us in the form of flora and fauna has to be preserved in the natural form. The proper balance of the ecosystem is the need of the hour. In developing country like India, development is very much needed but unscrupulous indiscriminate development can change the ecosystem and this may prove to be disastrous. The only answer to this is the sustainable development. In order to follow the path of the sustainable development, we are all required to be aware of our environment and need to protect it.

Knowledge is spreading now that the planet; the earth we live on, is threatened not so much from without but from forces and phenomena of the earth itself. It has been taken for granted to the point of total immunization and callous insensitivity that life's interaction and sustenance upon the elements – soil, water, sun, atmosphere and biota –will continue forever. But a growing number among us are being

sharply reminded that it may not be so; that the happenings today unless checked or channeled will destroy the earth and perhaps the life on it – not today or in a decade or two but certainly in not too distant a future. To conserve what has been left of these life sustaining elements is the desperate need of the hour. To spread and sharpen awareness of this vital necessity requires a multi-pronged attack and effort. In our institution we are trying our utmost to enlighten students on Conservation of Environment, Management of Solid Waste, Indoor Environment, Global Environmental issues, Indian Laws on Environment, Biodiversity, Noise and microbial pollution and Local Environmental issues. Seminars, discussions and talks are a regular feature. We want our students to be good not only in academics but also enlightened and aware in order to help them in developing a cosmopolitan outlook. We would like them to become responsible and mature citizens of this great country.

Evidence of Success
Evidence of success is visible in the form Clean and Lush Green Campus, circulation of information to students and the staff through e-mail/SMS. A number of villages in the district Kathua has been visited by NSS Unit of the college for creating awareness regarding tree plantation, women empowerment, drug addiction, health and nutrition, sanitation and hygiene etc. Our College is a very active organisation and celebrates environmental day every year with great zeal and gusto.

Problems Encountered and Resources Required:
The one great problem encountered is to make students learn to discriminate between need and greed. Mahatma Gandhi had said that Nature has given for everyman's need but not for everyman's greed. In this fast changing materialistic world it is very difficult to make them see the beauty which lies in simplicity and austerity. The lesson of MIDDLE PATH as taught to us by Lord Budha is the key to success in life. But the pity is that the students are in the habit of going to the extremes instead of following the middle path. Article 48-A of the Indian Constitution clearly provides, ―the State shall endeavour to protect and improve the environment and to safeguard the forests and Wildlife of the country‖. There are two methods to conserve the natural resources one, by legislation, two by creating awareness through media like television, radio, newspaper, publicity material and mass contact programme. We are of the opinion that such issues can be highlighted through creating awareness rather than through legislation. We require a number of visionaries like Sunder Lal Bahuguna and movements like Chipko movement in case we want to live in a world that is pollution free.

Mankind is required to live in tune with nature if the life is to be peaceful, happy and satisfactory. In the name of development we cannot go away from nature. Therefore, the emphasis should be on development as well as on environment. But unfortunately, until recently there had been more emphasis on development rather than on environment protection. It is through the process of environmental awareness that the people participate in the process of development without harming the ecological balance because they are aware of the consequences of environmental degradation. The environmental awareness changes the human attitude towards nature. It creates consciousness and a sense of responsibility towards environment in the society.

Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/implanting the Best Practice in their institution (about 150 words)

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