



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVT DEGREE COLLEGE BIJBEHARA
Name of the head of the Institution		Nazir Ahmad Chirag
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01932-233263
Mobile no.		9419040756
Registered Email		naac.gdcbijbehara@gmail.com
Alternate Email		principalbijbehara@gmail.com
Address		NILANDRUS ,PAHALGAM ROAD ,BIJBEHARA 192124
City/Town		Anantnag
State/UT		Jammu And Kashmir
Pincode		192124

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Burhan Ahad
Phone no/Alternate Phone no.	01932233263
Mobile no.	9419017512
Registered Email	naac.gdcbijbehara@gmail.com
Alternate Email	principalbijbehara@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_http://gdcbijbehara.edu.in/Main/ViewPage.aspx?Page=AOAR
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gdcbijbehara.edu.in/Files/c24b341c-3e4c-4356-8627-f9f1d35445be/Custom/academicCalendar2018.pdf

5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.3	2019	01-May-2019	30-Apr-2024

6. Date of Establishment of IQAC	20-May-2017
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Awareness Program on use of Google classrooms	10-Apr-2018 1	32
Class representatives to be nominated for each class so that they can represent class and come out with problems.	02-Apr-2018 1	56
Counselling programmes Induction programme for new entrants	26-Mar-2018 5	500
Conducted one day workshop to introduce all faculty members into the new parameter set out by NAAC for Assessment	26-Mar-2018 1	32
Conducted workshop on effective usage of ICT method of teaching for all Teaching faculty of College	01-Mar-2018 1	33
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GDC Bijbehra	GEN	JK STATE	2018 365	49348000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. The IQAC of the college constituted team of faculty members to draft detailed Institutional development Plan wherein grey areas in infrastructural component were recognized and formally forwarded to Higher education department for grant of funds and necessary filling of lags. 2. The IQAC along with NSS wing of college organised a medical camp and awareness programme at a far off village called Lehandajan and made local populace aware of female health, hygiene and also the problem of common deficiency and water borne diseases and preventions thereof. 3. IQAC of the college in collaboration with computer Application Dept. organised the training programme on Computers for Nonteaching staff of the college. 4. IQAC organised seminars, conferences and invited deliberations to keep students and faculty members abreast of latest research happenings across the world. 5. The IQAC of the college prepared first ever Self Study Report for subsequent evaluation and accreditation of the institute by NAAC 6. The IQAC organised a special talk by Indian National team Cricketer Pervaiz Rasool to sensitize and promote sports culture in the students in particular and local populace in general. 7. IQAC cell organised various programmes so as to sensitize students to ecological and environmental issues

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Certificate course of short duration	Spoken tutorial training of FOSS conducted in collaboration with IIT Mumbai
Emphasis on value Education and Gender Sensitization	Various events organized by NSS and WSC on value Education and gender sensitization. (1) Beti Bachao, Beti Padao Awareness Lecture by S Umi Kulsoom, Sub Judge/Chairman Tehsil Legal Services Committee Bijbehara (2) Legal rights of women (3) Economy of J&K State by Dr. Mehraj U-Din Amu on 20-08-2018 4) Seminar on Women In Islam
IIQA and SSR to be submitted online meticulously	Work in progress by IQAC Committee
More job oriented Add-on Courses at UG introduced	Proposal sent to Kashmir University for Approval
Financial support to students	IQAC and Faculty members fund utilized for financial assistance to student
Seminar, conferences workshops should be regular feature of Academic Plan	1. Two day National conference on Climate change and Human health" organized on 08 and 09 October 2018. (2) A seminar on Drug Deaddiction. (3) Workshop on Technology innovations for growth opportunities in Kashmir 28-03-2018.

Faculty should be abreast of research conducted within country and abroad	Two day National conference on "Climate change and Human health" organized on 08 and 09 October 2018 where researchers from across country gave an insight into problems and future strategies associated with the theme
Extension Lectures	1.Extension lecture on GST by Distrcit Commercail taxation officer Anantnag, Abdul Hamid on 27-03-2018 2. Resource person like Prof. MA Ashraf, Dr. Mubasir Jeelani H.O.D. Department of Environmental Science Bemina were invited as Guest faculty to deliver extension lecture. 3. Extension lecture on 370 and 35A by Legal and constitutional expert Prof. Farooq A Malik on 1007-2018
To improve the teaching learning process and use of ICT.	Class rooms up graded with LCD projectors
Preparing Academic Calendar for 20182019	Academic Calendar prepared by IQAC at onset of Academic year 20182019.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College advisory Committee	24-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	28-Jan-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	For Employee Records :CPIS For Attendance : Digital Attendance for employees For Finance: JKBeams ,PaySys For Purchase: GEM For Student : Affiliating Universitys MIS
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

GDC Bijbehara is affiliated with the University of Kashmir and runs Bachelor's Degree programs in Arts and Science. In addition to these programmes, the institution is going to start B.Com programme from academic year 2019. The College has introduced Choice Based Credit System (CBCS) in accordance with the notification of the University which consists of Core, Ability Enhancement, Discipline Specific, Generic Elective and Skill Enhancement Courses. The Institution ensures the efficient and effective delivery of curriculum within the framework provided in order to accomplish its mission. The institution adheres to an active and well planned curriculum prepared by the university along with the institutional academic calendar at the commencement of every academic year. The academic calendar include class tests, seminars, and various institutional activities. Besides, every department of the institution prepares the departmental time table as per the skill and experience of the teachers for performing his/her jobs in both theory and practical courses. Regular class tests are conducted and guidance and counselling is provided round the academic year so as to make academics dynamic and valuable. Career Counselling Cell of the institution helps students by conducting guest lectures on different vocational themes. Apart from the traditional class work, student seminars and field surveys are conducted every year for the benefit of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CUSTOMER CARE EXECUTIVE	Nil	17/04/2018	180	YES	YES
VERMICOMPOST PRODUCER	Nil	17/04/2018	180	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Statistics	05/05/2018
BA	Geography	05/05/2018
BSc	Geography	05/05/2018
BSc	Statistics	05/05/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Not Applicable as Scheme is in Vogue Since 2016	01/01/2018

BSc	Not Applicable as Scheme is in Vogue Since 2016	01/01/2018
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	60	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	HISTORY	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback collection and analysis Mechanism: Feedback regarding Teaching learning, curriculum, physical and other allied academic facilities is an important quality parameter for assessing and enriching the existing academic environment in the institute. Members of IQAC interact with students and make them aware about importance of feedback. Doubt clearing session is carried with students regarding all queries raised by them vis -a vis feedback questionnaire. In addition feedback is also taken from the following stakeholders: Teachers: Feedback is also taken from the teachers on the curriculum, and allied academic facilities. Alumni: Though college doesn't have registered Alumni, still feedback on facilities on the campus, curriculum, and suggestions for improvement of the curriculum is sought from Alumni. Parents: Feedback on facilities available for their wards and suggestions. Sufficient time is given for the submission of feedback to all stake holders. Feedback collected from all stakeholders is analysed and the data obtained is tabulated noting strengths and weakness in teaching learning, academic facilities etc. and presented in the form of Pi-Charts. The feedback is discussed with College advisory committee headed by principal and appropriate action plan is chalked out. The provision for improvement for each faculty is submitted to the respective HOD.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	774	774	774
BSc	Science	171	171	171
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3235	Nil	53	Nil	53

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
53	44	4	5	1	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Establishment and existence of Mentor-Mentee system is an important, effective empowerment method of helping students to tread comfortably on their course to carrier development. A mentor tries to guide the mentee to the right direction and develop solutions in pursuance of various career issues by providing an opportunity to contemplate about career options and progress thereby shaping and inculcating into the students the skills of critical thinking with aspects of confidence about decision making. The IQAC of the college has assigned the role of preparing the list of mentor-Mentee to Dr. Reyaz Ahmad (Physical Training Instructor) who divides all the students into groups and allot each group to respective faculty members who would act as Student Mentor. Mentorship is for the students of all semesters but more attention is paid to new entrants (1st sem. students) of the college. Mentors from the faculty are assigned to all the students' for which their time table is separately notified in resonance with the class time table. Mentors of our institution are entrusted the responsibility to activate the students for striving for academic excellence. The teacher mentor share a good relation with student mentee and tries to collect information about difficulties faced student mentee on their academic front. The mentor plays an important role in recommending needy students for financial aid as well as for remedial teaching. The mentors are also responsible for psychological well-being of their mentees. They are also entrusted with the task of monitoring the attendance, behavior and academic progress of the students. Mentors offer primary psychological counselling to those who need them and refer them for more professional counselling, if required. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. The mentor offer guidance to student mentee regarding competitive Exams and boosts the mentees confidence. The mentors provides psychological support to the students and help in improving personal skills by suggesting personality development tips and recommending and staging student mentee to Debates and Seminar Committee so as to give vent to their talent by allowing their participation in various activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3235	53	1:61

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	17	13	36	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSC	6th	21/07/2018	19/09/2018
BA	BA	6th	21/07/2018	19/09/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation and educational reforms means the changes by which our educational system particularly from the examination point of view directly or indirectly improve the quality and standard of education and evaluation system in our institutions. We follow the procedure prescribed by the University of Kashmir to conduct the Continuous Internal Evaluation, which the umbrella institution drafts after consulting College Principals. Assessment of performance is an integral part of teaching learning process. Students are made aware of the evaluation process by conducting orientation and counseling programmes at the beginning of the semester examinations through different Medias of the college. The college has taken efforts from time to time to improve the performance of students by keeping in view the present changes in the society. This process not only helps the concerned teachers to identify the strengths and weakness of the students but also helps in assessing as to what extent the learning outcomes are achieved Our college has made some significant reforms/ changes for Continuous Internal Evaluation, which are as follows: 1. Remedial classes are being arranged for needy and interested students. 2. Unit tests are being held in vacant classes prior to the semester examinations. 3. The institution conducts quiz programmes, group discussions, seminars, guest lectures on continuous and regular basis. 4. Absenteeism is highly discouraged and students are made to attend their classes regularly.

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

The University of Kashmir which is our affiliating institute publishes common minimum standards in respect of academic calendar at the beginning of each session. In the same way, the IQAC of our college in consultation with heads of departments, time table committee and examination committee prepares academic calendar of the session and incorporates components like theory, laboratory work, date for practical's, student seminars at departmental level, extension activities and reflects same in college brochure, website, and notices for information of students. Academic activities are given priority and all other activities are performed without disturbing the classes. Our college provides an academic calendar that specifies the tentative date of commencement and end of the classes for each semester, term end examination schedules and other curricular and co-curricular activities. At the commencement of every academic year through Counselling program students are informed about the internal and external assessment system. The affiliating university has put in place semester wise examination system based on descriptive type questions and objective type questions of 28 and 32 marks respectively for science. Besides, internal practical examination for science subjects of 30 marks for each semester are held around one week before the final examination. For Arts and Social Science subjects, there is only external examination with 48 marks based on objective type questions and 42 marks based on descriptive type questions for each semester. The college also assess the students through CIE held according to time table announced in advance through the notices on the display board

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://gdcbijbehara.edu.in/Main/ViewPage.aspx?Page=Programme_Outcome

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	ARTS	612	177	28
BSC	BSc	Science	74	35	47

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://gdcbijbehara.edu.in/Main/ViewPage.aspx?Page=Student_Satisfaction_Survey

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Total	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Two day National conference on Climate change and Human health	GDC Bijbehara	08/10/2018
Workshop on Technology innovations for growth opportunities in Kashmir	GDC Bijbehara in collaboration with GIAN	28/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	01/01/2018	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/01/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Not applicable	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Environmental science	3	0
National	zoology	2	0
International	statistics	1	0
National	English	1	0
National	Environmental science	4	0
National	statistics	1	0
View File			

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

Department	Number of Publication
Education	1
History	1
Environmental Science	3
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
stastical properties and applic ations of the expone niated inverse ku marsawamy distributi on	K Fatima	journal of reability and stastical students	2018	0	University of Kashmr	Null
Impact of Climate Change on Indigenous People and Adaptive Capacity of Bajo Tribe, Indonesia	Khursheed wani	Environm ental Claims Jour	2018	0	GDC Bijbehara	Null
Hydrocarbons and Their Impact on Certain Soil Prope rties: A Review	Khursheed wani	Bio Bulletin	2018	0	GDC Bijbehara	Null
Agricult ural Nanot echnology: Applicatio ns and Challenges	Khursheed wani	Annals of Plant Sciences	2018	2	ITM university	2
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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NIL	NIL	NIL	2018	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	Nil
Presented papers	Nil	3	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cleanliness drive at Awanteshwara Temple Awantipora	NSS	5	45
Antipolythene drive at lehandajan village	NSS	5	45
Beat the Plastic Pollution painting competition	NSS	10	50
Plantation Drive	NSS with Department of Social forestry	10	35
cleanliness Drive	NSS	5	30
International Yoga day	1JKBN NCC Srinagar/ Department of physical Education	5	20
Medical Camp at Lehan Dajan	red Ribbon Club NSS and Block Medical Office Sallar	10	24
Cleanliness drive at PHC Bijbehara	NSS	5	45
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
12th State women Rugby championship	2nd	JK state sports council	10
12th State women Rugby championship	3rd	JK state sports council	10

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids awareness	Red Ribbon and JK AIDS control society	AIDS awareness	5	50
"Swachhta Pakwada	NSS	Cleanliness is next to Godliness	10	200
Swach Bharat Scheme	NSS	Cleanliness Drive at Pahalgam	2	36

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
None	0	None	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/01/2018	01/01/2018	0

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
JK Bank	01/01/2018	Fee collection	3000
IIT Mumbai	19/06/2018	certificate courses	10

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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111.5	107.25
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8704	1972798	304	68927	9008	2041725
Reference Books	750	1125000	25	37500	775	1162500
Library Automation	Nil	Nil	1	50000	1	50000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/01/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	35	32	0	0	0	3	0	0	0

g									
Added	24	13	0	10	0	1	0	0	0
Total	59	45	0	10	0	4	0	0	0

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.21	0.96	18.99	13.43

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

All the affairs of the institute are managed by various committees headed by the Principal. The Principal of the college convenes meeting of IQAC coordinator, convener of Advisory, Academic, Purchase and Development committee appraising the quorum about status of financial position of the institute. The college Development committee headed by the Principal monitors the civil works carried in the institute and is entrusted with maintenance, upkeep and upgradation of infrastructure. Funds are sought from Administrative Department for the same. The convener Development committee conducts periodic checks to ensure the maintenance of the infrastructure. All HODS and conveners of different committee are informed to submit requisition for items required for smooth conduct of affairs of the institute for the academic year. After thorough deliberations, budget is prepared and funds received are allocated keeping in view student strength of each department. Purchase is done through proper tendering or on GEM portal following all codal formalities. The HODs are accountable to the Principal who organize efficiently workforce, maintaining duty files containing details about their individual fixed responsibilities etc. Every department maintains a stock register of the available equipment. Annual verification of the stock is carried out at the end of year. The Lab assistants under the supervision of concerned HODs maintain the efficiency of the college computers, accessories and other Lab. Equipment. In order to maintain hygiene, adequate in-house staff is employed so as to provide a congenial learning environment. Daily cleaning and maintenance of classrooms, laboratories, staffrooms, and washrooms is assigned to supporting staff designated for each floor. A full time gardener assisted by ground staff maintains the green cover of campus. The campus is monitored through CCTV surveillance Cameras. Every year the Department of Physical Education prepares a yearly calendar of the sports activities to be held in the college and tries to meet the set target in line with the sports calendar prepared by the University of Kashmir. Our college has a well-furnished library accessible to the students and the staff throughout the year. The staff deployed for its maintenance is well trained and the functioning is coordinated by a professional Librarian.

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College financial aid	116	274000
Financial Support from Other Sources			
a) National	post matric scholarship	118	708000
b) International	0	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Counselling programme on SEC	04/07/2018	250	Career counselling cell
Personal counselling and mentoring	26/04/2018	500	Career counselling cell
CUSTOMER CARE EXECUTIVE	17/04/2018	30	ILFS
VERMICOMPOST PRODUCER	17/04/2018	30	ILFS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	JKPMSS	Nil	253	Nil	Nil
2018	Career counselling on CBCS	Nil	500	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BSc	Science	Kashmir University and IUST	MCA
2018	1	BA	Arts	Kashmir University	LLB
2018	7	BA	Arts	Kashmir University	MA
2018	3	BA	Arabic	Kashmir University	MA
2018	1	BA	Economics	Kashmir University	MA
2018	5	BA	English	Kashmir University	MA
2018	10	BA	History	Kashmir University	MA
2018	3	BA	Islamic Studies	Kashmir University	MA
2018	6	BA	Political Science	Kashmir University	MA
2018	9	BA	Urdu	Kashmir University	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	8
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Interhouse Badminton (WOMEN)	College level	32
Chinar InterCollege	Division level	11

Badminton		
Interhouse Badminton	College level	32
international Yoga Day	College level	20
Annual College Road Race	College level	21
inter House College Meet	College level	2500
Husn-Qirat quiz competition	College level	20
Painting competition by NSS	College level	50
Sab rang urdu Adab	College level	100
Mehfil Mushaira	Division level	100
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	00	NIL
No file uploaded.						

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

The institute keeping in mind political sensitivity of the state does not encourage student unions for students. However a student member and the class representatives are members of some important such as IQAC and Course review committees .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

32

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

03

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Committee based work-culture is an important strategy that college adopted for the decentralization and participative management. In the beginning of every academic year, the Principal in consultation with IQAC and Staff Secretary constitutes various committees constituted for the smooth functioning of the Institution. Through the formation of various committees, cells and units, college encourages a culture of participative management. Each committee comprises of a convener which include faculty and students of the college. Committees help to delegate the responsibilities such as admission of students, evaluation of certificates during admission, maintaining discipline among students during various events, conduct of examination, and also redress grievance issues from staff and students. The Advisory, IQAC and Development Committee under the chairmanship overlooks and forms important recommendation units for all operational decisions. The Academic committee overlooks all academic operations of the institute so as to take the mission of the institution to its logical goal. The Admission Committee for instance starts its work a week before the commencement of new admission process so that students may complete their admission process comfortably. The Admission Committee along with Career Counselling committee conducts counselling sessions for new entrants acquainting them with the available options so that they are able to take decision as per their individual aptitude. The College Development committee, during the admission days, deploys some Local fund employees to help the students at different levels of admission process. After the admission, the Time-table Committee prepares a well thought out classification and time-table which is displayed for the information of the students. The active role of all staff members in both academic and non academic activities is in operation. The effective teaching learning process and decision making involves creative contribution of each faculty member and participation of each stakeholder. The preparation and submission of First Self Study Report to the NAAC for assessment of the institution is also an illustration of participatory management. IQAC distributed the job of preparing SSR by allotting components among faculty members who have hard for months as a unit to get the institution through this process in a respectable manner.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	1. The admission policy of the institution is transparent and is carried out as per the University norms and government orders. 2. Any student belonging to region, caste, or gender is entitled to seek admission in the college provided he/she fulfils the requisite eligibility criteria. 3. Admission committee ensures that the online admission process is accomplished in stipulated time frame allotted by the recognizing university.
Industry Interaction / Collaboration	1. Departments are encouraged to suggest to BORS of the affiliating university to make their courses of study relevant to industry. 2. Lectures by domain experts are conducted. 3.

Departments have time to time collaborated with various govt. and non-govt. organizations for student field visits and laboratory tours1

Human Resource Management

1. To maximize the performance of employees various initiatives for implementing policies and processes of the Higher Education Department are taken by the college. 2. Participation of faculty members in Faculty development programmes (Conferences /seminars, etc) is ensured for their continuous development. 3. Faculty is involved in different committees for monitoring various functions of the college like discipline, admission, exams, etc. 4. The non-teaching staff are managed through the establishment section of the college by assigning them different ministerial works in consonance with their designation and technical know how. 5. The Local fund employees are kept under the disposal of Heads of various departments/sections for providing helping hand of diverse nature. 6. Recruitment is done by adopting proper procedure by JKPSK JKSSB

Library, ICT and Physical Infrastructure / Instrumentation

1. Automation of library is in process. 2. A computer browsing centre, with high speed internet facility is accessible to students. 3. Some classrooms are equipped with LED Panel boards, Some classrooms with LCD projectors. ? Well-equipped Physics, Chemistry, Zoology, Botany, and IT Labs are available for students. ? The college has sufficient no. of classrooms, laboratories, washrooms, and safe drinking water facility, Car Parking, Xerox facility, Canteen, Student Center, Staffrooms, and Girls' Common Room. ? Two new academic blocks one funded by JK Govt and one by World Bank are near completion and will augment the existing infrastructure of the institution. ? Outdoor and indoor sports facilities such as volleyball, cricket, football, table tennis, carom, chess, etc. are available. ? The campus is Wi-Fi enabled and under CCTV surveillance

Research and Development

1. College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions 2. Faculty are

	encouraged to participate and present research findings in scientific journals and conferences.
Examination and Evaluation	1. Examination and evaluation is done by the affiliating University. 2. Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination answer scripts. 3. The practical examination for science stream is conducted by examiners appointed by the college examination committee. 4. Examination committee is set to ensure smooth conduct of examinations. 5. In addition to regular semester examinations, Students are evaluated by assignments, class tests, Projects, Presentations.
Teaching and Learning	1. The college adheres to the academics calendar 2. Highly qualified and dedicated staff. 3. Conventional methods are aided with modern teaching pedagogy. 4. ICT usage for effective learning. 5. Best possible class rooms and labs are made available to students 6. Remedial classes for those in need. 7. Enriched library for faculty and students. 8. A well-established feedback mechanism has been put in place.
Curriculum Development	1. The faculty members from the institution are a part of BORS of the affiliating University which is involved in framing, restructuring and revision of syllabi of courses taught in the college. 2. IQAC and Academic committee looks into overall academic growth and quality improvement. 3. Work load distribution as per specialization of faculty members.

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

E-governance area	Details
Planning and Development	The college has adopted the strategy of GEM bidding. However normal tendering practice is also in vogue. The tenders, quotations and proposal for purchase of goods and services are routinely advertised in leading newspapers.
Administration	The College Principal circulates the administrative-academic orders-Notices-Directives on Official College WhatsApp Group and College official website. The students are informed, if

	required, through SMS service of the College
Finance and Accounts	The college has adopted the JKPAYSYS. The electronic transfer of salary to the employees is done directly through their bank account ensuring transparency, efficiency, and accountability in the Finance front. Almost all the purchasing is now promoted through GEM portal.
Student Admission and Support	The admission related news, admission procedures, information about the courses with learning outcomes and future prospects, faculty qualification details are easily accessed through a updated website. In addition to, other information such as the timetable, latest development in the college, student notices and deadlines, facilities provided by the college, student events are regularly being updated in the website to update students.
Examination	The college ensures that the website is being regularly updated to keep the students and faculty informed about the upcoming examination schedule for both theory as well as practical examinations.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Awareness on google classrooms	Nil	10/04/2018	10/04/2018	32	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course in contemporary studies JNU	1	31/12/2018	25/01/2019	24
81st General Orientation course	1	12/11/2018	13/12/2018	30
Workshop on Integrating content, technology and services to build Digital Library	1	24/10/2018	26/10/2018	03
Workshop on Flood management	1	08/07/2018	12/07/2018	05
78th General Orientation course	2	01/02/2018	01/03/2018	30
Training programme on Disaster preparedness	1	23/03/2018	24/03/2018	02
Workshop on Remote sensing and GIS	1	23/03/2018	24/03/2018	02
5th Jk Science Congress	1	27/03/2018	29/03/2018	03
Refresher course in Disaster Management	1	30/01/2019	21/02/2019	22
Refresher course in Disaster Management	1	01/02/2019	23/12/2019	23
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	53	9	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, NPS and Medical Insurance, SLI, medical leave and earned leave,maternity leave for female employees,paternity leave for male employees, Janta Insurance Policy, LOAN FACILITY, MEDICALREIMBURSEMENT,TA	GPF, NPS and Medical Insurance, SLI, medical leave and earned leave,maternity leave for female employees,paternity leave for male employees, Janta Insurance Policy, LOAN FACILITY, MEDICALREIMBURSEMENT,TA	Financial Aid/ PostMatric Scholarship, Poor Fund, Medical facility available. Exemption of Examination Fee for orphans and Physically Challenged Students by the affiliating University

6.4 – Financial Management and Resource Mobilization

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

Internal Audit is conducted by Audit Committee of the college constituted by the Principal for the academic session. The committee carries out a continuous examination of accounting, financial and other activities of the college in accordance with the financial regulations. As per systems in vogue, the external audit is supposed to be conducted by Accountant General's Office and JK Finance Department.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1JK BANK,.2. AARAFH FOODS and spices	35000	For conducting National Conference on climate change
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	College Academic committee
Administrative	No	Null	Yes	College advisory committee/IQAC

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

Though there is no formal parent teacher association at college level however Regular feedback and suggestions from parents are sought for overall development of the institution.

6.5.3 – Development programmes for support staff (at least three)

1. The college conducts annual training programme for laboratory staff to improve their skills 2. The college trains local fund employees for carrying

different daily chores. 3. The college organizes training programme for LFE on basic computer skill

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

1. The institute augmented ICT infrastructure for effective teaching learning.
2. The institute upgraded the existing browsing center. 3. Upgradation and Automation of library is in process. 4. Installation of optical based leased line

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Feedback from students	01/11/2018	01/11/2018	03/11/2018	100
2018	Conducted workshop on effective usage of ICT method of teaching for all Teaching faculty of College	01/03/2018	01/03/2019	01/03/2019	33
2018	Conducted one dayworkshop to introduce all faculty members into the new parameter set out by NAAC for Assessment	26/03/2018	26/03/2018	26/03/2018	32
2018	Counselling programmes/induction programme for new entrants	26/03/2018	30/03/2018	30/03/2018	500
2018	Class representatives to be nominated for each class so	02/04/2018	02/04/2018	02/04/2018	56

	that they can represent class and come out with problems				
2018	Awareness Program on use of Google classrooms	10/04/2018	10/04/2018	10/04/2018	32
2018	Preparation and Submission of IIQA and SSR to NAAC for 1st cycle assessment and subsequent accreditation of the institute	01/05/2018	01/05/2018	04/12/2018	12
2018	Create environmental awareness and discourage use of polythene among students and local community through the activities of NSS, etc.	01/07/2018	01/07/2018	06/10/2018	250

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Save the Girl Child	27/02/2018	27/02/2018	50	Nil
role and responsibilities of women in	12/05/2018	12/05/2018	240	10

Islam				
District badminton champion ship	07/07/2018	14/07/2018	100	Nil
Beti Bachao Beti Padao in collaboration with DFB, Ministry of I&B	17/07/2018	17/07/2018	200	4
InterhouseGIRLS badminton	08/08/2018	13/08/2018	50	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
The institution relies on AC power supply as and when required. To minimize electricity consumption, LED bulbs have been installed in all sections of college. Moreover the institution has shifted to renewable sources of electricity by installing some solar panels.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	5
Rest Rooms	Yes	300
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	01/01/2018	365	lending of play ground every evening	recreation	100
2018	Nil	1	11/03/2018	01	JKSET examinations	Easy accessible exam centre	521
2018	Nil	1	20/03/2018	01	Adoption of forest patch for afforestation	local plantation	45
2018	Nil	1	15/05/2018	01	Medical	Health	24

			018		Camp at Lehan Dajan, Sallar in Collaboration with BMO Sallar	check up of local populace	
2018	Nill	1	31/07/2018	01	Antipolythene drive at Primary school Lehandajan and village Lehandajan	polythene hazard awareness	45
2018	Nill	1	11/08/2018	01	Cleanliness Drive at Madrasat - Ul-Banaat Harnag and donation of pulses, mustard oil and vegetables	Cleanness and donation	40
2018	Nill	1	11/08/2018	01	Cleanliness Drive at Swami Awanteshwara Temple	cleanness	40
2018	1	Nill	03/09/2018	01	Lending of auditorium to JK MARAZ ADBI SANGAM	Showcasing for local talent	50
2018	1	1	16/09/2018	01	Competitive examination JKPS	easy access to exam centre	600
2018	1	Nill	04/12/2018	02	Laboratory visit organized for Govt. Higher Secondary School Mehand	Exposure of students to better facility	120

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Professional code for employees	01/01/2018	<p>GDC, BIJBEHARA has upheld and will continue to uphold the highest levels of ethics and integrity in all its affairs. A: Teachers Handbook 1. Teachers should handle the subjects assigned by the Head of the Department 2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same. 3. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them. 4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester. 5. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto. 6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students. 7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time. Punctuality and Attendance 1. Teachers must report in time to duty as per the working hours prescribed and</p>

should be available in the campus unless and otherwise they are assigned duties elsewhere. 2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. Permission for going out of the College shall not be given during the class hours. 3. Teachers should sign the attendance register while reporting for duty. 4. Teachers must be aware that their workload is 30 hours a week even though their maximum class hours are only 16 a week. 5. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time. 6. Teachers should remain in the campus till the end of the College hours.

B: Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)

2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean. 3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately. 4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end

		<p>of each semester and their signatures obtained. 5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached. 6. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m. Besides Above mentioned code of conduct, the employees of the college are governed by service rules of JK CIVIL SERVICE RULES.</p>
<p>College Student prospectus</p>	<p>01/01/2018</p>	<p>A: Students The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline: 1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for. 2. Entry of outsiders in the college without proper permission from the Principal is strictly prohibited. 3. Smoking/alcohol inside the college campus is strictly prohibited. 4. Students shall not be allowed to enter the college campus after 10:30 am and leave before 3:30 p.m. 5. It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the college. 6. Pursuant to the directive from the Hon'ble Supreme Court and endorsed by the Hon'ble</p>

High Court of JK, the UGC and the Higher Education Department, JK, ragging in the educational institutions has been banned under law and, therefore, any student found involved in ragging in the College will be dealt with under rules which can include even expulsion from the institution. 7. A student shall be allowed to appear in the examination only if he/ she has obtained at least 75 attendance in all the subjects. 8. Every student shall come to the college in proper uniform.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Extension Lecture on GST	27/03/2018	27/03/2018	50
Istiqbal-e-Ramadhan	17/05/2018	17/05/2018	200
Environmental week	05/06/2018	11/06/2018	200
Cleanliness is next to Godliness	01/08/2018	01/08/2019	200
Extension lecture on Economy of JK State	20/08/2018	20/08/2018	200
Teachers Day	24/09/2018	24/09/2018	200
Peace the way of Life	28/09/2018	29/09/2018	200

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

1. Celebration of weeklong Environment Awareness Programme every year
2. Switching gradually to Renewable sources of energy
3. Declaring campus No Polythene Zone
4. Initiating small scale water harvesting
5. Plantation drive in campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES: Teaching is a noble profession and all the practices attached to it are aimed at creating a desirable impact on the subject. Teachers are meant to inculcate the best values in the students by presenting themselves as the models. To identify the best practices in the college is a tough job as

mostly the institutions have to follow a set pattern and there is little scope of deviation from the norms. Still efforts are always made to devise ways and means to do something special and do it in a way that earns the Institution some distinction in the society. Some of our modest efforts in this regard which may be worth mentioning are as under: (I) Title of the programme: Financial Assistance for Admission in the College Objectives: Financial support to needy students with poor economic back ground. Context: The College since its establishment in this town with poor educational background is making serious efforts to benefit the weaker sections of the society by way of the making opportunities available to them for pursuing higher education. However, as the law of nature goes, because of financial constraints, some unfortunate students are not able to afford this luxury. As far as the practice of the Institution is concerned, a good number of such students are provided financial assistance by the Institution during their stay in the college. However, students are entitled to such assistance only after they are enrolled in the College for some course. Some distressed students often approach the college for some concession in the fees at the time of admission in the college. But as per the standing directives from Administrative Department no fee concession is permissible at the time of admission to any of the students. Practice: It is in this backdrop, that the staff of this college took it as its moral responsibility to ensure that no student is denied the chance to fulfill his/her dream of higher education for want of resources required for admission. As such, the teachers in the college started a novel practice to make a contribution from their pockets to provide financial assistance to such marginalized students so that they can fulfill their dream to march towards the acquisition of knowledge. Ensuring that the self respect of beneficiaries is not hurt, one of the senior faculty members of the college, has been requested to exercise complete authority to accommodate such students by debit to the pooled resources by the staff and to ensure that the name of the beneficiary is not divulged in any manner so that the self esteem of the beneficiary is not hurt. Moreover, in order to ensure their seriousness in studies only a part of the fees is provided from the pool and a portion of it is left to the student to manage. But care is always taken that money should never become a reason for any of the students to be unable to seek admission to the college. We realize that this a modest effort on part of the institution towards this social cause, however this is a humble beginning which may lay foundation for a good philanthropic exercise in the college and exfoliate in financial numbers. Evidence of success: The number of students who have benefitted from this initiative since the inception of this practice has reached 44. (II) Title of the programme: Adoption of a local school for mentoring Objectives: Extension of improved facilities to School students of local community Context: The College not only confines its role to impart education to its students but also tries to bring forth the hampering issues faced them during early phases of their education. During the counselling sessions with enrolled students, what often came forth is that most of the students are first generation learners of their respective localities and the schools they earlier were part of lacked basic facilities. Practice: The College as part of its social responsibility has adopted a feeding Higher Secondary School (HSS Mahind) located in a far-flung and down trodden area lacking basic facilities with the aim of providing logistic, sports and laboratory facilities to its students so that some sort of yearning is aroused in their minds regarding their future plans of education. The college with an aim to act as mentor for the adopted school provides stage to these young students to improve their curricular and co-curricular skills by familiarizing them with novel and advanced methods by keeping our labs and sports facilities available to them on specific days. The students are invited to participate in our debates and seminars and conduct participate in regular friendly matches with our students in the college campus itself. Availability of college science labs was worked out and conveyed to them so that students

could come and visit our labs and get acquainted with the basics of Science practical. The practice of participation of their students in our various co-curricular programmes including their visit to labs is still continuing and has been applauded by school authorities. Evidence of success: The continuance of the practice is a success in itself and students are getting benefitted out of it. Problems encountered: 1. Lack of transport facility in the school is a problem. 2. Sparing students during working hours seems to be a problem with the school

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

<http://gdcbijbehara.edu.in/Main/ViewPage.aspx?Page=BestPractices>

7.3 – Institutional Distinctiveness

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

Govt Degree College Bijbehara is an institute with a vision "strive to produce competent human resource for various sectors through effective teaching learning and development" and Mission "strive towards providing quality education in various branches of knowledge for creating an integrated social fabric and strive to develop better moral values among the youth aimed at building a strong and viable society through effective involvement of the stake holders" since with limited resources and facilities the college is struggling to achieve its goal. With the passage of time at this point we feel that the college has been successful in realizing its mission to a considerable extent. Starting in 2006-2007 with a rather meagre enrolment of just 41 students which has now gone above 3000 mark. The Students enrolled in this belong to families of first generation learners. Our institution is committed to impart quality education to students so as to foster their development by providing knowledge and skill to enable them to face the global challenges. The college offers various programmes under Bachelor of Arts and Bachelor of Science. Our focus is to serve students of different backgrounds and abilities, through effective teaching-learning pedagogy. The interactive and participative, information and communication technique (ICT) based approaches have been used. Students are given the wide option for choosing elective papers that address cross-cutting issues. Workshops for Students are organized on regular basis to provide them additional knowledge/information thereby widening their horizon. The Industrial visits, field/study trips are conducted to give exposure to our students. The Guest Lectures, Presentations and Exhibitions are organized on topics encompassing global importance. The Students are encouraged by providing proper guidance to participate in Intra and Inter-collegiate co-curricular/extracurricular activities enabling them to enrich their knowledge. The Students are provided ample opportunities to participate in Sports events for their overall development. The N.S.S. unit has conducts a number of extension and outreach activities which help the students to inculcate social responsibilities and values in order to transform them in to good citizens. Moreover, keeping in mind the surrounding areas being hot beds of Cannabis (Bhang) cultivation which is sometimes referred as "Bhang Bowl of Anantnag", special awareness drug de-addiction programmes are organized so as to keep students at bay from indulging in this immoral practice which has far reaching evil consequences on the society in general and the addicts in particular.

Provide the weblink of the institution

http://gdcbijbehara.edu.in/Main/ViewPage.aspx?Page=Institutional_Distinctiveness

8.Future Plans of Actions for Next Academic Year

1. The institute plans to improve basic amenities in the campus. 2. To augment and improve existing ICT facilities. 3. The institute plans to upgrade library, enrich book collection and expedite process of library automation. 4. Introduction of more Add-on courses for the benefit of the students • 5. To increase use of ICT enabled teaching methods to make teaching learning more effective. 6. To provide remedial coaching to academically weak students. 7. To arrange local and short excursion tours. 8. The institute will as per practice in vogue undertake various environment awareness activities 9. The institute will submit proposal for switching towards renewable sources of energy. 10. The institute will conduct more gender sensitive programmes as well as will rope in NSS wing to carry out programmes on Aids Awareness, Drug abuse etc, 11. The institute plans to carry out several outreach programmes through NSS and Red Ribbon club. 12. The institute intends to organise career guidance programmes 13. Submission of data to AISHE, NIRF and NAAC- AQAR 14. Feedback form issuance and collection by IQAC