



Govt. Degree College Sopore Kashmir-193201

Website: www.gdcsopore.ac.in

e-mail: soporecollege@gmail.com

Annual Quality Assurance Report (AQAR)

2011-12



Submitted

To

**National Assessment and Accreditation Council
(NAAC)
Bangalore**

BY

**Prof.(Dr.) Mushtaq Ahmad Lone
Principal**

Govt. Degree College Sopore

I. Details of the Institution

1.1 Name of the Institution	Govt. Degree College Sopore
1.2 Address Line 1	Sopore
Address Line 2	District: Baramulla
City/Town	Sopore
State	Jammu & Kashmir
Pin Code	193201
Institution e-mail address	soporecollege@gmail.com
Contact Nos.	9419039720
Name of the Head of the Institution:	Prof. Nasreen Malik
Tel. No. with STD Code:	01954222262
Mobile:	9419039720
Name of the IQAC Co-ordinator:	Mr. A.M.Chalkoo

Mobile:

9419719815

IQAC e-mail address:

amchalkoo@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

JKCOGN12551

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/38/037 dated. 02-02-2006

1.5 Website address:

www.soporecollege.com

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.95	2006	Till Feb, 2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

04-04-2004

1.8 AQAR for the year

2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central emed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Kashmir, Hazratbal,
Srinagar

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

UGC-CE

NO

UGC-Special Assistance Programme

NO

NO

UGC-Innovative PG programmes

NO

(specify)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

Nil

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and

02

Community representatives

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Level Total Nos. International National State Institution

(ii) Themes

1. Symposium on Female Feticides
2. Workshop on Disaster Management
3. Debate on "Human need to be Humane".

2.14 Significant Activities and contributions made by IQAC

2.15

The IQAC of the college in collaboration with NSS Units organized events as detailed below:

- Symposium on Female Feticides.
- Workshop on Disaster Management.
- Debate on "Human need to be Humane".
- Extension Lecture in the Department of Botany.
- Guest Lecture on Disaster Management.
- Blood Donation Camp.
- Teachers day Celebration.
- Aids Awareness Programme.
- Interactive session with students.
- World Arbor Day.

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2011-12.

Plan of Action	Achievements
1. Academic Audit of Teachers.	Executed
2. Work audit of non-teaching members	Executed

* Attach the Academic Calendar of the year as Annexure A

(Annexure A)

College Calendar

Months	Activities of the Month	Months	Activities of the Month
JANUARY	<ul style="list-style-type: none"> ▪ Vacation 	July	<ul style="list-style-type: none"> ▪ Picnic/Excursion ▪ World Population Day ▪ Science Quiz ▪ Field Trip of Environmental Studies ▪ Flower Show ▪ Science Model/Chart Exhibition ▪ IQAC Review Meet ▪ Subject Tours
FEBRUARY	<ul style="list-style-type: none"> ▪ Admission Career Counseling ▪ Staff Council Meet ▪ Conduct of UGC Sponsored Remedial Classes for SC/ST/OBC/Non Creamy layer and general category students ▪ International Women Day ▪ IQAC Review meet 	August	<ul style="list-style-type: none"> ▪ Health Week /Botany subject tour ▪ Zoology Subject Tour ▪ History Subject Tour ▪ Hostel Picnic ▪ Inter-College Debate
MARCH	<ul style="list-style-type: none"> ▪ Re-opening of the college ▪ Staff Council Meet ▪ Commencement of U.G. Class work ▪ International Women Day ▪ Admission Process for 2nd & 3rd year ▪ IQAC Review ▪ World Arbor Day 	September	<ul style="list-style-type: none"> ▪ Students Council meet ▪ Book Exhibition ▪ Sports Day ▪ Farewell to outgoing students ▪ Teachers Day ▪ Internal Practical Examination ▪ Annual Day ▪ Distribution of Scholarships ▪ Seminar on significance of fasting
APRIL	<ul style="list-style-type: none"> ▪ Enrolment of NSS Volunteers ▪ Enrolment of NCC Volunteers ▪ Parents Meet of 1st year (Arts) ▪ Election of students Council ▪ Iqbal Day/Student Council Meet ▪ World Health Day ▪ Seerat Conference 	October	<ul style="list-style-type: none"> ▪ External Practical Examination ▪ Commencement of University Examination

May	<ul style="list-style-type: none"> ▪ Cycle Race ▪ Interclass debate ▪ Parents meet(Hoteliers) ▪ Road Race ▪ College Alumni meet ▪ Talent show ▪ Mehil-e-mushiara ▪ Tug of war 	November	<ul style="list-style-type: none"> ▪ Extension Lectures ▪ Fiaz Ahmad Faiz Day ▪ University Examination (2nd & 3rd) year
June	<ul style="list-style-type: none"> ▪ Cricket/Badminton/T.T ▪ Observance of World Environment Day ▪ Painting Competition ▪ Campus cleaning drive ▪ Essay competition ▪ IGNOU Examinations ▪ Extension Lecturers 	December	<ul style="list-style-type: none"> ▪ World Disabled Day ▪ Extension Lectures ▪ Staff get-together ▪ Staff Council Meet ▪ IGNOU Examination ▪ YoumiMehjoor ▪ Alamdar Dar ▪ Youmi Rahim, Sahib

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate y other body Staff Council

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	04			2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04			02
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

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

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

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

N/A

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

Statistics Subject was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Contractual Lectures)
92	15	06	01	70

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	70								70

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

70

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

Departments like Botany, Zoology, Physics make use of LCD Projector s, Smart boards, e-contents in teaching learning process.

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 05

2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc	1262	0	40	20	12	72
B.A	3820	0	35	15	21	71
B.Com	422	0	25	30	23	78
BBA	65	0	10	17	03	30

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

- IQAC of the college ensure that most of the departments are equipped with modern teaching learning gadgets like LCD Projectors, Laptops, Power backup, broadband connectivity, installation of marker boards and adequate and efficient use of smart boards to improve Teaching & Learning processes. The teachers are advised to focus on student assignments, class room presentations, tutorials.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>

Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	1 (Botany)
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	04	0	0
Technical Staff	01	04	0	2

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC of the college motivate faculty members to pursue Ph.D Programme under FIP Scheme of UGC. Besides the faculty members are encouraged to submit Minor Research Projects to UGC. Three faculty members i.e. two faculty members from zoology and one from physics have applied for FIP Programme for pursuit of Ph.D /M.Phil Course.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications: N/A

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

3.5 Details on Impact factor of publications: N/A

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: N/A

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published :*N/A*

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from :*N/A*

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

3.9 For colleges :*N/A* Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution : *N/A*

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: *N/A*

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:*N/A*

From funding agency Management of University/College

Total

3.16 No. of patents received this year: *N/A*

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: *N/A*

Total	International	National	State	University	Dist	College

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): *N/A*

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS: *N/A*

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

3.24 No. of Awards won in NCC: *N/A*

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

3.25 No. of Extension activities organized :

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

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

- World Arbor Day
- Career Counselling
- World Book Day
- Interactive Session
- Seerat Conference
- Symposium on Female Feticides
- Blood Donation Camp
- Aids Awareness programme by Red Ribbon Club, J&K.
- Disaster Management Programme.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	111.3 Kanals			111.3 Kanals
Class rooms	30	11	UGC & Administrative Deptt. Of Higher Education	41
Laboratories	18		State Govt.	18
Seminar Halls	02		--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--		---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	--	----	---	5.50 lacs
Others				

4.2 Computerization of administration and library:

Computerization/Digitization of Library under process.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18610		589	246769	19199	
Reference Books	10162		84		10246	
e-Books						
Journals	05	1000	01	200	06	1200
e-Journals						

Digital Database							
CD & Video							
Others (specify)							

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	02	Yes	---	01 (IT)	01	03	
Added								
Total	70	02	Yes	----	01 (IT)	01	03	

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

- Online students registration facility in the IT Centre of college.
- Networking in administrative block under process.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total :	<input type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Proposal Submitted for :

- Automation of college library and barcoding of books to facilitate surfing of books.
- Up-gradation of boys/girls canteen.
- Construction of Green House in the Botanical Garden.
- Construction of additional water points.
- Fixing of floor tiles in the labs.
- Construction of basketball court.

5.2 Efforts made by the institution for tracking the progression

- Feedback from Students.
- Student counseling.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4101	0	0	0

(b) No. of students outside the state

N/A

(c) No. of international students

N/A

No	%

 Men

No	%

 Women

Last Year 2010-11						This Year- 2011-12					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5534	60	30	70	03	166	4101	50	70	110	15	235

Demand ratio:1:1:5 Dropout: 05%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The College Conducted UGC Sponsored Free Remedial coaching classes of SC/ST/OBC/ Non-Creamy layer and General Category students.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations:N/A

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career Counselling Cell of the College organized counselling session for students to educate them about career options in Govt., Private & research institutes Sector.

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

--	--	--	--

5.8 Details of gender sensitization programmes

- Awareness Programme for girl students being organized by female faculty members.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	852	901925
Financial support from government	08	41700
Financial support from other sources	7	11662
Number of students who received International/ National recognitions	-----	-----

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Non- availability of water points.
- Non-availability of ceiling fans in class rooms

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

▪ **Vision:**

“To reform educational spectrum and revitalize its spirit by providing quality education resulting in the development of competent and conscientious human resource to face the emerging challenges at global level”.

▪ **Mission:**

- ✓ To facilitate advance scholarship by offering innovative programmes.
- ✓ To develop academic excellence by building competence for community service.
- ✓ To empower stakeholders by exploring their hidden potential.
- ✓ To foster independent thinking in students by offering academic atmosphere congenial for metamorphosis of a novice into seer and sage.
- ✓ To, ensure safety of heritage, culture and environment by creating awareness amongst the clientele.

6.2 Does the Institution has a management Information System

N/A

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

6.3.1 Curriculum Development

Five faculty members nominated as members of Board of Undergraduate Studies.

6.3.2 Teaching and Learning

IQAC of the College formulates schedule of IQAC visit to various teaching department to apprise them about innovative teaching learning techniques. The faculty members are impressed to make adequate use of ICT facilities like LCD Projectors, Smart Class room, power point presentations and involvement of students in class room presentations, assignments.

6.3.3 Examination and Evaluation

1. Assignments to students
2. Internal/External Practical examination.

6.3.4 Research and Development

Faculty members are motivated to pursue Ph.D Programme under FIP Scheme of UGC and to submit Minor/Major Research projects to UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Broad band connectivity to most of the departments.

6.3.6 Human Resource Management

Faculty members besides their routine class work are involved in different college committees.

6.3.7 Faculty and Staff recruitment

Depends on government policy
But college furnishes list of faculty to Nodal College on need basis.

6.3.8 Industry Interaction / Collaboration

Industry interaction is maintained through deputation of students for subject tours to get first-hand information about practical component.

6.3.9 Admission of Students

Strictly as per criteria laid down by affiliating university.

Teaching	
Non-teaching	
Students	

6.4 Welfare schemes for

- Leave is allowed for faculty to pursue M.Phil. /Ph.D. for a period of 1 and 2 years respectively.
- All faculty & Non-Teaching members are placed on a scale after a satisfactory completion of probation period of two years with approval from administrative department.
- Every year a tour is arranged for the Teaching & Non-Teaching Staff.
- Festival money is sanctioned by Principal to local fund employees on demand basis.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External	Internal
------------	----------	----------

	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Auditor from Govt.	Yes	College (Through Feedback System)
Administrative	Yes	Administrative Dept. Of Govt.	Yes	College

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

- Symposium on Female Feticides.
- Workshop on Disaster Management.
- Debate on “Human need to be Humane”.
- Extension Lecture in the Department of Botany.
- Guest Lecture on Disaster Management.
- Blood Donation Camp.
- Teachers day Celebration.
- Aids Awareness Programme.
- Interactive session with students.

6.12 Activities and support from the Parent – Teacher Association

On Eve of Parent-Teacher meetings, feedback is obtained from parents of college students and necessary measures are taken.

6.13 Development programmes for support staff

College facilitates deputation of Lab. Staff for undergoing laboratory Training Course.

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

- Strictly ban imposed on polythene bags.
- Installation of Dustbins at various locations in the campus.
- Plantation covers over entire college campus.
- Underground drainage system, soakage pits and septic tanks.
- Installation of CFL Bulbs.

Criterion – VII

7. Innovations and Best Practices

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

- Introduction of Feedback system from parents, Alumni.
- Campus Placement Drives.

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

- Placement drives facilitated periodically.
- Feedback proforma designed by IQAC and distributed among a students and necessary measures taken.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- To obtain feedback from all stakeholders (Students, Teachers, Alumni, Civil Society, former faculty).
- Social Service Activities.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

Annexure D

BestPractice-I

1. TitleofthePractice :

- To Obtain feedback from all stakeholders (Students, Teachers, Alumni, Civil Society, former faculty).

2. Goal

- The Goal is to achieve our Vision, Mission and Quality policy by involving Student Representatives and other stakeholders in all our endeavors.

3. TheContext

- Multiple programs, expectation of all stakeholders and technology options make management of higher education sites a major challenge. The college endeavors to extend all possible support to students by providing quality education and other allied infrastructural facilities. Designing of feedback proforma with regard to various academic, student centric and infrastructural parameters has been undertaken. The said proforma is made available to students at other stakeholders with an aim to plug-in all the deficiencies and to make institution a centre of par excellence.

4. ThePractice

- It was felt time and again from various corners that most of the faculty members in the college work on academic arrangement bases for a period of one year or more as desired by Nodal College designated by administrative department. Further the students time and again come up with grievances with regard to non-availability of some student centric facilities like separate canteen facility for boys and girls, lack of stationary shop, library automation system. It was decided in the staff council meeting that IQAC of the college be entrusted to design a feedback proforma containing all the academic, student centric and infrastructural parameters and their ratings. A committee was constituted to ensure a distribution of feedback proforma within each class. Every student was acquainted with method of filling the information purely on the basis of their own observation. The feedback is being evaluated periodically. The said feedback proforma is also available on college website (www.gdcsopore.com).

5. EvidenceofSuccess

- After obtaining feedback proforma from college students the deficiency with regard to providing of adequate and up-to-date canteen facility, library facility, stationary shop was observed. The principal of the college convene special meeting of college development, canteen, library and IQAC committees to obtain suggestions from faculty members. After a brain storming session the following initiatives were undertaken:-

- ✓ The canteen facility be provided separately for boys and girls. Up-gradation by way of fixing of floor tiles, pantry, furniture was undertaken.
- ✓ Tenders were floated for purchase of computers/server/UPS and hiring of services for barcoding of books. The automation of library was accomplished.
- ✓ The process for establishment of stationary section is on.

6. **Problems Encountered and Resources Required**

- Initially there were hurdles with regard to non-availability of funds. The college submitted a detailed proposal to administrative department with regard to up-gradation of canteen, library. On eve of maiden visit by Hon'ble Minister for Higher Education, the issue was discussed. Accordingly the college received adequate grant and work on up-gradation of canteen, library was completed and the facility was inaugurated by the Hon'ble Minister.

Best Practice-II

1. **Title of the Practice :**

- Social Service Activities

2. **Goal**

- The Goal is to achieve our Vision, Mission policy of academic excellence by building competence for community service.

3. **The Context**

- Realizing the need of community service the college has three operational units of National Service Schemes (NSS) Units sponsored by Ministry of Youth Services & Sports. There has been growing awareness of the desirability of involving students in National Service. The motto of NSS is "**NOT ME BUT YOU**" this expresses the essence of democratic living and upholds the need for selfless service and appreciation of the other man's point of understanding that the welfare of an individual is ultimately dependent on the welfare of the society as a whole. The

organizational and administrative arrangements for NSS at college level include implementation of NSS Schemes by active participation of students and advisory committee for NSS.

4. The Practice

- Implementation of NSS at the college level involves active participation of the Principal of the college, advisory committee for NSS, Programme Officer/s, other community leader/s, Govt. Non-govt. agencies/departments(like NYK), local institutions and other beneficiaries.

Principal: The overall function of the principal is to ensure smooth functioning of NSS units in his college, select suitable NSS Programme Officer/s, guide/plan NSS activities with the help of the Programme Officer/s, to constitute NSS advisory committee and hold meetings with them at least once in three months, to monitor programmes and to ensure maintenance of records/accounts and to depute Programme Officer/s for training /orientation courses.

Programme Officer: The overall function of P.O is to help students plan, implement and evaluate the activities of the unit under his charge and give proper guidance and direction to the students and other members of the college community. By and large P.O plays the role of an organizer, an educator, a coordinator, a supervisor, an administrator and a public relation person to improve the quality and magnitude of NSS Programmes in the college.

NSS Volunteer: A student enrolled in the scheme is called NSS volunteer. A volunteer should put in at least 120hrs. of social work in one year for a continuous period of two years i.e. 240hrs in two years.

NSS Certificate: An NSS volunteer completing 240hrs of regular social work is entitled to a certificate.

NSS Units of our college: as on date college has three NSS units with two

units for boys and one for girls each with a strength of 100 volunteers. The three units are supervised by NSS Programme Officers who organize various social activities during academic session.

The NSS units have been organizing following events:-

1. World Arbor Day
2. World Book Day
3. World Health Day
4. World No Tobacco Day
5. World Environment Day
6. World Blood Donation Day
7. World Teachers Day
8. World No TB Day
9. Seminars and debates on social issues.

5. Evidence of Success

- On eve of World Arbor Day saplings of conifers and perennial ornamentals are planted annually over the entire area of college campus. The activity has improved the aesthetic look of the college. The botanical garden is enriched every year on eve of plantation day with saplings of tulip trees, roses, conifers etc.
- Organization of blood donation camps has been a continuous process in the college and students from different streams actively come forward for donation of blood on voluntary basis. The blood bank of district and sub-district hospital has time and again acknowledged and appreciated the efforts of college.
- On eve of World No Tobacco Day and World TB Day the NSS Units of the College in collaboration with Hakim Sonallah Hospital Sopore and District Tb Hospital Sopore organize awareness/sensitization programmes in the college auditorium.

6. Problems Encountered and Resources Required

- The NSS units does not come across any hurdle with regard to conduct of social services activities and availability of resources. The collaborating

agencies/departments like Social Forestry Division, Zonal Office of J&K Bank, District Administration extend full support with regard to availability plant material on eve of World Arbor Day. Administration at District and Sub-district Hospital extend support with regard to availability of paramedical staff and medical officers on eve of Blood Donation camps. District TB Officer Sopore arranges resource persons on eve of awareness programmes on prevention of TB disease. Above all Principal of the college, NSS advisory committee, faculty members contribute immensely towards conduct of NSS activities.

7.4 Contribution to environmental awareness / protection

- Green Campus by way of extensive plantation cover.
- Installation of CFL Tubes and bulbs instead of conventional bulbs.
- Underground drainage system, soakage and septic tanks to ensure charging of ground water table and above all to mitigate water pollution.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The college with State-of-Art Auditorium/Conference Hall.
- Some Faculty members engaged with development and production of UGC Sponsored e-content under NME-ICT Mission of MHRD.

8.Plans of institution for next year

- Smart class room to be made operational.
- Science labs. To be upgraded by way of fixing of ceramic tiles, drainage system in departments to be renovated.

Name: A.M. Chalkoo

Name: Prof. Nasreen Malik

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
