



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GOVERNMENT MAULANA AZAD MEMORIAL COLLEGE JAMMU
• Name of the Head of the institution	Prof. Gurdev Singh Rakwal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01912453497
• Mobile No:	9419139015
• Registered e-mail	mamcollege1954@rediffmail.com
• Alternate e-mail	iqacmamcollege1954@gmail.com
• Address	Dr. B. R. Ambedkar Road, Opposite University of Jammu
• City/Town	Jammu
• State/UT	Jammu & Kashmir
• Pin Code	180006
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Cluster University of Jammu				
• Name of the IQAC Coordinator	Prof Neeraj Sharma				
• Phone No.	01912460137				
• Alternate phone No.	01912460137				
• Mobile	9419206393				
• IQAC e-mail address	iqacmamcollege1954@gmail.com				
• Alternate e-mail address	profneerajsharma@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mamcollegejammu.in">https://mamcollegejammu.in</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.90	2004	03/05/2004	02/05/2009
Cycle 2	B	2.85	2012	05/07/2012	04/07/2017
<b>6.Date of Establishment of IQAC</b>			01/01/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Govt. Maulana Azad Memorial College	Annual Budget	UT Government	2020-365	191755300	
Govt. Maulana Azad Memorial College	Capex Budget	UT Government	2020-365	51577000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	
<b>9.No. of IQAC meetings held during the year</b>	<b>14</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1. Meetings of IQAC 2. Participation in AISHE 3. All the departments were encouraged to conduct seminars, workshops, conferences, etc. 4. All the staff was encouraged to attend seminars, workshops, conferences, refreshers and orientation courses. 5. Students were encouraged for higher studies to get admissions in different universities.</p>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
Faculty to be encourage for using online teaching/learning platforms	Faculty was beforehand prepared to shift from offline mode teaching to online.
Faculty to be encouraged to contribute in the e-content development	E-content generated under the guidance of Higher Education department
Youth Exchange programs to be observed under NCC & NSS	Students were selected in RD Parade
CCTV to be installed to beefup the security of the institution	Campus is now fully secured
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
to be submitted (Proposed date)	27/12/2021

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>563</b>
<b>2.Student</b>	
2.1 Number of students during the year	<b>3933</b>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>929</b>
2.3 Number of outgoing/ final year students during the year	<b>1702</b>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>74</b>
3.2 Number of Sanctioned posts during the year	<b>76</b>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>29</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>268</b>
4.3 Total number of computers on campus for academic purposes	<b>110</b>

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Govt. MAM College envisages itself to grow as a centre of generating intellectual assets. The institution seeks to develop and employ various plans for effective implementation of the curriculum in which first step is taken in the beginning of academic year. At the very outset of the session, Academic calendar is prepared enclosing the information about class work, internal assessment tests and semester examinations etc. For the smooth and effective classroom working time tables are prepared for the various programmes and courses of UG and PG level. Allocation of lectures of the subjects is planned according to the UGC norms and regulations. All the heads of teaching departments are members of their respective board of studies at Cluster University of Jammu. They attend the meeting and

contribute in the up-gradation of syllabus and curriculum. To keep abreast with the new innovation, researches and skills in the various fields our faculty is also encouraged to participate in seminars, workshops, refresher courses, general orientation courses, faculty development programmes etc. This enhances their knowledge and implementation the same in their subject delivery and curriculum in a more effective way. The subject teachers regularly arrange study tours, field visits, and practical sessions for enhancing their fundamental concepts of knowledge of the respective subjects. The departments used modern teaching aids for effective delivery of curriculum. Class tests and internal examination are conducted in order to assess the understanding level of students. Remedial classes and periodic tutorial are conducted for weak students. The transparency in examination is maintained by the college. The college provides all necessary infrastructural facilities to our teaching staff such as audio-visual hall, language lab, reference books in the library, access to e-books through National Digital Library etc. Which help them in their routine teaching of curriculum. A formal feedback is received from students, parents alumni through questionnaire and is given due importance in defining and designing of course outcomes. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://clujammu.ac.in/academic_calander.php">https://clujammu.ac.in/academic_calander.php</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

According to the exam schedule of the Cluster University of Jammu, the college adjusts the academic calendar for the minor and major examination. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, evaluation, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays.

The college follows its academic calendar for conducting internal examinations. In a true sense, continuous internal evaluation of the students is made by conducting tutorials, surprise tests, unit test are included in the academic calendar and they are implemented at the end of the semester. The examination committee works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. Only the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

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

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

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

60

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

60

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

## 1.3 - Curriculum Enrichment

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

The college has been working for the overall development of the



students. The vision, mission and core values of the college speak volume about the cross-cutting issues. The cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc., find a plenty space when it comes to applying them positively into the curriculum. The college teachers engage the students in various activities through expert lectures via N.S.S programmes. We believe in maintaining healthy environment for all its students.

## Gender

All the U.G. Courses in humanities e.g. Sociology, Education, English have the component related to Gender studies and Gender sensitization. Various awareness programmes have been organised by various departments and committees from time to time to sensitize and illuminate gender-based prejudice regarding ability of women and men including attitude towards women in leadership positions. There are various committees which take care of these issues such as:

### 1. CASH (Committee Against Sexual Harassment):

We have CASH committee in the college and we are proud to state that no major incident of sexual harassment of female students has been reported during the last five years in the college campus. This cell remains active and frequently interacts with students at regular intervals to identify and redress any grievances in this regard.

### 2. Anti- Ragging Committee:

As mandated by the guidelines of UGC, J&K Govt. and the University, an Anti- Ragging Committee has been constituted in the college to handle the issues regarding ragging. The names of the committee members along with their mobile numbers are displayed at different parts of the campus. Any student can submit a complaint without disclosing his/her identity in case of any such incident. No incidents of ragging have been reported in last many years.

### 3. Discipline Committee:

A discipline committee is constituted at the start of every academic session. The committee is mandated to monitor and supervise all matters regarding discipline. All matters of indiscipline are discussed and complaints of students are redressed to their satisfaction. Students indulging in acts of indiscipline are counselled, rebuked, admonished, whatever required.

## Human Values and Professional Ethics

Values help us to create the future we want to experience. The courses of humanities and social sciences like English, Education, Sociology etc. teaches the different pedagogies, methods or programmes in order to create learning experiences for students when it comes to value questions. Soft values of life are taught to students like;

(a) Right Conduct: Respect for parents, respect for teachers, honesty, good manners, regard for duty, sincerity.

(b) Peace: Humility, simplicity, equanimity, tolerance, patience, satisfaction, discipline, charity.

(c) Love: Gentleness, compassion, forgiveness, gratitude, kindness, caring for others, friendliness. Without these values, the world would become barbaric and chaotic. Impetus has also been given to development studies, unity and integrity of nation. The college NSS unit is actively working to instill all these values in students by various activities and programmes.

The college also conducts frequently various programmes on Human Rights to create awareness among the students like Swachh Bharath Abhiyan, Tree Plantation, Health Awareness Programmes etc.

Good Ethics is a fundamental requirement of any profession. Ethics is a system of moral principles governing the appropriate conduct of a person. The subject like BBA helps the students to improve their personal and corporate behaviour by enhancing their knowledge and skills and teach them how to implement the same in the service of public.

## Environment and Sustainability

Environmental Studies is an interdisciplinary course. The course is offered as a mandatory course for all the U.G programs. The course includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity, perils of environmental pollution and raising awareness on environmental and social issues.

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

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

743

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students  
Teachers Employers Alumni

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mamcollegejammu.in/admin_panel/files/12202114024266.pdf">https://mamcollegejammu.in/admin_panel/files/12202114024266.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

1182

##### 2.1.1.1 - Number of sanctioned seats during the year

1558

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

371

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

**METRIC 2.2.1**

*The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners*

Identification of Advanced and Slow learners: To identify advanced and slow learners, we conduct "student induction" programme. Through this event students are introduced with teaching-learning and evaluation program, college discipline, various academic and other schemes along with development and achievements of the college and students support services. As early as possible, we identify slow and advanced learners amongst the students through class-room discussion, question and answer method, by considering their subject knowledge and previous year's performance. After the completion of 20% part of their syllabi, a minor test is conducted to further assess the performance of the students in the current semester. The performance of the students helps in identifying the slow and advanced learners.

Strategies for improvement of slow learners: Special care is taken for the academically weak students. The following strategies are adopted for their improvement:

- Academic and personal counselling are given to the slow learners by the tutor, mentor and the counseling cell. The teachers assess the nature of their problems and then motivates them in a friendly way to reach their academic goals. Appropriate counselling with additional teaching, eventually helps to attend classes regularly.
- Group Study System is also encouraged with the help of the

advanced learners.

- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding
- Provision of simple and standard lecture notes/course materials
- Poor performance due to frequent absenteeism is dealt by calling and sending SMS to students or even their parents, if needed. Appropriate counselling with additional teaching, eventually helps students to attend classes regularly.
- Problem solving sessions and additional tutorials are conducted for students.
- The students are also suggested extra books from the college library.
- From the year 2020 onwards, e-content has been provided for the students so that every student even the slow learners can have access to organized and relevant material.
- To improve the confidence level of the students, confidence building lectures are arranged. Some faculty members guide the students personally and encourage them to discuss their problems.
- Extra time is allotted to slow learners to complete tasks such as reading, problem solving, and analysis of the experiment. More attention is given towards slow learners for their academic improvement.
- Extra classes are organized to clarify doubts and re-explaining of critical topics for improving performance. Remedial classes are also organized to clarify doubts, re-explaining of critical topics for improving performance. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up with their peers. Generally, one teacher is assigned for each batch to provide additional details on the important topics, to improve their subjective knowledge and to provide counselling for personal problems Slow learners who are not able to manage with the teaching in regular classes, are assisted through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning.

With the help of such programs, slow learners have showed a tremendous improvement in the academic activities and university examination. Also, the motivation level among the slow learners improved a lot through these kind of programs and they felt competent and self-confident to face the exams. Consequently, the

drop out ratio of the students at each semester has reduced considerably.

Strategies Adopted for Improvement of Advanced Learners:- Quick learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge, concept understanding and articulation abilities etc., Advanced learners are provided several opportunities to develop their knowledge and skills. The Institute promotes independent learning that contributes to their academic and personal growth in the following ways:

- Coaching is given in Skill Development Programme like Communicative English, Soft Skills and Personality Development and Computer Certificate Programs like CCNA.
- Advanced learners are encouraged to enroll in MOOC Courses - Swayam, EdX .
- Provision of additional learning and reference material
- Assignment and Student Seminars/webinars on contemporary topics to enable them for placement
- Advanced Learners are provided coaching classes for competitive exams in collaboration with universities and other agencies like Universal Education Bangalore.
- Students are encouraged to participate in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges.
- Students representing the college in various inter-collegiate meets are provided with the benefit of retest.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- The academic achievements of the students are extremely motivated and highly praised by the College by giving merit scholarships etc
- The college organizes guest lectures of eminent persons, students' seminar, and project to inspire and motivate advanced learners.

File Description	Documents
Link for additional Information	<a href="https://mamcollegejammu.in/news.aspx">https://mamcollegejammu.in/news.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3933	74

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

## 2.3 - Teaching- Learning Process

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

The Govt MAM College practices a teaching methodology which focuses on imparting education through a student centric approach. The learning becomes more experiential, participatory and socialistic by organizing activities like group discussions, poster making, field visits, debates, quiz, assignments, seminars, project writing, exhibitions, poetry recitation and power point presentation. The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. Institution is on its path to bring overall development of students. These activities not only provide opportunity for participatory learning but also provide experiences for making them responsible citizens.

Interactive method:

This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. The faculty members make learning interactive with



students by motivating student participation in group discussion after the end of each topic taught, power point presentation by students role-play, subject quiz, discussion and questions and answers related to course topics. Students are encouraged to reflect and analyse by eliciting responses to the subject under discussion. Discussions and debates on contemporary issues are encouraged and students get an opportunity to express and air their views apart from learning to respect perspectives of the 'other'. Students remain active, work co-operatively, interact with each other, take responsibility and develop self confidence. It stimulates students interest and provides an opportunities to the student for freedom of thought and free exchange of different views. Class room discussion in various topics are our regular features. To develop creativity, originality of ideas, reasoning, increasing knowledge and to make classroom interaction more effective Brain storming method is used.

#### Information and Communication Technology (ICT) Enabled Student Centric Teaching

- ICT enabled teaching methods have been made available in the institute to facilitate student learning. ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources like e-content etc. Virtual class room links the guest lecture of eminent persons to develop their core knowledge in the subject. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process with all the above-mentioned facilities including browsing centres for the convenience of students and teachers. The institution has the essential equipments to support the faculty members and students. Faculty members are well acquainted with use of ICT during class room teaching and lectures are given through power point presentation by most of the faculty members, e-contents are also provided to student. The Teaching - learning activities are made effective through illustration and special lectures. Lessons are taught through Power point presentations to make learning interesting besides oral presenting methods.
- Regular practical sessions, use of LCD projectors for seminars and workshops, productive use of educational videos, accessibility of e-content, conduct of online tests, access of digital library resources have been a regular feature of teaching methods to facilitate student learning. Communication skills training is provided to students during Language lab sessions. Software is effectively used to train

students to acquire proficiency in listening, speaking, reading and writing.

- Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow-up / understanding the concepts. Learning resources and useful websites are made available to the students which serve as a ready link to access the portals of information and gain knowledge.

#### Group Learning Method

Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Group Discussion and assignments are used under group learning method.

#### Experiential learning

The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, teaching through demonstration, visual aids, organizing seminars, presenting papers, analyzing case studies and participating and conducting quiz on theory topics.

- Student Debates and Seminars

Student debates seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience and boost their confidence for speaking in public presentations.

- Summer Internship Project:

Summer Internships are considered as an important career stepping stone at Govt MAM College. The final year students of BBA are divided into groups and are given with a project to be completed during their summer vacation. The final presentation and viva-voce is conducted at the end of the semester and grades are awarded accordingly. Summer internships teach valuable on-the-job skills and provide excellent networking opportunities to the students.

- **Experimental/Laboratory method**

Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments.

- **Activity-Centred Method**

Activity Centred Method is more effective and durable in providing learning experiences. Students take interest and learn things via learning by doing. Students actively participate in a myriad of academic activities like class room seminars on chosen/ assigned topics, home assignments, power point presentations, model preparation, activities of various committees under student union, youth festivals, activities of departmental societies, national organizations like NCC/NSS, Sports activities and other competitions. Team spirit and leadership qualities are developed in the students through group discussions, project work and organizing workshop on useful topics like stress management, communication skills, personality development and time management. To imbibe patriotic and social values among students various Days like Teachers' Day, Independence Day, Republic Day, NSS Day, NCC Day, and Anniversaries of national heroes are celebrated. NSS & NCC conduct activities like Blood Donation Camps, AIDS Awareness Campaigns, Tree Plantation, De-addiction Drives, Swachh Bharat Abhiyan, Water Management, in order to make the students responsible citizen.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://mamcollegejammu.in/news.aspx">https://mamcollegejammu.in/news.aspx</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to excel in all fields. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute-

## ICT Tools:

1. Projectors- projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers- They are installed at Labs, HOD Cabins and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.
5. Scanners- Multifunction printers are available at all prominent places.
6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
7. Smart Board- Many smart boards are installed in the classrooms
8. Eighteen Interactive Boards are installed in the college
9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
10. MOOC Platform (NPTEL, SWAYAM)
11. Digital Library resources (NLIST, etc)

## Use of ICT By Faculty-

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
  2. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
  3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
  4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
  5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- 
1. Online competitions- Various technical events and management

events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

2. Workshops- Teachers use various ICT tools for conducting workshops .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mamcollegejammu.in/admin_panel/files/1220216035407.pdf">https://mamcollegejammu.in/admin_panel/files/1220216035407.pdf</a>

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

#### 2.3.3.1 - Number of mentors

74

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

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

74

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

**D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

32

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

280

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

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment (minor exam) is conducted for each course as per the framework provided in the University statutes. An examination committee comprising of 8-10 teaching faculty members is entrusted with the responsibility of conducting the internal examinations in the College. It is assisted by a dedicated examination section comprising of non-teaching staff members. One minor examination for UG courses and two minor examinations for PG courses are held in each semester in accordance with the University guidelines. A centralized date sheet for minor examinations is prepared by the examination committee and displayed on the notice board at least one week in advance. Teachers from different subjects are deputed as invigilators to ensure transparent and fair conduct of exam. During

the COVID pandemic the minor examinations have been conducted using secure platforms like Google form, wise app etc. In the subjects having practical examinations, the practicals are conducted by the concerned department in coordination with the examination section to avoid overlapping of dates with other subjects. The answers sheets are evaluated in a time bound manner and the marks are displayed on the notice boards of the concerned departments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mamcollegejammu.in/noticedet.aspx?id=57">https://mamcollegejammu.in/noticedet.aspx?id=57</a>

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

The college has a well structured mechanism to ensure exam related grievances of the students are resolved. Many a times students are not able to appear in the internal examinations due to their participation in NCC camps, sports tournaments or some other unavoidable circumstances. Such students have to contact their concerned teacher and with the permission of the HOD they get an option to appear in a retest which is usually held a month before the start of the external examinations. After the evaluation of answer sheets, the marks are displayed on the notice board of the concerned department. A time of one week is provided to the students within which any student can approach his/her concerned teacher if he/she is not satisfied with the marks awarded. The checked answer sheet is displayed before the student to convince him/her. If the student is still dissatisfied then he/she may approach the concerned HOD who may get the answer copy rechecked. After the completion of all this process the marks of internal assessment are uploaded on the university portal. In case there is any discrepancy (which is very rare) in uploading in these marks, the student can again approach the concerned HOD. The HOD upon checking the record has to recommend the rectification of marks of that student to the examination section of the college which is then communicated to the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://clu.jammu.ac.in/notificationupload/CLUSTER%20UNIVERSITY%20OF%20JAMMU%20STATUTES%2023%2002%202018.pdf">https://clu.jammu.ac.in/notificationupload/CLUSTER UNIVERSITY OF JAMMU STATUTES 23 02 2018.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programmes offered by the institution are uploaded on the institutional website. The Syllabus of each program prepared by the Cluster University of Jammu is communicated to the students by the teachers and is also available on the website. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme duration through various tests and examinations their attainment is assessed and suggestions for improvement are given. Even though the curriculum of a programme is designed by the University, College teachers define the programme outcomes for each programme offered by the institution. All the departments conduct regular programmes along with specific additional courses. . The following mechanism is followed by the institution to communicate the Program outcomes and course outcomes to the teachers and students. ? Hard Copy of syllabi and Program Outcomes are available in the departments for ready reference of the teachers and students and are also available online

. ? The students are also made aware of the same during classes.

I The faculty members, mentors, course coordinators, program coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Following are how the information regarding the program outcomes and course outcomes is disseminated among the students:

? College Website/ University website

? Curriculum /Regulations books



? Class rooms

? Department Notice Boards

? Laboratories

? Student Induction Programs

? Faculty meetings

? Library Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the Program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The Course Outcomes are prepared by the Course coordinator in consultation with concerned faculty members teaching the same course. The subject coordinator of the university will verify it. Finally, they are discussed in the concerned department's BOS meeting course-wise and approved

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.clujammu.in/syllabus/syllabus.php">https://www.clujammu.in/syllabus/syllabus.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

## ATTAINMENT OF PROGRAM OUTCOMES AND COURSE OUTCOMES

Measurement of attainment of POs, PSOs and COs is done through formative and summative methods. Continuous and comprehensive evaluation, is done regularly to know the attainment. Class tests

are scheduled by the teachers and after the valuation the analysis is done after which the strategy for improvement is made. Group discussions and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group discussions, the thinking process of the students is also assessed and the skills and knowledge is tested. Home assignments and classroom assignments are given to the students in UG and all P.G. classes. Some of the undergraduate classes also have the assignments; it helps to measure the attainment programme specific outcomes. Some activities like quiz competition are also held which makes the institution know about the knowledge and information of the students. Via Co-curricular activities also behavioral outcome of the students are assessed. Semester exams for the courses having semester pattern . Analysis of students' performance in internal tests is done. Maximum 30 marks are allotted on internal examinations which is added to their result. Analysis of terminal exam results is also done. After the analysis, strategy for improvement is made and implemented. All the assessments are analysed regularly. The analysis of students' performance in semester/annual examination is done to know the levels of attainment of POs, PSOs and Co. Each department analyses the result of the students in their subject. The analysis of post graduate courses for each department is also done for the same.

The program outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are examinations or observations of student knowledge or skills against measurable course outcomes. The course outcomes are also measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

## **ATTAINMENT OF COURSE OUTCOMES**

The knowledge and skills described by the course outcomes are mapped to specific problems to University Examination, internal exams and home assignment. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. One internal test is also conducted per semester for the following purposes:

- To ensure that students have achieved desired level of competencies at module level.
- To evaluate, whether corresponding COs are achieved or not.

According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

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

The feedback system of different stakeholders which is in place in the college helps it to measure and reckon the attainment of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which are pertinent questions and which help the college measures its learning outcomes.

The college has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process). College also used this to seek feedback on its own, for measuring the attainment level of course, and programme outcomes. This is shared through college webpage to all stakeholders so that they remain informed of the virtues and shortcomings in teaching learning and accomplishments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mamcollegejammu.in/">https://mamcollegejammu.in/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1581

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf">https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://mamcollegejammu.in/admin\\_panel/files/1220216022472.pdf](https://mamcollegejammu.in/admin_panel/files/1220216022472.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

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

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Govt. MAM College organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also to contribute to community and strengthen community participation. The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. The NCC and NSS college units take part in various initiatives like organizing camps, Swachh Bharat initiatives, blood donation camps, awareness programmes on AIDS prevention, Suicides prevention, road safety, plastic eradication etc.

Events like Human Rights Day, International Yoga Day, Independence day, Teachers day see large participation of the students who take up activities in collaboration with other agencies/NGOs to spread awareness. India is the birth place of Yoga and by participating in International Yoga day students become global stakeholders in ensuring healthy body and mind.

Programmes like 'Save our Lakes', tree plantation drive in collaboration with Department of forest, cleaning of Tawi have been taken up as part of environment consciousness and encouraging the community to initiate steps in this regard. Blood donation camps in the College are a regular feature whereby students and staff donate blood for the cause. Participation in NSS Republic Day Celebrations in New Delhi, Adoption of Village, Anti- Plastic rally, Peace Rally, connects students with the larger social issues in the community and

**makes them socially responsible and sensitive and thus facilitates in the holistic development.**

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/">https://mamcollegejammu.in/</a>
Upload any additional information	<a href="#">View File</a>

### **3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**42**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### **3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1000

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2



File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- 'to create an environment of excellence in education' through technologically advanced pedagogical tools.

At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab technicians after reviewing course requirements, computer-student ratio, budget constraints, working conditions of the existing equipments and also students' grievances.

The Time Table Committees and Development Committee plans all the requirements regarding classrooms, laboratories. Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians.

The optimal utilization is ensured through encouraging innovative teaching - learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, campus recruitment training classes, campus recruitments, meetings, seminars, conferences etc. It is used as an examination centre for Bank Recruitment examinations, Competitive examinations/University Examinations like UPSC/SSC/JKPSC/JKSSB, NEET, Judiciary etc.

S.No.	Infrastructure	Quantity
1.	Total Class Rooms	26
2.	Classrooms( ICT)	9
3.	Computer Labs	4
4.	Laboratories( ICT Enabled)	8
5.	Seminar Hall( ICT Enabled)	1
6.	Browsing Centre	1
7.	E-Content Room	1
8.	Research Hub(Social Sciences)	1
9.	Mass Communication and Multi Media Centre	1
10.	Music, Fine Arts and Languages Centre	1
11.	Industrial Skill Centre	1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our Institution has a well maintained campus spread over 19.58 acres of serene green land. We believe in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly.

We have a spacious and well equipped multipurpose sports/gymnasium hall of 3000 square meters, where students can play in door games like, badminton, table tennis, chess, caroms etc.,

Institution has Yoga room where students and faculty members do meditate and even practice yoga.

Qualified Physical Director have been appointed to take care of day to day games and sports activities of the college. College teams are formed to take part in state level and university level competitions and other intercollegiate competitions.

Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded and rewarded

accordingly.

The outdoor games such as shuttle badminton, volley ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students.

Students are very much encouraged to participate in the cultural events held in the college like Technical fests, Freshers, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges for intercollegiate competitions like dance, skits, mimicry etc.

Institution has some clubs/ committees to enhance and encourage the hidden talent of the students namely: Red Ribbon Club, Unnat Bharat Abhiyaan, Aatma Nirbhar Bharat Abhiyaan and Sports & Games Committee who play an excellent role for the over all development of the student's community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

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

9

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

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****26808839**

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

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The automation of Library using ILMS is under process and is expected to be completed at the end of year 2021-22.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)**

1099569

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

34

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

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

Continuous up gradation of Technology and Infrastructure is one of the quality policies of the institution. The institution provides IT enabled teaching-learning environment in the campus round the clock. New IT equipments are purchased as per the requirements. IT facilities have been updated on regular basis.

In session 2016-17, 01 Laptop (i3 processor, 4 GB RAM, 250 GB HDD) was purchased for IQAC. In addition to it, 01 HP Laser Printer was purchased and issued to Administrative office for Official Purposes.

In session 2017-18, 07 HP Laser Printers were purchased for Principal Chamber, Accounts Section, Admin Section, Physics department, Geography department and IQAC Department. In addition to it, 11 All In One desktop (i3, 4 GB RAM, 500 GB HDD) were purchased to upgrade existing departments. A Heavy Duty Photocopier machine was also purchased for Examination Wing (Jammu University) for smooth conduct of Examination related activities.

In session 2018-19, 07 HP Laser Printers for teaching departments and library were purchased.

In session 2019-20, 09 desktops (with i5, 8GB RAM, 1 TB HDD) was purchased to upgrade the College IT Infrastructure. 05 desktops were issued to BCA department for Lab Up-gradation followed by 01 each to Electronics, Principal Office, library and IQAC Department. 01 Heavy Duty Printer was also purchased for Accounts Section. With rise in Covid-19 Cases, 04 laptops were purchased and issued to BCA, IQAC, Examination Wing and IQAC. In addition to this, 22 CCTV Cameras (02 DVR's of 4 TB each) with display in Principal Chamber were installed in the College for Overall supervision. A photocopier machine was also purchased and installed in College Staff room for Printing Answer scripts of online examination and other Examination related purposes. 06 Interactive Smart Display Panels were installed in 06 classrooms of New block of the college. 10 new broadband connections were issued to BCA, Statistics, Mathematics, Geology, Geography, Library, Examination Section (Cluster University), Principal Chamber and Accounts Section for teaching-learning and official correspondence purposes.

In 2020-21, 12 Interactive Panels (Intel Core i5, 7th generation, 8GB Ram, 1TB HDD, toughened glass) have been purchased for effective Teaching Learning Process. The college has also established a Browsing Centre consisting of 20 All In One PC's (i3,8GB RAM, Windows 10,1TB HDD),01 Online UPS (6.0Kva), Hard Disk 1TB, All in One Heavy Duty Photocopier Machine, CCTV Cameras (Consisting of 1 DVR and 04 CCTV Cameras with Storage 1 TB)for facilitating students. In addition to this, College has also established E-content centre, an All in One Heavy Duty Photocopier Machine, an Interactive display Panel, 01 Server Machine, PTZ Camera has been purchased. In addition to Browsing Centre & E-content Centre, College has also made purchases to set up Mass Communication and Multimedia Production Centre and Music, Fine Arts and Languages Centre. IT Infrastructure consisting of an Interactive display Panel (Intel Core i5, 7th generation, 8GB Ram, 1TB HDD, toughened glass) for each centre has been purchased. College has modified its Internet plan from Broadband connections to High Speed Fiber Connections.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

145

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS**

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

12850300

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic

facilities. Classroom being the most primary and important work space, is managed with proper systems and procedures, keeping in mind the modern teaching learning environment as recommended by the Advisory Committee and the Head of the departments. The classrooms are well equipped with all modern technology like the smart boards for better and effective teaching. CCTVs are installed to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of class room property, cleaning and maintenance are done on a regular basis. Maintenance of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management.

College has eight science departments; a laboratory forms the core in the working of the institution. While a laboratory has several instruments and equipment, the same is maintained through respective departments. General instructions to students regarding the safe and secure usage while in the laboratory are displayed in each laboratory.

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Yearly statistics for utilization of library resources helps in collection development policy of the library.

Sports committee looks after the maintenance of the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same. While the IQAC defines policies related to workshops/seminars/conferences for students and staff across faculties, the website acquaints the users with the working system of the college and also invites suggestions on better working processes.

Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer



ratio, so that all students will be benefited for academic purposes. Website is maintained and updated with the help of College IT Team and external professionals. The college website displays information pertaining to staff and student such as college contact information, the syllabi of various subjects, committees, code of conduct for students and staff, faculty information, PIO for RTI , etc. The notifications about various activities such as admission, results, events, awards etc. is notified on the website.

The well-defined purchase policy developed by the Purchase Committee looks after all the purchases in the college. All the purchases are made through GeM Portal as per the existing GFR Rules after obtaining Requisitions, Minutes of Meeting from concerned Committees and HoD's. The college strictly adheres to the rules and regulations put forth by the Higher Education Department and Finance Department of the Union Territory of Jammu and Kashmir . Internal and external audits are done annually. If any discrepancy is found in financial records, a query is put up for the concerned person. The information about all the gazetted and non-gazetted employees is maintained on the Centralized Personnel Information System (CPIS) as directed by the Union Territory Government.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

381

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

#### 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

316

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The students of the college have created several groups. These groups have been created by them at their own level and are often taking help sometimes from college administration. The students are performing various activities like Teachers Day and various Festival celebrations like Guru Purab celebration, Holi, Diwali etc. Extracurricular activities are a kind of learning method that includes observation, practise and experience. Students can perform better in both the internal and external skills such as self-acceptance, self-esteem, sexual orientation, career goals and others. In the article of Curriculum planning, sustained development and reforms by the country's educational purposes as manifested. These activities are ongoing effort towards further developing the potential of individuals a holistic and integrated manner to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious based on a firm belief in truth and discipline. These activities help to improve the academic scores as well as social life. Extracurricular activities produce knowledgeable and competent beings, who possess high moral standards and the ones who are responsible and capable of achieving a great extent of personal well-being, as well as being able to contribute to the progress of the family, the society and the nation at large. Mostly when we talk about extracurricular, what directly strikes our minds are related to the different periods allotted for activities like hockey, swimming, equestrian club, culinary club and many more. But, we have to realize that these activities are not only related to any schools, clubs or uniform bodies but also Representative Council and Committee of Students and so on is categorized as extracurricular. There are mainly three types of extracurricular, first being the society. Society has categorized as a club or an organization for students who have specific interest in a societal

matter like public talk. Second is uniform bodies, as mentioned above, is an organization that involved the same uniform that they wear as their identity. Last is sports and games, and this is the most common as well as popular one which involved students to spend time for fun as can maintain good health. Students like to join many extracurricular activities, while some other students do not. Thus, their level of involvement and interest in the extracurricular activities limited to the desired and willingness of themselves. One of the benefits of joining these extracurricular activities is getting a chance of being a leader, to develop, management skills, time management, ability to handle stress, talk delegation, decision making, carrying out meetings and many more. Extracurricular activities help to improve student's academics though they can also harm how grades turn out. There is a requirement for a boost for most of the students so that they can participate in activities. These activities help to develop the work ethic, and it enriches the personality of the studentst caters the student's voluntary involvement that is being present at the external realm of the academic curriculum for all-round development. Extracurricular activities provide opportunities to students to express and explore themselves.

File Description	Documents
Paste link for additional information	<a href="#">Null</a>
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

27

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

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

There is an Alumni association which is not registered yet but meetings are happening on occasional basis.

File Description	Documents
Paste link for additional information	<a href="#">Null</a>
Upload any additional information	No File Uploaded

### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Vision:-.As this college was established in 1954, our college is trying its best to be the leading educational institution in the region by developing State of the Art infrastructure and by keeping pace with the latest technology to facilitate highest quality education to students, nurture their talent, promote intellectual

growth and shape their personal development.

**Mission:-** Our Mission is to offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education. To create an environment in which young minds are encouraged to introduce new ideas, research and technology. To create ICT enabled Labs for disseminating Online Learning, MOOC courses, Virtual lab. Practical's for global exposure. To provide a platform that transforms students through rigorous coursework by collaborating with other academic and research institutes to strengthen the education system. To promote students through access to education, through relevant courses in the formal and non-formal streams by providing wide range of professional and vocational courses for students to meet the changing socio-economic needs.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/visionandmission.aspx">https://mamcollegejammu.in/visionandmission.aspx</a>
Upload any additional information	No File Uploaded

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

The Principal is the administrative head of the institution has decentralized his powers among the different members of staff. In certain cases under special circumstances the important decisions are taken after consultation with the College Advisory Committee.

The following committees are framed to decentralize the academic and admission activities.

College Advisory/ Development Committee.

College Purchase Committee

Discipline/Anti-Ragging Committee

Career Counseling Committee

RUSA/UGC/AISHE



College Examination Committee

Library Committee

Canteen Committee

Tour and Picnic Committee

College website Committee

Press Release Committee

College Printing and Publication Committee

Local Fund/Need Based Committee

Red Ribbon Committee

NSS Committee

Student welfare Committee

Culture Committee

Sports Committee

Committee against Sexual Harassment Committee/Women Study Centre

RTI Committee

Scholarship Committee

Beautification Committee

Financial Aid Committee

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/122021100130.pdf">https://mamcollegejammu.in/admin_panel/files/122021100130.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Different committees like development, purchase, stationery and printing, library, sports, Cultural committees are formed for smooth functioning of activities in the college. The senior faculty member acts as the convener with a few faculty members acting as members of the committee. The decisions pertaining to different committees are taken up in different meetings held from time to time in the presence of the Principal.

Each department in the College is looked after by the senior most faculty member designated as Head of the Department who frames the strategic planning authorizing each faculty member to take up certain duties with respect to the conduct of class work, internal examinations and extra- curricular activities also the non teaching staff of the department is governed by the head for proper functioning of the respective components. Administrative section is headed by SO (Section Officer). Senior Assistant, Junior Assistant, Head Assistant Accountant working under him.

Each faculty member is assigned different administrative duties in addition to teaching learning and evaluation. Students also participate in the College management as member of Board of studies. Different co-curricular and extension activities are also organized in consultation with students. There are regular meeting of the Principal with staff members. All the issues of the concern are discussed with teaching and non-teaching staff and Principal encourages the involvement of the staff for improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The key components of organizational structure of the college are Commissioner/ Secretary, Higher Education Department, UT of Jammu and Kashmir, Director Colleges, UT of Jammu and Kashmir, Cluster University of Jammu, Principal, Head of the Departments, Teaching

staff and Non-teaching staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of internal members in various Committees. Various faculty members of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. As per the university/ government guidelines, IQAC Cell is also in place for the institution. There are various committees with well-defined functions provide academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. Grievance Cell committee is formed including HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Principal office/Admin office for the same. Grievances related to academic and non-academic matters are addressed by the grievance cell committee and Head of Institute oversees both the above processes. The Institute has formed all statutory committees like Advisory committee, Covid-19 Pandemic Grievances Cell, Anti Ragging Committee, Girls Hostel Committee, Internal Complain Committee etc. to help students and staff.

#### Functions of the Organizational Structure

- Commissioner/ Secretary, Higher Education Department, UT of Jammu and Kashmir, looks after the administration, development of education, growth and expansion of the institution. He/ She can cause any action to be initiated which is required in his opinion for the promotion of the institution.
- Principal of the institution prepare all the agenda items, conducts the meeting and arrange all the measures for the betterment of the institution. To provide leadership, guidance, implementation and monitor all the academic activities in compliance with the affiliated department and university. To initiate all the development activities, principal monitors the progress and report to the Commissioner/ Sectary from time to time.
- IQAC is responsible for fixing quality parameters for various academic and administrative activities. The IQAC cell of the institution had played a significant role in documenting various programmes/ academic activities from time to time.
- As per the university/ government guidelines, IQAC Cell

constitutes different committees at the college level which consists of faculty members as conveners and two or more committee members. Convener will look after the committee programme and its operation. Every committee has well defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the head of the institution.

- Head of the Department (HOD) prepares departmental workload as per the guidelines and is submitted to the head of the institution. Coordinates with the time table committee, library committee, laboratory assistants, coordinator exams for smooth functioning of classes and internal exams.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://mamcollegejammu.in/admin_panel/files/122021902320.pdf">https://mamcollegejammu.in/admin_panel/files/122021902320.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

## Teaching

There are several welfare schemes framed by the JK Higher education department meant for teaching, non-teaching staff and students which can improve their atmosphere of the workplace including infrastructure and academic aspects.

The college administration permits the teaching staff to undergo different professional development programmes like refresher courses, orientation programmes, workshops and seminars. At a time, only 20 of the faculty is allowed to attend any course outside the institution. The college also organizes workshops and seminars for the development of its faculty members. The college teachers are also allowed to undergo Ph.D post doctorate programmes for the career advancement. They are also allowed to attend professional training organized by the state Govt. for their promotion. There is also a provision for financial aid in case of any medical emergency for teachers, Teacher Welfare Fund is deducted from the remuneration of exam duties and evaluation which can be claimed in case of medical emergency . Some other Welfare measures for teachers are: Hygienic working environment, Well maintained, individual work stations, Annual and special increments on emoluments, 3 increments on award of Ph.D, during the job 2 increments for M.Phil qualification. Vacation leave based on academic calendar Casual, Maternity, Child Care and Sick Leave as per rules Paternity leave for male employees Medical leave Duty leave for attending conferences, congresses, symposia and seminars, delivering lectures in institutes and colleges. Medical assurance from ICICI Lombard for Insurance of teaching staff members for ease in accessibility to comprehensive health services. In case of any adversity College Teachers Association (CTA) and faculty members also contribute.

## Non-Teaching

The college also addresses the grievances of the non-teaching staff through the Grievance Redressal Cell headed by the chair. Computer Trainings are also organized for the non-teaching staff by the college. They are also allowed to attend professional training organized by the state Govt. for their promotion. Some other Welfare measures for teachers are: Hygienic working environment, Well maintained, individual work stations, Annual and special increments on emoluments. Casual, Maternity, Child Care and Sick Leave as per policy Paternity leave for male employees Earned leave which can be availed during the time of vacation period in the academic calendar of the college.

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

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

58

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance for teaching and non-teaching staff of the college is based on the Annual Performance Report (APR). The format for the APR is provided by the state Govt. The performance of teaching faculty is evaluated on various parameters like number of teaching hours, teaching method used, mode of evaluation and participation in various co-curricular and extra curricular activities. Besides this integrity, general intelligence, punctuality in the college, rapport with the student community, initiative, creativity, resourcefulness and willingness to take responsibility are important parameters for performance appraisal of the teachers. For the non-teaching staff, there is also appraisal system in the form of Annual Performance Report which is based on the parameters like handwriting and neatness, reputation for honesty, capacity and intelligence, acquaintance with rules and orders, knowledge and skill in dealing with accounting matters, quickness in dispatch or business, punctuality and regularity, manners and powers of working with officers.

The institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.

## Performance Appraisal System for Teaching Staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, R&D, planning and development committee, NAAC, BOS, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioral / professional aspects of the faculty concerned.

Performance appraisal system for non- teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/1220219016645.pdf">https://mamcollegejammu.in/admin_panel/files/1220219016645.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words



The institute doesn't conduct any internal financial audits whereas the institute carries out external financial audits. The audit is conducted by the state govt. and Auditors from Accountant General (AG) office of the State. After conducting the audits, the officers submit the audit report to the State Govt. with detailed objections if any.

The compliance audit on the accounts of Principal, Govt. M.A.M College, Jammu was taken up as per accounting standards of Comptroller and Auditor General of India on 02-07-2021 to assess the performance of the office on the criteria of planning process, financial management, programme implementation, internal control and monitoring. In this regard an entry conference was held with the principal of the college on 02-07-2021 . Audit has been done on the basis of expenditure incurred between the period 05/2019 to 05/2021 and two months viz. March, 2020 and March 2021 were selected for detailed check. Compliance audit was conducted with reference to the provision of:

- Guidelines of GOI on CSS and other schemes being implemented by the department.
- Jammu and Kashmir state financial code/ book of financial powers.
- Circulars and instructions issued by GOI and State Govt. from time to time.
- Annual Plans and prescribed monitoring schemes.
- Auditing Standards of CAG.
- General Financial Rules, 2017 and Book of Financial power Gen.

The annual administrative inspection of the institute has not been conducted since 2018- 19. This is brought to the notice of higher authorities for appropriate action. Physical verification of the college has not been conducted for last several years audit. The matter is brought to the notice of higher authorities for further necessary action.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/1220219037599.pdf">https://mamcollegejammu.in/admin_panel/files/1220219037599.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The Principal and the committee of the college monitors the use of funds received from the state-Govt./UGC/RUSA. The funds received from UGC/RUSA/State Govt. clearly mention for which purpose they are granted. The institute has at its disposal the funds collected from the students as part of admission fees as local fund and can be used for the welfare of students with approval from administrative department wherever necessary. The mobilization of funds is done by the Principal as per requirement of different departments of college. Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization. Mobilization of Funds, the student fee is the major source of income for the institute. For utilization of funds development, purchase and local committee has been constituted to monitor the optimum utilization of funds. The purchase committee seeks quotations from vendors for the purchase of equipment. The quotations are scrutinized by the account officer and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The institutional budget includes expenses such as salary, electricity, internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision. Effective utilization of infrastructure is ensured

through the appointment of adequate and well-qualified lab technicians & system administrators. The optimal utilization is ensured through encouraging innovative teaching learning practices. The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.

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

## 6.5 - Internal Quality Assurance System

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

- IQAC is one of the major policy making and implementing unit in our college. It works hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education.
- The IQAC of the college proposed various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Plastic Eradication, Clean and Beautiful Campus, Waste Management etc.. For the better implementation of green practices, IQAC distributed these activities among various departments. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and waste management is developed in the community.
- The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

- The teachers of Govt. M.A.M College use ICT enabled tools like Interactive Boards, Projectors, Computers etc. for effective teaching. These tools complement the usual teaching done through routine class work. The use of ICT has become an effective tool for teaching- learning. Its efficacy in improving the conceptual understanding among the students has been recognised. ICT tools also help the teachers in providing varying content to the students according to their learning pace and interests.
- The college has taken many steps towards improving the ICT enabled teaching during the year 2020-21. More so in the context of the COVID pandemic where it became absolutely essential for the teachers to use ICT tools as the classes were held online during the most part of the academic year except for a brief period of 2-3 months in the first quarter of 2021.

Following steps have been taken to strengthen the usage of ICT tools for teaching learning process in this college.

- Sixteen Smart/interactive Boards in Classrooms and two interactive Boards in Labs have been used for the offline teaching as well as for recording lectures.
- Meetings of the College Committees using Zoom/Google meet, webinars by Career Counselling Cell, Psychological Counselling Cell or different Departments brought to forefront the usage of ICT tools in education.
- A faculty Development Programme conducted on Digital Initiatives like creation/use of E-Content, use of browsing center, use of Smart Interactive Boards for teaching learning process on 16th March 2021 for the teaching faculty of the college to acquaint them with the advancements in Technology. The objective of the event was to train the faculty for the use of High Tech Digital Techniques for formal and non-formal education with practical orientations.
- With the guidance of IQAC, An e-content room has been established exclusively to provide teachers a platform for creating high quality e-content.
- A browsing centre has also been established to give students access to the high speed internet. The research hub of the college is also well equipped with the latest ICT tools.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/org-reports.aspx?p=16&amp;r=29&amp;o=2020-21">https://mamcollegejammu.in/org-reports.aspx?p=16&amp;r=29&amp;o=2020-21</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. At the beginning of the every session, Internal Quality Assurance Cell (IQAC) of the college conducts meeting under the able guidance of the principal who is chairperson of IQAC with staff members of the college. In the meeting, IQAC discuss various aspects like teaching learning process, structure, methodology, academic practices, curricular & co-curricular activities for the session. The committee then chalked out a planned structure in the form of Activity calendar.
2. The Academic Cum Activity Calendar includes schedule of various activities like classwork, minor test, internal practical examination, external practical examination, end semester examination (Major), Celebration of National festivals, National days, Teachers day, Sports activities, NCC/NSS registration etc.
3. The IQAC also conducts students- assessment of teachers of the institution and analyse the collected data on the basis of points obtained in 10 parameters of evaluation.
4. The teaching learning process and other activities conducted in the institution are monitored by principal of the college.
5. IQAC encourages all the staff members to make use of LCD/overhead projectors and other Audio Video aids in the classroom for effective teaching learning process and also from time to time it organizes various lectures and awareness programmes on advanced topics by the eminent academicians.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/noticedet.aspx?id=104">https://mamcollegejammu.in/noticedet.aspx?id=104</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. One day workshop on women's day was organized in the college on February 25, 2021 to commemorate the International Women's day to salute and celebrate a woman's key roles in the society.
2. International Women's Day Celebration: NSS wing of the college celebrated International Women's day in collaboration with women empowerment cell of the college on the theme Choose The Challenge on 8th March 2021.
3. Poster making was organised on theme Sexual harassment to celebrate International Women's day.

4. Gender club of the college organized a signature campaign to raise awareness about patriarchal norms prevalent in the society. The theme of the campaign was "Let's smash Patriarchy within the home and outside it".

5. Symposium on "Women in Atamnirbhar Bharat" organized on the topic 'Women in Atmanirbhar Bharat' under the programme 'Azadi Ka Amrit Mohatsav' to make education wholesome.

(B) GIRLS COMMON ROOM

A separate girls common room exclusively for female students of the college. The girls common room has attached washroom and proper sitting arrangement.

(C) GENDER CLUB: Gender club is constituted to carry out activities related to

(D) Gender Equity Award of appreciation on international Girl Child Day

(E) SAFETY AND SECURITY :

The College has following committees to monitor safety and security of female students and staff

1. Sexual harassment prohibition committee
2. Anti ragging committee
3. Discipline committee

- college has installed CCT cameras around the campus

File Description	Documents
Annual gender sensitization action plan	<a href="https://mamcollegejammu.in/admin_panel/files/12202114053765.pdf">https://mamcollegejammu.in/admin_panel/files/12202114053765.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mamcollegejammu.in/admin_panel/files/12202114025593.pdf">https://mamcollegejammu.in/admin_panel/files/12202114025593.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Response:**

Different initiatives were taken up by the college to properly manage the various types of waste generated within the campus. Large numbers of dustbins were installed in the campus at different locations. To maintain cleanliness of the campus a dedicated staff is appointed who regularly collects the garbage of the campus and hands over it to the municipal garbage vehicle. The college is also very keen to use less paper within the campus and for that most of the communication is done through digital media. Waste like paper and stationary items are collected regularly and are disposed off properly. Students and staff are encouraged to avoid the use of plastic within the campus and various awareness programme are conducted from time to time for the same. Large number of cleanliness drives were also organized with the help of NSS and NCC unit and slogans about cleanliness were also displayed within the campus. E-waste is more hazardous than any other waste and appropriate steps



were taken for the management of the same. Printer cartridges were refilled outside the campus from the authorized agencies and e-waste like inverter batteries were disposed off under buy back options. Defective and unused electronic items were stored properly.

Liquid waste generated from the various laboratories is disposed through the proper drainage system. Chemicals generated from chemistry laboratories are properly dumped into the pit under the strict supervision of laboratory staff.

**File**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Govt. Maulana Azad Memorial College, Jammu strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Special committees are for admission under reserved categories like SC, ST and OBC.
- Students from low socio-economic spectrum are granted Scholarship in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.
- Teachers usually use English, Hindi, Urdu, Dogri, Kashmiri, Punjabi etc mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.
- Webinar "Modernity in work of Mirza Galib"(27/02/21)
- Short story writing in English(5/3/21)
- Tributes to martyrs of Jallianwala Bagh massacre(3/4/21)
- Online Sanskrit Shloke recitation(10/5/21)
- Quiz competition on GURUMUKHI LIPI(12/5/21)
- Online Symposium on IMPACT OF COVID-19(22/5/21)
- NCC cadets distributed ration to needy during lockdown in pandemic of COVID-19(10/5/21)
- Anti terrorism Day(21/5/21)
- Basant Panchami Celebration(16/2/21)
- Tributes to doctors "someone's hope someone's hero"(26/6/21): Central Counselling Cell of cluster University of jammu in coordination with Psychological Cell of Govt M.A.M.College jammu organised a poster making competition on theme Tributes to doctors "someone's hope someone's hero on 26/06/2021

- International literacy day(7-8/9/21):Govt.Maulana Azad Memorial College Jammu celebrated international Literacy day on 07- 08/09/2021 in the form of two days event.under the banner of IQAC of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Response:** Govt. Maulana Azad Memorial College is committed to organize activities that Sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.

The National Service Scheme (NSS) and National Cadet Corps (NCC) are two

main bodies in the college which perform activities to inculcate sense of

belongingness , patriotism and constitutional obligations among students and staff.

Activities undertaken are:

- Quiz competition on freedom fighter: The Department of Political Science of Govt. MAM PG College Jammu, a constituent college of Cluster University of Jammu, conducted Quiz Competition on Freedom Fighters under the 'Azadi ka Amrut Mahotsav' (India @75) program on 08/04/2021.
- Lecture on Drug De-addiction: NSS Unit of the college organised a special lecture on the topic Drug De-addiction in collaboration with UBA on 30th April, 2021.
- Poster making competition on World No Tobacco Day: NSS Unit of the college celebrated World No Tobacco Day with this year's global theme "Commit to Quit" on 31st May, 2021.The NSS Unit of Govt. MAM College Jammu celebrated World No Tobacco Day

- **Celebration of Kargil Vijay Diwas:21th Anniversary of Kargil Vijay Diwas** was celebrated by NCC Cadets of 2nd J&K BN Jammu on 25th July 2020.
- **Observance of Anti terrorism day: 21st of May 2020** was observed as an Anti-Terrorism Day in Govt. Maulana Azad Memorial College Jammu. The objective behind this day is to wean away the youth from terrorism and cult the violence by highlighting the suffering of common people and showing as to how it is prejudicial to the National interest.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** C. Any 2 of the above 4.

**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**Response:**

Govt. Maulana Azad Memorial College organizes national and international commemorative days, events and festivals to inculcate spirit of patriotic and unity in students to make them responsible citizens.

Programmes organized are:

- International Yoga week: NSS Unit of the college organized Digital Yoga Week from 16 June to 21 June, 2021.
- International Yoga Day: Govt. MAM College Jammu, Faculty (Teaching & Non teaching) participating in 6th International Yoga Day with the theme "Yoga from Home-2020"
- Celebration of Kargil Vijay Diwas: 21th Anniversary of Kargil Vijay Diwas was celebrated by NCC Cadets of 2nd J&K BN Jammu on 25th July 2020.
- Observance of Anti terrorism day: 21st of May 2020 was observed as an Anti-Terrorism Day in Govt. Maulana Azad Memorial College Jammu. The objective behind this day is to wean away the youth from terrorism and cult the violence by highlighting the suffering of common people and showing as to how it is prejudicial to the National interest. The event was organized by NCC unit of the College. Principal of the College Dr. G.S. Rakwal along with the College staff taken the pledge to save guard the country's rich heritage of non-violence and tolerance. During the pledge all COVID-19 protocol and safety precautions issued by Ministry Health and Family welfare Govt. of India were strictly followed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the Practice: Faculty Improvement Programmes

## 2. Objectives of the Practice

Now days teaching are not limited to lecturing in the classroom, dictating notes to the students and evaluating students based on cramming the notes. Teaching is much beyond this."Technology will not replace great teachers but technology in the hands of great teachers can be transformational (..George Couros). Use of technology in teaching-learning process generates meaningful results not only for teachers but for students also.

The objectives of Faculty Improvement Programmes are

1. To understand use of technology in education and identify key issues and challenges faced by the faculty of Govt. Maulana Azad Memorial College, Jammu.
2. To familiarize teachers of the college with use of technology in teaching-learning process.
3. To make teaching-learning process more interesting and enjoyable both for teachers and students.

## 3. The Context

The entire world is moving towards digitization. Teaching is not confined to four walls of classroom. Now a day's students learn in a global classroom. When information is available at a click of a button, Students are more inclined to find information through internet using their mobile phones and computers. So a need for creation and dissemination of e-content was felt. Creation and dissemination of knowledge is very important, so that students get the right knowledge without wasting their time. In this context teacher are to trained to create and disseminate e-content.

The pandemic of COVID-19 has changed the way of life so is the teaching learning process. The online class over mobile phone and computer has temporarily replaced the routing functioning of classroom teaching. In this regard need was felt to aware teacher about various online classroom software, tools available to create assignments, online examination and its evaluation.

## 4. The Practice (400 words)

Govt. Maulana Azad Memorial College, Jammu has a practice of training its faculty about the use of technology in teaching learning process to make it more meaningful, interesting and

enjoyable. The college has a practice of organising in house faculty improvement programmes for the faculty and by the faculty of the College, thereby saving both time and money. The Faculty Improvement program mainly aim at training teachers about use of smart interactive panels, use of power point presentation, creation of e-content using different techniques and software such as SANKORE. Teachers are trained about online mode of teaching and evaluation.

#### FDP on Online Teaching Technologies

Department of Computer Sciences, Government MAM P G College, Jammu in wake of Pandemic Covid-19 and in the interest of academics organized a 03 Days Faculty Development Programme webinar on "E-learning: Tools for Teaching and Learning" w.e.f 01st June-03rd June 2020. Online webinars has emerged as a new platform for online studies. The teachers should be well equipped with the new online teaching technologies. This FDP was designed to cater the this need of hour.

Lectures were delivered online using Google meet and the participants were educated about the various e-learning tools like Google Classroom, Screencastify, WebEx and were given hands on training on creating Google forms, quizzes, assignments and were also given detailed training on sharing e-content from Google drives using different techniques. The participants were also made aware about the ethical standards that must be adhered while creating e-content.

A total of 350 participants registered for the programme and attended the webinar.

#### FDP on e-learning and content creation

E-content committee in collaboration with IQAC of Govt. Maulana Azad Memorial College Jammu organised two week long Faculty Development Programme on Digital Initiatives like creation/use of E-Content, use of browsing centre, use of Smart Interactive Boards for teaching learning process on 16th March 2021 for the teaching faculty of the college to acquaint them with the advancements in Technology.

The objective of the event was to train the faculty for the use of High Tech Digital Techniques for formal and non-formal education with practical orientations.

Govt. M.A.M College has taken a lead among all the colleges of the UT of J&K in organizing such programmes by faculty and for the faculty of the college. The faculty has been enabled to use Digital Content & Devices as to improve teaching learning process, thereby enhancing the educational opportunities for young learners.

The rapid changes and shifting paradigms in Educational System has



arisen the need of such programmes.

The faculty Improvement program, which aimed at providing the knowledge and skill for teachers to cater to present day Global Challenges. In the FDP technical session and practice sessions were conducted on Operation of Digital interactive panels, Creation of e-content, dissemination of e-contents. Total of 106 faculty members were benefited from the FDP.

## 5. Evidence of Success

**Presentation using Digital interactive board:** During various programmes teachers are using digital interactive panels for their presentations.

**Online Classes:** Faculty Improvement programmes remained very helpful to students as the faculty was well burst with online classroom such as Google meet, wiseapp, webEX, Google classroom etc.

**Online Assignments:** All assignments given to students for evaluation purpose were generated and disseminated through online modes available.

**Online Examination:** As a learning outcome of faculty Improve Programmes all examinations (minor as well as major) were successfully conducted during pandemic of COVID-19.

**e- Content and Browsing Centre:** The College has created its own

e-content generation facility. The college is also created its browsing centre where both students and teachers have access to e-content.

## 6. Problems Encountered and Resources Required

**Funding and Resource persons:** Organising such programmes require separate funding .Sometimes non availability of resource persons may results in delay or even cancellation of such event. Govt. Maulana Azad Memorial college, Jammu adopted a practice of in house resources/resource persons for organisation of such programmes.

**Initial Challenge to learn new things:** Changing from traditional system of imparting Education to use of technology and online mode of teaching was a challenge. But faculty improvement programmes and a constant efforts by the faculty to learn has a result that

Faculty is well burst with use of technology required to make teaching -learning process more meaningful, interesting and enjoyable.

## 7. Notes (Optional)

Letter of Appreciation from Commissioner Secretary Higher Education, UT of J&K for organising faculty Improvement programmes successfully was given to resource persons and organising secretary of Faculty Development Programme.

### 1.Title of the Practice: Psychological Counselling Cell

2.Objectives of the Practice :Psychological well being is very important in present scenario as there is tremendous pressure on students to perform well. When students enter the college they are in an age group of 19 years, which is very crucial time. This is the time when children are working hard for their identity and this is the time when they get easily distracted and get trapped in ill practices. Drug abuse is a one such threat. Moreover students who join college are from different Economic, Social, Cultural and religious background. Some boys and Girls joining the institution are not from co-ed Schools. It become Cultural shock for some students. Apart from this psychological problems vary from student to student. The objective of Psychological Counselling Cell of Govt. Maulana Azad Memorial college,Jammu is to plays an important role in helping students to overcome their psychological problems. Psychological Counselling Cell fallow basics ethics of counselling by maintaining privacy of the student seeking psychological counselling.

3. The Context : Counselling is very technical process as counsellor has to invade into personal thought process and related event of the client for dealing with the issues client. Empathy on part of counsellor is very important for understanding the severity of the issues. Moreover college students are from a very tender age group. Their issues are very sensitive which need special attention. Maintaining secrecy and privacy of client (student/staff) some time become difficult as counselling is done in working hours of the college. Besides this counselling needs personal space free from distraction. To create such space in the college become difficult. Psychological Counselling Cell of Govt. Maulana Azad Memorial college,Jammu uses free space available in the college rather than designating a particular room for psychological counselling. This

helps in maintaining privacy of the client. Availability of space is checked from the time table, which can be free classroom, laboratory of Psychology Deptt., Conference Hall etc. Students who require psychological counselling approach convener/members of Psychological Cell. A suitable time and venue for counselling is intimated to the student.

4 The Practice: India is facing a great problem of drug abuse and delinquency (young children committing suicide). This needs to be addressed and psychological counselling is the best way to deal with such problems. Understanding the importance of Psychological counselling, the Union Govt. of India has also started psychological counselling in Educational Institutions. Trained counsellors are required in School and Colleges. Because students at different levels face different psychological problems. If not addressed, it will definitely affect the academic performance of a student. Major constraints and limitations are proper space for counselling and awareness among students for voluntarily seeking psychological counselling. In this regard Govt. Maulana Azad Memorial College, Jammu has set up its own psychological Counselling Cell with Head of the Dept. Of psychology as its convener.

5. Evidence of Success : Special workshops are organised. Trained psychologists are invited for technical sessions. Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu has organised different awareness programmes. To bring awareness among students/staff frequent workshops need to be organised and Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu is trying its level best for psychological well being of its students and staff.

#### 6. Problems Encountered and Resources Required

As there is no separate provision for psychological evaluation of student seeking admission to the Constituent Colleges of Cluster University of Jammu. There is lack of awareness among students coming from varied backgrounds to the College. There is lot of hesitation among students to seek psychological counselling. It becomes difficult to identify the students who actually require psychological counselling. Although Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu organises program for general psychological counselling of students.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Martyr's Day is celebrated in the memory of Amar Shaheed Lieutenant Sushil Khajuria(KC)(P)

On 28th September every year Martyr's Day or Shaheed Diwas is celebrated in the memory of Lieutenant Sushil Khajuria to pay tribute to extraordinary bravery and supreme scarifies by the son of the soil.

No doubt, he has sacrificed his life for the safety and security of the country.

He is a source of inspiration for the young students of the college. At such a young age, he came forward to serve the nation. On 28th September 2011 he fought with bravery against terrorist. So, to pay homage to Lieutenant Sushil Khajuria Martyr's Day is celebrated on every year.

Lieutenant Sushil Khajuria was born on 28 Aug 1985 in district Samba of Jammu and Kashmir. Son of an army veteran Nb. Subedar Som Dutt Khajuria, Lt Khajuria completed his schooling from Kendriya Vidyalaya No. 1, Gandhi Nagar, Jammu. He was second among four siblings with elder brother Anil, younger brother Sunil and sister Deepika. He joined the Officers' Training Academy (OTA) after completing his graduation from Govt. Maulana Azad Memorial College, Jammu, and was commissioned into the Army Service Corps on 20 March 2010.

Lt Sushil Khajuria though commissioned into ASC was deputed to 18 Grenadiers unit deployed in J&K as his first operational assignment. Lieutenant Sushil Khajuria joined the unit at Panzgam on 14 April 2010. He was made the Ghatak Platoon Commander from the beginning and was soon in combat, conducting counter-terrorist operations in the treacherous mountainous terrain of the frontiers of Kupwara in Jammu and Kashmir. His first real encounter was on 29 July 2011, where he gave an excellent account of himself and the battalion was

successful in neutralizing one hardcore terrorist.

#### Kupwara Operation: 28Sep 2011

On 27 September 2011, Lt Sushil Khajuria was leading his team in a rugged and difficult terrain with steep slopes and thick undergrowth, simultaneously, coordinating movements with four other teams based on specific input by higher formation headquarters and a neighbouring formation about the presence of an infiltration column of approximately 5 to 6 terrorists in the general area of Kopra, in Kupwara district.

The teams were launched on a search and destroy mission to deal with the terrorists. While scouting a nullah, his team came under heavy fire. With his buddy having pinned down by the terrorist fire and realizing that the terrorists were entrenched in an advantageous position behind a big rock, Lt Sushil Khajuria crawled through thick foliage to a flank and spotted the terrorists under covering fire from his team. Unmindful of his personal safety, he charged at the terrorists, up the slope, killing two of them.

During the operation Havaldar Ravi Kumar, the leading scout of another team got shot by the terrorists at around 10.30 hrs and was severely injured. Hav. Kumar could not move, under fire from the terrorists. Lieutenant Sushil Khajuria then volunteered to retrieve the injured Hav. Ravi Kumar. While crawling towards Hav, Lt Sushil Khajuria was fired upon by a terrorist and was severely injured. Lt Khajuria later succumbed to his injuries and was martyred. For his act of conspicuous gallantry, exceptional leadership and camaraderie Lt Sushil Khajuria was given the nation's second highest gallantry award during peacetime, the "Kirti Chakra".

Lt Sushil Khajuria is survived by his father Nb. Sub Som Dutt Khajuria (Retd), mother, brothers Col Anil Khajuria & Sunil Khajuria and sister Deepika.

The National Cadet Corps (NCC) of MAM College organises and celebrates martyr's day to pay tributes to Martyr Lt. Sushil Khajuria, Aluminous of College, who made the martyr's supreme sacrifice of his life while fighting against militants at Kupwara on

28th September, 2011.

The parents and family members of the Martyr Lt. Sushil Khajuria are given special invitation for the occasion.

Guard of Honour is presented to the parents of the Martyr. Traditional lamp/candles are lit in a patriotic atmosphere by parents of the Martyr and also by dignitaries present on the occasion.

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Martyr's day Celebration 2020-21

MAM PG College organises function in memory of martyr Lt Shushil Khajuria NOV 17, 2021 JAMMU: Government MAM PG College, Jammu, organized a function in the memory of martyr Lieutenant Shushil Khajuria who had attained martyrdom on 28th September 2011 while fighting terrorists in Kupwara. ADG Major General Ranjan Mahajan was the chief guest on the occasion, while Naib Subedar Som Dutt Khajuria and Nirmala Khajuria were the guests of honour. Dr GS Rakwal Principal MAM P G College welcomed the dignitaries and appreciated the courage and bravery displayed by the alumni of the college Lieutenant Sushil Kajuria who laid down his life the sake of Nation. Prof Sanjay Kalrupia spoke on the bravery of the martyred son of soil. Colonel Ranbir Singh Jamwal gave inspiration lecture on martyrdom. He also spoke about his journey as army officer the historical perspective of pre and post Independence contribution of martyrs. Prof Sanjay Singh from Department of English recited an inspirational and patriotic English poem "My Country My Pride", while Vivek Salgotra shared his University days he had spent with martyr Lieutenant Sushil Khajuria. Major Dr Karan Singh ANO NCC Boys Senior Div of the college elaborated on the devotional work of NCC cadets and presented vote of thanks. NCC cadets of the College also presented guard of honour to the chief guest and also presented a patriotic poem a skit on 'Uri Attack' and gave presentation on life history of Lieutenant Sushil Khajuria.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Govt. MAM College envisages itself to grow as a centre of generating intellectual assets. The institution seeks to develop and employ various plans for effective implementation of the curriculum in which first step is taken in the beginning of academic year. At the very outset of the session, Academic calendar is prepared enclosing the information about class work, internal assessment tests and semester examinations etc. For the smooth and effective classroom working time tables are prepared for the various programmes and courses of UG and PG level. Allocation of lectures of the subjects is planned according to the UGC norms and regulations. All the heads of teaching departments are members of their respective board of studies at Cluster University of Jammu. They attend the meeting and contribute in the up-gradation of syllabus and curriculum. To keep abreast with the new innovation, researches and skills in the various fields our faculty is also encouraged to participate in seminars, workshops, refresher courses, general orientation courses, faculty development programmes etc. This enhances their knowledge and implementation the same in their subject delivery and curriculum in a more effective way. The subject teachers regularly arrange study tours, field visits, and practical sessions for enhancing their fundamental concepts of knowledge of the respective subjects. The departments used modern teaching aids for effective delivery of curriculum. Class tests and internal examination are conducted in order to assess the understanding level of students. Remedial classes and periodic tutorial are conducted for weak students. The transparency in examination is maintained by the college. The college provides all necessary infrastructural facilities to our teaching staff such as audio- visual hall, language lab, reference books in the library, access to e-books through National Digital Library etc. Which help them in their routine teaching of curriculum. A formal feedback is received form students, parents alumni through questionnaire and is given due importance in defining and designing of course outcomes. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://clujammu.ac.in/academic_calander.php">https://clujammu.ac.in/academic_calander.php</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

According to the exam schedule of the Cluster University of Jammu, the college adjusts the academic calendar for the minor and major examination. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, evaluation, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays.

The college follows its academic calendar for conducting internal examinations. In a true sense, continuous internal evaluation of the students is made by conducting tutorials, surprise tests, unit test are included in the academic calendar and they are implemented at the end of the semester. The examination committee works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. Only the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the**

**A. All of the above**



following academic bodies during the year.  
**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

60

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

60

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

## 1.3 - Curriculum Enrichment

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

The college has been working for the overall development of the students. The vision, mission and core values of the college speak volume about the cross-cutting issues. The cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc., find a plenty space when it comes to applying them positively into the curriculum. The college teachers engage the students in various activities through expert lectures via N.S.S programmes. We believe in maintaining healthy environment for all its students.

#### Gender

All the U.G. Courses in humanities e.g. Sociology, Education, English have the component related to Gender studies and Gender sensitization. Various awareness programmes have been organised by various departments and committees from time to time to

sensitize and illuminate gender-based prejudice regarding ability of women and men including attitude towards women in leadership positions. There are various committees which take care of these issues such as:

1. CASH (Committee Against Sexual Harassment):

We have CASH committee in the college and we are proud to state that no major incident of sexual harassment of female students has been reported during the last five years in the college campus. This cell remains active and frequently interacts with students at regular intervals to identify and redress any grievances in this regard.

2. Anti- Ragging Committee:

As mandated by the guidelines of UGC, J&K Govt. and the University, an Anti- Ragging Committee has been constituted in the college to handle the issues regarding ragging. The names of the committee members along with their mobile numbers are displayed at different parts of the campus. Any student can submit a complaint without disclosing his/her identity in case of any such incident. No incidents of ragging have been reported in last many years.

3. Discipline Committee:

A discipline committee is constituted at the start of every academic session. The committee is mandated to monitor and supervise all matters regarding discipline. All matters of indiscipline are discussed and complaints of students are redressed to their satisfaction. Students indulging in acts of indiscipline are counselled, rebuked, admonished, whatever required.

Human Values and Professional Ethics

Values help us to create the future we want to experience. The courses of humanities and social sciences like English, Education, Sociology etc. teaches the different pedagogies, methods or programmes in order to create learning experiences for students when it comes to value questions. Soft values of life are taught to students like;

(a) Right Conduct: Respect for parents, respect for teachers, honesty, good manners, regard for duty, sincerity.

(b) Peace: Humility, simplicity, equanimity, tolerance, patience, satisfaction, discipline, charity.

(c) Love: Gentleness, compassion, forgiveness, gratitude, kindness, caring for others, friendliness. Without these values, the world would become barbaric and chaotic. Impetus has also been given to development studies, unity and integrity of nation. The college NSS unit is actively working to instill all these values in students by various activities and programmes.

The college also conducts frequently various programmes on Human Rights to create awareness among the students like Swachh Bharath Abhiyan, Tree Plantation, Health Awareness Programmes etc.

Good Ethics is a fundamental requirement of any profession. Ethics is a system of moral principles governing the appropriate conduct of a person. The subject like BBA helps the students to improve their personal and corporate behaviour by enhancing their knowledge and skills and teach them how to implement the same in the service of public.

#### Environment and Sustainability

Environmental Studies is an interdisciplinary course. The course is offered as a mandatory course for all the U.G programs. The course includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity, perils of environmental pollution and raising awareness on environmental and social issues.

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

#### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

743

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mamcollegejammu.in/admin_panel/files/12202114024266.pdf">https://mamcollegejammu.in/admin_panel/files/12202114024266.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

1182

#### 2.1.1.1 - Number of sanctioned seats during the year

1558

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

371

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

### METRIC 2.2.1

*The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners*

**Identification of Advanced and Slow learners:** To identify advanced and slow learners, we conduct "student induction" programme. Through this event students are introduced with teaching-learning and evaluation program, college discipline, various academic and other schemes along with development and achievements of the college and students support services. As early as possible, we identify slow and advanced learners amongst the students through class-room discussion, question and answer method, by considering their subject knowledge and previous year's performance. After the completion of 20% part of their syllabi, a minor test is conducted to further assess the performance of the students in the current semester. The performance of the students helps in identifying the slow and advanced learners.

**Strategies for improvement of slow learners:** Special care is taken for the academically weak students. The following strategies are adopted for their improvement:

- Academic and personal counselling are given to the slow learners by the tutor, mentor and the counseling cell. The teachers assess the nature of their problems and then motivates them in a friendly way to reach their academic goals. Appropriate counselling with additional teaching, eventually helps to attend classes regularly.

- Group Study System is also encouraged with the help of the advanced learners.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding
- Provision of simple and standard lecture notes/course materials
- Poor performance due to frequent absenteeism is dealt by calling and sending SMS to students or even their parents, if needed. Appropriate counselling with additional teaching, eventually helps students to attend classes regularly.
- Problem solving sessions and additional tutorials are conducted for students.
- The students are also suggested extra books from the college library.
- From the year 2020 onwards, e-content has been provided for the students so that every student even the slow learners can have access to organized and relevant material.
- To improve the confidence level of the students, confidence building lectures are arranged. Some faculty members guide the students personally and encourage them to discuss their problems.
- Extra time is allotted to slow learners to complete tasks such as reading, problem solving, and analysis of the experiment. More attention is given towards slow learners for their academic improvement.
- Extra classes are organized to clarify doubts and re-explaining of critical topics for improving performance. Remedial classes are also organized to clarify doubts, re-explaining of critical topics for improving performance. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up with their peers. Generally, one teacher is assigned for each batch to provide additional details on the important topics, to improve their subjective knowledge and to provide counselling for personal problems Slow learners who are not able to manage with the teaching in regular classes, are assisted through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning.

With the help of such programs, slow learners have showed a



tremendous improvement in the academic activities and university examination. Also, the motivation level among the slow learners improved a lot through these kind of programs and they felt competent and self-confident to face the exams. Consequently, the drop out ratio of the students at each semester has reduced considerably.

Strategies Adopted for Improvement of Advanced Learners:- Quick learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge, concept understanding and articulation abilities etc., Advanced learners are provided several opportunities to develop their knowledge and skills. The Institute promotes independent learning that contributes to their academic and personal growth in the following ways:

- Coaching is given in Skill Development Programme like Communicative English, Soft Skills and Personality Development and Computer Certificate Programs like CCNA.
- Advanced learners are encouraged to enroll in MOOC Courses - Swayam, EdX .
- Provision of additional learning and reference material
- Assignment and Student Seminars/webinars on contemporary topics to enable them for placement
- Advanced Learners are provided coaching classes for competitive exams in collaboration with universities and other agencies like Universal Education Bangalore.
- Students are encouraged to participate in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges.
- Students representing the college in various inter-collegiate meets are provided with the benefit of retest.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- The academic achievements of the students are extremely motivated and highly praised by the College by giving merit scholarships etc
- The college organizes guest lectures of eminent persons, students' seminar, and project to inspire and motivate advanced learners.

File Description	Documents
Link for additional Information	<a href="https://mamcollegejammu.in/news.aspx">https://mamcollegejammu.in/news.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3933	74

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

### 2.3 - Teaching- Learning Process

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

The Govt MAM College practices a teaching methodology which focuses on imparting education through a student centric approach. The learning becomes more experiential, participatory and socialistic by organizing activities like group discussions, poster making, field visits, debates, quiz, assignments, seminars, project writing, exhibitions, poetry recitation and power point presentation. The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. Institution is on its path to bring overall development of students. These activities not only provide opportunity for participatory learning but also provide experiences for making them responsible citizens.

Interactive method:

This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each

individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. The faculty members make learning interactive with students by motivating student participation in group discussion after the end of each topic taught, power point presentation by students role-play, subject quiz, discussion and questions and answers related to course topics. Students are encouraged to reflect and analyse by eliciting responses to the subject under discussion. Discussions and debates on contemporary issues are encouraged and students get an opportunity to express and air their views apart from learning to respect perspectives of the 'other'. Students remain active, work co-operatively, interact with each other, take responsibility and develop self confidence. It stimulates students interest and provides an opportunities to the student for freedom of thought and free exchange of different views. Class room discussion in various topics are our regular features. To develop creativity, originality of ideas, reasoning, increasing knowledge and to make classroom interaction more effective Brain storming method is used.

#### Information and Communication Technology (ICT) Enabled Student Centric Teaching

- ICT enabled teaching methods have been made available in the institute to facilitate student learning. ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources like e-content etc. Virtual class room links the guest lecture of eminent persons to develop their core knowledge in the subject. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process with all the above-mentioned facilities including browsing centres for the convenience of students and teachers. The institution has the essential equipments to support the faculty members and students. Faculty members are well acquainted with use of ICT during class room teaching and lectures are given through power point presentation by most of the faculty members, e-contents are also provided to student. The Teaching - learning activities are made effective through illustration and special lectures. Lessons are taught through Power point presentations to make learning interesting besides oral presenting methods.
- Regular practical sessions, use of LCD projectors for

seminars and workshops, productive use of educational videos, accessibility of e-content, conduct of online tests, access of digital library resources have been a regular feature of teaching methods to facilitate student learning. Communication skills training is provided to students during Language lab sessions. Software is effectively used to train students to acquire proficiency in listening, speaking, reading and writing.

- Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow-up / understanding the concepts. Learning resources and useful websites are made available to the students which serve as a ready link to access the portals of information and gain knowledge.

#### Group Learning Method

Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Group Discussion and assignments are used under group learning method.

#### Experiential learning

The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, teaching through demonstration, visual aids, organizing seminars, presenting papers, analyzing case studies and participating and conducting quiz on theory topics.

- Student Debates and Seminars

Student debates seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience and boost their confidence for speaking in public presentations.

- Summer Internship Project:

Summer Internships are considered as an important career stepping stone at Govt MAM College. The final year students of BBA are divided into groups and are given with a project to be completed during their summer vacation. The final presentation and viva-voce is conducted at the end of the semester and grades are awarded accordingly. Summer internships teach valuable on-the-job skills and provide excellent networking opportunities to the students.

- **Experimental/Laboratory method**

Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments.

- **Activity-Centred Method**

Activity Centred Method is more effective and durable in providing learning experiences. Students take interest and learn things via learning by doing. Students actively participate in a myriad of academic activities like class room seminars on chosen/assigned topics, home assignments, power point presentations, model preparation, activities of various committees under student union, youth festivals, activities of departmental societies, national organizations like NCC/NSS, Sports activities and other competitions. Team spirit and leadership qualities are developed in the students through group discussions, project work and organizing workshop on useful topics like stress management, communication skills, personality development and time management. To imbibe patriotic and social values among students various Days like Teachers' Day, Independence Day, Republic Day, NSS Day, NCC Day, and Anniversaries of national heroes are celebrated. NSS & NCC conduct activities like Blood Donation Camps, AIDS Awareness Campaigns, Tree Plantation, De-addiction Drives, Swachh Bharat Abhiyan, Water Management, in order to make the students responsible citizen.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://mamcollegejammu.in/news.aspx">https://mamcollegejammu.in/news.aspx</a>

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

in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to excel in all fields. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute-

### ICT Tools:

1. Projectors- projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers- They are installed at Labs, HOD Cabins and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.
5. Scanners- Multifunction printers are available at all prominent places.
6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
7. Smart Board- Many smart boards are installed in the classrooms
8. Eighteen Interactive Boards are installed in the college
9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
10. MOOC Platform (NPTEL, SWAYAM)
11. Digital Library resources (NLIST, etc)

### Use of ICT By Faculty-

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
2. Industry Connect- Seminar and Conference room are digitally

equipped where guest lectures, expert talks and various competitions are regularly organized for students.

3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
  4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
  5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- 
1. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
  2. Workshops- Teachers use various ICT tools for conducting workshops .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mamcollegejammu.in/admin_panel/files/1220216035407.pdf">https://mamcollegejammu.in/admin_panel/files/1220216035407.pdf</a>

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

#### 2.3.3.1 - Number of mentors

74

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

2.4 - Teacher Profile and Quality	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
74	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
32	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
280	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>



## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment (minor exam) is conducted for each course as per the framework provided in the University statutes. An examination committee comprising of 8-10 teaching faculty members is entrusted with the responsibility of conducting the internal examinations in the College. It is assisted by a dedicated examination section comprising of non-teaching staff members. One minor examination for UG courses and two minor examinations for PG courses are held in each semester in accordance with the University guidelines. A centralized date sheet for minor examinations is prepared by the examination committee and displayed on the notice board at least one week in advance. Teachers from different subjects are deputed as invigilators to ensure transparent and fair conduct of exam. During the COVID pandemic the minor examinations have been conducted using secure platforms like Google form, wise app etc. In the subjects having practical examinations, the practicals are conducted by the concerned department in coordination with the examination section to avoid overlapping of dates with other subjects. The answers sheets are evaluated in a time bound manner and the marks are displayed on the notice boards of the concerned departments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mamcollegejammu.in/noticedet.aspx?id=57">https://mamcollegejammu.in/noticedet.aspx?id=57</a>

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

The college has a well structured mechanism to ensure exam related grievances of the students are resolved. Many a times students are not able to appear in the internal examinations due to their participation in NCC camps, sports tournaments or some other unavoidable circumstances. Such students have to contact their concerned teacher and with the permission of the HOD they get an option to appear in a retest which is usually held a month before the start of the external examinations. After the evaluation of answer sheets, the marks are displayed on the notice board of the concerned department. A time of one week is provided to the students within which any student can approach

his/her concerned teacher if he/she is not satisfied with the marks awarded. The checked answer sheet is displayed before the student to convince him/her. If the student is still dissatisfied then he/she may approach the concerned HOD who may get the answer copy rechecked. After the completion of all this process the marks of internal assessment are uploaded on the university portal. In case there is any discrepancy (which is very rare) in uploading in these marks, the student can again approach the concerned HOD. The HOD upon checking the record has to recommend the rectification of marks of that student to the examination section of the college which is then communicated to the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://clujammu.ac.in/notificationupload/CLUSTER UNIVERSITY OF JAMMU STATUTES 23 02_2018.pdf">https://clujammu.ac.in/notificationupload/CLUSTER UNIVERSITY OF JAMMU STATUTES 23 02_2018.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programmes offered by the institution are uploaded on the institutional website. The Syllabus of each program prepared by the Cluster University of Jammu is communicated to the students by the teachers and is also available on the website. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme duration through various tests and examinations their attainment is assessed and suggestions for improvement are given. Even though the curriculum of a programme is designed by the University, College teachers define the programme outcomes for each programme offered by the institution. All the departments conduct regular programmes along with specific additional courses. . The following mechanism is followed by the institution to communicate the Program outcomes and course outcomes to the teachers and students. ? Hard Copy of syllabi and Program Outcomes are available in the departments for

ready reference of the teachers and students and are also available online

. ? The students are also made aware of the same during classes.

I The faculty members, mentors, course coordinators, program coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Following are how the information regarding the program outcomes and course outcomes is disseminated among the students:

? College Website/ University website

? Curriculum /Regulations books

? Class rooms

? Department Notice Boards

? Laboratories

? Student Induction Programs

? Faculty meetings

? Library Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the Program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The Course Outcomes are prepared by the Course coordinator in consultation with concerned faculty members teaching the same course. The subject coordinator of the university will verify it. Finally, they are discussed in the concerned department's BOS meeting course-wise and approved

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.clujammu.in/syllabus/syllabus.php">https://www.clujammu.in/syllabus/syllabus.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

## ATTAINMENT OF PROGRAM OUTCOMES AND COURSE OUTCOMES

Measurement of attainment of POs, PSOs and COs is done through formative and summative methods. Continuous and comprehensive evaluation, is done regularly to know the attainment. Class tests are scheduled by the teachers and after the valuation the analysis is done after which the strategy for improvement is made. Group discussions and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group discussions, the thinking process of the students is also assessed and the skills and knowledge is tested. Home assignments and classroom assignments are given to the students in UG and all P.G. classes. Some of the undergraduate classes also have the assignments; it helps to measure the attainment programme specific outcomes. Some activities like quiz competition are also held which makes the institution know about the knowledge and information of the students. Via Co-curricular activities also behavioral outcome of the students are assessed. Semester exams for the courses having semester pattern . Analysis of students' performance in internal tests is done. Maximum 30 marks are allotted on internal examinations which is added to their result. Analysis of terminal exam results is also done. After the analysis, strategy for improvement is made and implemented. All the assessments are analysed regularly. The analysis of students' performance in semester/annual examination is done to know the levels of attainment of POs, PSOs and Co. Each department analyses the result of the students in their subject. The analysis of post graduate courses for each department is also done for the same.

The program outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect

methods. Direct methods are examinations or observations of student knowledge or skills against measurable course outcomes. The course outcomes are also measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

## ATTAINMENT OF COURSE OUTCOMES

The knowledge and skills described by the course outcomes are mapped to specific problems to University Examination, internal exams and home assignment. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. One internal test is also conducted per semester for the following purposes:

- To ensure that students have achieved desired level of competencies at module level.
- To evaluate, whether corresponding COs are achieved or not.

According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

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

The feedback system of different stakeholders which is in place in the college helps it to measure and reckon the attainment of the programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and course's importance in terms of employability and so on which are pertinent questions

and which help the college measures its learning outcomes.

The college has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process). College also used this to seek feedback on its own, for measuring the attainment level of course, and programme outcomes. This is shared through college webpage to all stakeholders so that they remain informed of the virtues and shortcomings in teaching learning and accomplishments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mamcollegejammu.in/">https://mamcollegejammu.in/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1581

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf">https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://mamcollegejammu.in/admin\\_panel/files/1220216022472.pdf](https://mamcollegejammu.in/admin_panel/files/1220216022472.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research

**projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

19

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

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Govt. MAM College organizes and participates in various extension activities with a dual objective of not only sensitizing students



about various social issues but also to contribute to community and strengthen community participation. The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. The NCC and NSS college units take part in various initiatives like organizing camps, Swachh Bharat initiatives, blood donation camps, awareness programmes on AIDS prevention, Suicides prevention, road safety, plastic eradication etc.

Events like Human Rights Day, International Yoga Day, Independence day, Teachers day see large participation of the students who take up activities in collaboration with other agencies/NGOs to spread awareness. India is the birth place of Yoga and by participating in International Yoga day students become global stakeholders in ensuring healthy body and mind.

Programmes like 'Save our Lakes', tree plantation drive in collaboration with Department of forest, cleaning of Tawi have been taken up as part of environment consciousness and encouraging the community to initiate steps in this regard. Blood donation camps in the College are a regular feature whereby students and staff donate blood for the cause. Participation in NSS Republic Day Celebrations in New Delhi, Adoption of Village, Anti- Plastic rally, Peace Rally, connects students with the larger social issues in the community and makes them socially responsible and sensitive and thus facilitates in the holistic development.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/">https://mamcollegejammu.in/</a>
Upload any additional information	<a href="#">View File</a>

### **3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

42

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1000

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- 'to create an environment of excellence in education' through technologically advanced pedagogical tools.

At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab technicians after reviewing course requirements, computer-student ratio, budget constraints, working conditions of the existing equipments and also students' grievances.

The Time Table Committees and Development Committee plans all the requirements regarding classrooms, laboratories. Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians.

The optimal utilization is ensured through encouraging innovative teaching - learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, campus recruitment training classes, campus recruitments, meetings, seminars, conferences etc. It is used as an examination centre for Bank Recruitment examinations, Competitive examinations/University Examinations like UPSC/SSC/JKPSC/JKSSB, NEET, Judiciary etc.

S.No.	Infrastructure	Quantity
1.	Total Class Rooms	26
2.	Classrooms(ICT)	9
3.	Computer Labs	4
4.	Laboratories(ICT Enabled)	8
5.	Seminar Hall(ICT Enabled)	1
6.	Browsing Centre	1
7.	E-Content Room	1
8.	Research Hub(Social Sciences)	1
9.	Mass Communication and Multi Media	1

	<b>Centre</b>	
10.	<b>Music, Fine Arts and Languages Centre</b>	<b>1</b>
11.	<b>Industrial Skill Centre</b>	<b>1</b>

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

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

Our Institution has a well maintained campus spread over 19.58 acres of serene green land. We believe in the all-round development of our students. There is a lot of encouragement for the students to participate in sports and cultural activities simultaneously and thus they are awarded and rewarded accordingly.

We have a spacious and well equipped multipurpose sports/gymnasium hall of 3000 square meters, where students can play in door games like, badminton, table tennis, chess, caroms etc.,

Institution has Yoga room where students and faculty members do meditate and even practice yoga.

Qualified Physical Director have been appointed to take care of day to day games and sports activities of the college. College teams are formed to take part in state level and university level competitions and other intercollegiate competitions.

Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded and rewarded accordingly.

The outdoor games such as shuttle badminton, volley ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students.

Students are very much encouraged to participate in the cultural events held in the college like Technical fests, Freshers, Annual

Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges for intercollegiate competitions like dance, skits, mimicry etc.

Institution has some clubs/ committees to enhance and encourage the hidden talent of the students namely: Red Ribbon Club, Unnat Bharat Abhiyaan, Aatma Nirbhar Bharat Abhiyaan and Sports & Games Committee who play an excellent role for the over all development of the student's community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

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

9

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

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

26808839

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

#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**The automation of Library using ILMS is under process and is expected to be completed at the end of year 2021-22.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional Information	<b>Nil</b>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**1099569**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

34

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Continuous up gradation of Technology and Infrastructure is one of the quality policies of the institution. The institution provides IT enabled teaching-learning environment in the campus round the clock. New IT equipments are purchased as per the requirements. IT facilities have been updated on regular basis.

In session 2016-17, 01 Laptop (i3 processor, 4 GB RAM, 250 GB HDD) was purchased for IQAC. In addition to it, 01 HP Laser Printer was purchased and issued to Administrative office for Official Purposes.

In session 2017-18, 07 HP Laser Printers were purchased for Principal Chamber, Accounts Section, Admin Section, Physics department, Geography department and IQAC Department. In addition to it, 11 All In One desktop (i3, 4 GB RAM, 500 GB HDD) were purchased to upgrade existing departments. A Heavy Duty Photocopier machine was also purchased for Examination Wing (Jammu University) for smooth conduct of Examination related activities.

In session 2018-19, 07 HP Laser Printers for teaching departments



and library were purchased.

In session 2019-20, 09 desktops (with i5, 8GB RAM, 1 TB HDD) was purchased to upgrade the College IT Infrastructure. 05 desktops were issued to BCA department for Lab Up-gradation followed by 01 each to Electronics, Principal Office, library and IQAC Department. 01 Heavy Duty Printer was also purchased for Accounts Section. With rise in Covid-19 Cases, 04 laptops were purchased and issued to BCA, IQAC, Examination Wing and IQAC. In addition to this, 22 CCTV Cameras (02 DVR's of 4 TB each) with display in Principal Chamber were installed in the College for Overall supervision. A photocopier machine was also purchased and installed in College Staff room for Printing Answer scripts of online examination and other Examination related purposes. 06 Interactive Smart Display Panels were installed in 06 classrooms of New block of the college. 10 new broadband connections were issued to BCA, Statistics, Mathematics, Geology, Geography, Library, Examination Section (Cluster University), Principal Chamber and Accounts Section for teaching-learning and official correspondence purposes.

In 2020-21, 12 Interactive Panels (Intel Core i5, 7th generation, 8GB Ram, 1TB HDD, toughened glass) have been purchased for effective Teaching Learning Process. The college has also established a Browsing Centre consisting of 20 All In One PC's (i3,8GB RAM, Windows 10,1TB HDD),01 Online UPS (6.0Kva), Hard Disk 1TB, All in One Heavy Duty Photocopier Machine, CCTV Cameras (Consisting of 1 DVR and 04 CCTV Cameras with Storage 1 TB)for facilitating students. In addition to this, College has also established E-content centre, an All in One Heavy Duty Photocopier Machine, an Interactive display Panel, 01 Server Machine, PTZ Camera has been purchased. In addition to Browsing Centre & E-content Centre, College has also made purchases to set up Mass Communication and Multimedia Production Centre and Music, Fine Arts and Languages Centre. IT Infrastructure consisting of an Interactive display Panel (Intel Core i5, 7th generation, 8GB Ram, 1TB HDD, toughened glass) for each centre has been purchased. College has modified its Internet plan from Broadband connections to High Speed Fiber Connections.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

145

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

12850300

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic

facilities. Classroom being the most primary and important work space, is managed with proper systems and procedures, keeping in mind the modern teaching learning environment as recommended by the Advisory Committee and the Head of the departments. The classrooms are well equipped with all modern technology like the smart boards for better and effective teaching. CCTVs are installed to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of class room property, cleaning and maintenance are done on a regular basis. Maintenance of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management.

College has eight science departments; a laboratory forms the core in the working of the institution. While a laboratory has several instruments and equipment, the same is maintained through respective departments. General instructions to students regarding the safe and secure usage while in the laboratory are displayed in each laboratory.

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Yearly statistics for utilization of library resources helps in collection development policy of the library.

Sports committee looks after the maintenance of the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same. While the IQAC defines policies related to workshops/seminars/conferences for students and staff across faculties, the website acquaints the users with the working system of the college and also invites suggestions on better working processes.

Annual maintenance contracts for computers, copier machines,

software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. Website is maintained and updated with the help of College IT Team and external professionals. The college website displays information pertaining to staff and student such as college contact information, the syllabi of various subjects, committees, code of conduct for students and staff, faculty information, PIO for RTI , etc. The notifications about various activities such as admission, results, events, awards etc. is notified on the website.

The well-defined purchase policy developed by the Purchase Committee looks after all the purchases in the college. All the purchases are made through GeM Portal as per the existing GFR Rules after obtaining Requisitions, Minutes of Meeting from concerned Committees and HoD's. The college strictly adheres to the rules and regulations put forth by the Higher Education Department and Finance Department of the Union Territory of Jammu and Kashmir . Internal and external audits are done annually. If any discrepancy is found in financial records, a query is put up for the concerned person. The information about all the gazetted and non-gazetted employees is maintained on the Centralized Personnel Information System (CPIS) as directed by the Union Territory Government.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

381

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

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

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

**19**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

316

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The students of the college have created several groups. These groups have been created by them at their own level and are often taking help sometimes from college administration. The students are performing various activities like Teachers Day and various Festival celebrations like Guru Purab celebration, Holi, Diwali etc. Extracurricular activities are a kind of learning method that includes observation, practise and experience. Students can perform better in both the internal and external skills such as self-acceptance, self-esteem, sexual orientation, career goals and others. In the article of Curriculum planning, sustained development and reforms by the country's educational purposes as manifested. These activities are ongoing effort towards further developing the potential of individuals a holistic and integrated manner to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonious based on a firm belief in truth and discipline. These activities help to improve the academic scores as well as social life. Extracurricular activities produce knowledgeable and competent beings, who possess high moral standards and the ones who are responsible and capable of achieving a great extent of personal well-being, as well as being able to contribute to the progress of the family, the society and the nation at large. Mostly when we talk about extracurricular, what directly strikes our minds are related to the different periods allotted for activities like hockey, swimming, equestrian club, culinary club and many more. But, we have to realize that these activities are not only related to any schools, clubs or uniform bodies but also Representative Council and Committee of Students and so on is categorized as extracurricular. There are mainly three types of extracurricular, first being the society. Society has categorized



as a club or an organization for students who have specific interest in a societal matter like public talk. Second is uniform bodies, as mentioned above, is an organization that involved the same uniform that they wear as their identity. Last is sports and games, and this is the most common as well as popular one which involved students to spend time for fun as can maintain good health. Students like to join many extracurricular activities, while some other students do not. Thus, their level of involvement and interest in the extracurricular activities limited to the desired and willingness of themselves. One of the benefits of joining these extracurricular activities is getting a chance of being a leader, to develop, management skills, time management, ability to handle stress, talk delegation, decision making, carrying out meetings and many more. Extracurricular activities help to improve student's academics though they can also harm how grades turn out. There is a requirement for a boost for most of the students so that they can participate in activities. These activities help to develop the work ethic, and it enriches the personality of the studentst caters the student's voluntary involvement that is being present at the external realm of the academic curriculum for all-round development. Extracurricular activities provide opportunities to students to express and explore themselves.

File Description	Documents
Paste link for additional information	<a href="#">Null</a>
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

27

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

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

There is an Alumni association which is not registered yet but meetings are happening on occasional basis.

File Description	Documents
Paste link for additional information	<a href="#">Nill</a>
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

Vision:-.As this college was established in 1954, our college is trying its best to be the leading educational institution in the region by developing State of the Art infrastructure and by keeping pace with the latest technology to facilitate highest quality education to students, nurture their talent, promote

intellectual growth and shape their personal development.

**Mission:-** Our Mission is to offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education. To create an environment in which young minds are encouraged to introduce new ideas, research and technology. To create ICT enabled Labs for disseminating Online Learning, MOOC courses, Virtual lab. Practical's for global exposure. To provide a platform that transforms students through rigorous coursework by collaborating with other academic and research institutes to strengthen the education system. To promote students through access to education, through relevant courses in the formal and non-formal streams by providing wide range of professional and vocational courses for students to meet the changing socio-economic needs.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/visionandmission.aspx">https://mamcollegejammu.in/visionandmission.aspx</a>
Upload any additional information	No File Uploaded

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

The Principal is the administrative head of the institution has decentralized his powers among the different members of staff. In certain cases under special circumstances the important decisions are taken after consultation with the College Advisory Committee.

The following committees are framed to decentralize the academic and admission activities.

College Advisory/ Development Committee.

College Purchase Committee

Discipline/Anti-Ragging Committee

Career Counseling Committee

RUSA/UGC/AISHE

College Examination Committee

Library Committee

Canteen Committee

Tour and Picnic Committee

College website Committee

Press Release Committee

College Printing and Publication Committee

Local Fund/Need Based Committee

Red Ribbon Committee

NSS Committee

Student welfare Committee

Culture Committee

Sports Committee

Committee against Sexual Harassment Committee/Women Study Centre

RTI Committee

Scholarship Committee

Beautification Committee

Financial Aid Committee

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/122021100130.pdf">https://mamcollegejammu.in/admin_panel/files/122021100130.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Different committees like development, purchase, stationery and printing, library, sports, Cultural committees are formed for smooth functioning of activities in the college. The senior faculty member acts as the convener with a few faculty members acting as members of the committee. The decisions pertaining to different committees are taken up in different meetings held from time to time in the presence of the Principal.

Each department in the College is looked after by the senior most faculty member designated as Head of the Department who frames the strategic planning authorizing each faculty member to take up certain duties with respect to the conduct of class work, internal examinations and extra-curricular activities also the non teaching staff of the department is governed by the head for proper functioning of the respective components. Administrative section is headed by SO (Section Officer). Senior Assistant, Junior Assistant, Head Assistant Accountant working under him.

Each faculty member is assigned different administrative duties in addition to teaching learning and evaluation. Students also participate in the College management as member of Board of studies. Different co-curricular and extension activities are also organized in consultation with students. There are regular meeting of the Principal with staff members. All the issues of the concern are discussed with teaching and non-teaching staff and Principal encourages the involvement of the staff for improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The key components of organizational structure of the college are Commissioner/ Secretary, Higher Education Department, UT of Jammu and Kashmir, Director Colleges, UT of Jammu and Kashmir, Cluster

University of Jammu, Principal, Head of the Departments, Teaching staff and Non-teaching staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of internal members in various Committees. Various faculty members of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. As per the university/ government guidelines, IQAC Cell is also in place for the institution. There are various committees with well-defined functions provide academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. Grievance Cell committee is formed including HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Principal office/Admin office for the same. Grievances related to academic and non-academic matters are addressed by the grievance cell committee and Head of Institute oversees both the above processes. The Institute has formed all statutory committees like Advisory committee, Covid-19 Pandemic Grievances Cell, Anti Ragging Committee, Girls Hostel Committee, Internal Complain Committee etc. to help students and staff.

#### Functions of the Organizational Structure

- Commissioner/ Secretary, Higher Education Department, UT of Jammu and Kashmir, looks after the administration, development of education, growth and expansion of the institution. He/ She can cause any action to be initiated which is required in his opinion for the promotion of the institution.
- Principal of the institution prepare all the agenda items, conducts the meeting and arrange all the measures for the betterment of the institution. To provide leadership, guidance, implementation and monitor all the academic activities in compliance with the affiliated department and university. To initiate all the development activities, principal monitors the progress and report to the Commissioner/ Sectary from time to time.
- IQAC is responsible for fixing quality parameters for various academic and administrative activities. The IQAC cell of the institution had played a significant role in

documenting various programmes/ academic activities from time to time.

- As per the university/ government guidelines, IQAC Cell constitutes different committees at the college level which consists of faculty members as conveners and two or more committee members. Convener will look after the committee programme and its operation. Every committee has well defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the head of the institution.
- Head of the Department (HOD) prepares departmental workload as per the guidelines and is submitted to the head of the institution. Coordinates with the time table committee, library committee, laboratory assistants, coordinator exams for smooth functioning of classes and internal exams.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://mamcollegejammu.in/admin_panel/files/122021902320.pdf">https://mamcollegejammu.in/admin_panel/files/122021902320.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

##### Teaching

There are several welfare schemes framed by the JK Higher education department meant for teaching, non-teaching staff and students which can improve their atmosphere of the workplace including infrastructure and academic aspects.

The college administration permits the teaching staff to undergo different professional development programmes like refresher courses, orientation programmes, workshops and seminars. At a time, only 20 of the faculty is allowed to attend any course outside the institution. The college also organizes workshops and seminars for the development of its faculty members. The college teachers are also allowed to undergo Ph.D post doctorate programmes for the career advancement. They are also allowed to attend professional training organized by the state Govt. for their promotion. There is also a provision for financial aid in case of any medical emergency for teachers, Teacher Welfare Fund is deducted from the remuneration of exam duties and evaluation which can be claimed in case of medical emergency . Some other Welfare measures for teachers are: Hygienic working environment, Well maintained, individual work stations, Annual and special increments on emoluments, 3 increments on award of Ph.D, during the job 2 increments for M.Phil qualification. Vacation leave based on academic calendar Casual, Maternity, Child Care and Sick Leave as per rules Paternity leave for male employees Medical leave Duty leave for attending conferences, congresses, symposia and seminars, delivering lectures in institutes and colleges. Medical assurance from ICICI Lombard for Insurance of teaching staff members for ease in accessibility to comprehensive health services. In case of any adversity College Teachers Association (CTA) and faculty members also contribute.

##### Non-Teaching

The college also addresses the grievances of the non-teaching staff through the Grievance Redressal Cell headed by the chair. Computer Trainings are also organized for the non-teaching staff by the college.They are also allowed to attend professional training organized by the state Govt. for their promotion. Some other Welfare measures for teachers are: Hygienic working environment, Well maintained, individual work stations, Annual



and special increments on emoluments. Casual, Maternity, Child Care and Sick Leave as per policy Paternity leave for male employees Earned leave which can be availed during the time of vacation period in the academic calendar of the college.

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

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

58

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance for teaching and non-teaching staff of the college is based on the Annual Performance Report (APR). The format for the APR is provided by the state Govt. The performance of teaching faculty is evaluated on various parameters like

number of teaching hours, teaching method used, mode of evaluation and participation in various co-curricular and extra curricular activities. Besides this integrity, general intelligence, punctuality in the college, rapport with the student community, initiative, creativity, resourcefulness and willingness to take responsibility are important parameters for performance appraisal of the teachers. For the non-teaching staff, there is also appraisal system in the form of Annual Performance Report which is based on the parameters like handwriting and neatness, reputation for honesty, capacity and intelligence, acquaintance with rules and orders, knowledge and skill in dealing with accounting matters, quickness in dispatch or business, punctuality and regularity, manners and powers of working with officers.

The institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra-curricular activities.

#### Performance Appraisal System for Teaching Staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, R&D, planning and development committee, NAAC, BOS, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioral / professional aspects of the faculty concerned.

Performance appraisal system for non-teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/1220219016645.pdf">https://mamcollegejammu.in/admin_panel/files/1220219016645.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute doesn't conduct any internal financial audits whereas the institute carries out external financial audits. The audit is conducted by the state govt. and Auditors from Accountant General (AG) office of the State. After conducting the audits, the officers submit the audit report to the State Govt. with detailed objections if any.

The compliance audit on the accounts of Principal, Govt. M.A.M College, Jammu was taken up as per accounting standards of Comptroller and Auditor General of India on 02-07-2021 to assess the performance of the office on the criteria of planning process, financial management, programme implementation, internal control and monitoring. In this regard an entry conference was held with the principal of the college on 02-07-2021 . Audit has been done on the basis of expenditure incurred between the period 05/2019 to 05/2021 and two months viz. March, 2020 and March 2021 were selected for detailed check. Compliance audit was conducted with reference to the provision of:

- Guidelines of GOI on CSS and other schemes being implemented by the department.
- Jammu and Kashmir state financial code/ book of financial powers.
- Circulars and instructions issued by GOI and State Govt. from time to time.
- Annual Plans and prescribed monitoring schemes.

- Auditing Standards of CAG.
- General Financial Rules, 2017 and Book of Financial power Gen.

The annual administrative inspection of the institute has not been conducted since 2018- 19. This is brought to the notice of higher authorities for appropriate action. Physical verification of the college has not been conducted for last several years audit. The matter is brought to the notice of higher authorities for further necessary action.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/admin_panel/files/1220219037599.pdf">https://mamcollegejammu.in/admin_panel/files/1220219037599.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Principal and the committee of the college monitors the use of funds received from the state-Govt./UGC/RUSA. The funds received from UGC/RUSA/State Govt. clearly mention for which purpose they are granted. The institute has at its disposal the funds collected from the students as part of admission fees as local fund and can be used for the welfare of students with approval from administrative department wherever necessary. The mobilization of funds is done by the Principal as per requirement

of different departments of college. Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization. Mobilization of Funds, the student fee is the major source of income for the institute. For utilization of funds development, purchase and local committee has been constituted to monitor the optimum utilization of funds. The purchase committee seeks quotations from vendors for the purchase of equipment. The quotations are scrutinized by the account officer and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The institutional budget includes expenses such as salary, electricity, internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision. Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators. The optimal utilization is ensured through encouraging innovative teaching learning practices. The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.

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

## 6.5 - Internal Quality Assurance System

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

- IQAC is one of the major policy making and implementing unit in our college. It works hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of

students. It assesses and suggests the parameters of quality education.

- The IQAC of the college proposed various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Plastic Eradication, Clean and Beautiful Campus, Waste Management etc.. For the better implementation of green practices, IQAC distributed these activities among various departments. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and waste management is developed in the community.
- The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.
- The teachers of Govt. M.A.M College use ICT enabled tools like Interactive Boards, Projectors, Computers etc. for effective teaching. These tools complement the usual teaching done through routine class work. The use of ICT has become an effective tool for teaching-learning. Its efficacy in improving the conceptual understanding among the students has been recognised. ICT tools also help the teachers in providing varying content to the students according to their learning pace and interests.
- The college has taken many steps towards improving the ICT enabled teaching during the year 2020-21. More so in the context of the COVID pandemic where it became absolutely essential for the teachers to use ICT tools as the classes were held online during the most part of the academic year except for a brief period of 2-3 months in the first quarter of 2021.

Following steps have been taken to strengthen the usage of ICT tools for teaching learning process in this college.

- Sixteen Smart/interactive Boards in Classrooms and two

interactive Boards in Labs have been used for the offline teaching as well as for recording lectures.

- Meetings of the College Committees using Zoom/Google meet, webinars by Career Counselling Cell, Psychological Counselling Cell or different Departments brought to forefront the usage of ICT tools in education.
- A faculty Development Programme conducted on Digital Initiatives like creation/use of E-Content, use of browsing center, use of Smart Interactive Boards for teaching learning process on 16th March 2021 for the teaching faculty of the college to acquaint them with the advancements in Technology. The objective of the event was to train the faculty for the use of High Tech Digital Techniques for formal and non-formal education with practical orientations.
- With the guidance of IQAC, An e-content room has been established exclusively to provide teachers a platform for creating high quality e-content.
- A browsing centre has also been established to give students access to the high speed internet. The research hub of the college is also well equipped with the latest ICT tools.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/org-reports.aspx?p=16&amp;r=29&amp;o=2020-21">https://mamcollegejammu.in/org-reports.aspx?p=16&amp;r=29&amp;o=2020-21</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. At the beginning of the every session, Internal Quality Assurance Cell (IQAC) of the college conducts meeting under the able guidance of the principal who is chairperson of IQAC with staff members of the college. In the meeting, IQAC discuss various aspects like teaching learning process, structure, methodology, academic practices, curricular & co-curricular activities for the session. The committee then chalked out a planned structure in the form of Activity calendar.
2. The Academic Cum Activity Calendar includes schedule of various activities like classwork, minor test, internal



practical examination, external practical examination, end semester examination (Major), Celebration of National festivals, National days, Teachers day, Sports activities, NCC/NSS registration etc.

3. The IQAC also conducts students- assessment of teachers of the institution and analyse the collected data on the basis of points obtained in 10 parameters of evaluation.
4. The teaching learning process and other activities conducted in the institution are monitored by principal of the college.
5. IQAC encourages all the staff members to make use of LCD/ overhead projectors and other Audio Video aids in the classroom for effective teaching learning process and also from time to time it organizes various lectures and awareness programmes on advanced topics by the eminent academicians.

File Description	Documents
Paste link for additional information	<a href="https://mamcollegejammu.in/noticedet.aspx?id=104">https://mamcollegejammu.in/noticedet.aspx?id=104</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. One day workshop on women's day was organized in the college on February 25, 2021 to commemorate the International Women's day to salute and celebrate a woman's key roles in the society.

2. International Women's Day Celebration: NSS wing of the college celebrated International Women's day in collaboration with women empowerment cell of the college on the theme Choose The Challenge on 8th March 2021.

3. Poster making was organised on theme Sexual harassment to celebrate International Women's day.

4. Gender club of the college organized a signature campaign to raise awareness about patriarchal norms prevalent in the society. The theme of the campaign was "Let's smash Patriarchy within the home and outside it".

5. Symposium on "Women in Atamnirbhar Bharat" organized on the topic 'Women in Atmanirbhar Bharat' under the programme 'Azadi Ka Amrit Mohatsav' to make education wholesome.

#### (B) GIRLS COMMON ROOM

A separate girls common room exclusively for female students of the college. The girls common room has attached washroom and proper sitting arrangement.

(C) GENDER CLUB: Gender club is constituted to carry out activities related to

(D) Gender Equity Award of appreciation on international Girl Child Day

(E) SAFETY AND SECURITY :

The College has following committees to monitor safety and security of female students and staff

1. Sexual harassment prohibition committee
  2. Anti ragging committee
  3. Discipline committee
- college has installed CCT cameras around the campus

File Description	Documents
Annual gender sensitization action plan	<a href="https://mamcollegejammu.in/admin_panel/files/12202114053765.pdf">https://mamcollegejammu.in/admin_panel/files/12202114053765.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mamcollegejammu.in/admin_panel/files/12202114025593.pdf">https://mamcollegejammu.in/admin_panel/files/12202114025593.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system**

## Hazardous chemicals and radioactive waste management

**Response:**

Different initiatives were taken up by the college to properly manage the various types of waste generated within the campus. Large numbers of dustbins were installed in the campus at different locations. To maintain cleanliness of the campus a dedicated staff is appointed who regularly collects the garbage of the campus and hands over it to the municipal garbage vehicle. The college is also very keen to use less paper within the campus and for that most of the communication is done through digital media. Waste like paper and stationary items are collected regularly and are disposed off properly. Students and staff are encouraged to avoid the use of plastic within the campus and various awareness programme are conducted from time to time for the same. Large number of cleanliness drives were also organized with the help of NSS and NCC unit and slogans about cleanliness were also displayed within the campus.

E-waste is more hazardous than any other waste and appropriate steps were taken for the management of the same. Printer cartridges were refilled outside the campus from the authorized agencies and e-waste like inverter batteries were disposed off under buy back options. Defective and unused electronic items were stored properly.

Liquid waste generated from the various laboratories is disposed through the proper drainage system. Chemicals generated from chemistry laboratories are properly dumped into the pit under the strict supervision of laboratory staff.

File

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling**

D. Any 1 of the above

Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li>1.Green audit</li> <li>2. Energy audit</li> <li>3.Environment audit</li> <li>4.Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol>	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Govt. Maulana Azad Memorial College, Jammu strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non-teaching staff. Special committees are for admission under reserved categories like SC, ST and OBC.
- Students from low socio-economic spectrum are granted Scholarship in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.
- Teachers usually use English, Hindi, Urdu, Dogri, Kashmiri, Punjabi etc mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.
- Webinar "Modernity in work of Mirza Galib"(27/02/21)

- Short story writing in English(5/3/21)
- Tributes to martyrs of Jallianwala Bagh massacre(3/4/21)
- Online Sanskrit Shloke recitation(10/5/21)
- Quiz competition on GURUMUKHI LIPI(12/5/21)
- Online Symposium on IMPACT OF COVID-19(22/5/21)
- NCC cadets distributed ration to needy during lockdown in pandemic of COVID-19(10/5/21)
- Anti terrorism Day(21/5/21)
- Basant Panchami Celebration(16/2/21)
- Tributes to doctors "someone's hope someone's hero"(26/6/21): Central Counselling Cell of cluster University of jammu in coordination with Psychological Cell of Govt M.A.M.College jammu organised a poster making competition on theme Tributes to doctors "someone's hope someone's hero on 26/06/2021
- International literacy day(7-8/9/21):Govt.Maulana Azad Memorial College Jammu celebrated international Literacy day on 07- 08/09/2021 in the form of two days event.under the banner of IQAC of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Response:** Govt. Maulana Azad Memorial College is committed to organize activities that Sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.

The National Service Scheme (NSS) and National Cadet Corps (NCC) are two

main bodies in the college which perform activities to inculcate sense of

belongingness , patriotism and constitutional obligations among students and staff.

**Activities undertaken are:**

- **Quiz competition on freedom fighter:** The Department of Political Science of Govt. MAM PG College Jammu, a constituent college of Cluster University of Jammu, conducted Quiz Competition on Freedom Fighters under the 'Azadi ka Amrut Mahotsav' (India @75) program on 08/04/2021.
- **Lecture on Drug De-addiction:** NSS Unit of the college organised a special lecture on the topic Drug De-addiction in collaboration with UBA on 30th April, 2021.
- **Poster making competition on World No Tobacco Day:** NSS Unit of the college celebrated World No Tobacco Day with this year's global theme "Commit to Quit" on 31st May, 2021. The NSS Unit of Govt. MAM College Jammu celebrated World No Tobacco Day
- **Celebration of Kargil Vijay Diwas:** 21th Anniversary of Kargil Vijay Diwas was celebrated by NCC Cadets of 2nd J&K BN Jammu on 25th July 2020.
- **Observance of Anti terrorism day:** 21st of May 2020 was observed as an Anti-Terrorism Day in Govt. Maulana Azad Memorial College Jammu. The objective behind this day is to wean away the youth from terrorism and cult the violence by highlighting the suffering of common people and showing as to how it is prejudicial to the National interest.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**



File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Response:**

Govt. Maulana Azad Memorial College organizes national and international commemorative days, events and festivals to inculcate spirit of patriotic and unity in students to make them responsible citizens.

**Programmes organized are:**

- International Yoga week: NSS Unit of the college organized Digital Yoga Week from 16 June to 21 June, 2021.
- International Yoga Day: Govt. MAM College Jammu, Faculty (Teaching & Non teaching) participating in 6th International Yoga Day with the theme "Yoga from Home-2020"
- Celebration of Kargil Vijay Diwas: 21th Anniversary of Kargil Vijay Diwas was celebrated by NCC Cadets of 2nd J&K BN Jammu on 25th July 2020.
- Observance of Anti terrorism day: 21st of May 2020 was observed as an Anti-Terrorism Day in Govt. Maulana Azad Memorial College Jammu. The objective behind this day is to wean away the youth from terrorism and cult the violence by highlighting the suffering of common people and showing as to how it is prejudicial to the National interest. The event was organized by NCC unit of the College. Principal of the College Dr. G.S. Rakwal along with the College staff taken the pledge to save guard the country's rich heritage of non-violence and tolerance. During the pledge all COVID-19 protocol and safety precautions issued by Ministry Health and Family welfare Govt. of India were

strictly followed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the Practice: Faculty Improvement Programmes

#### 2. Objectives of the Practice

Now days teaching are not limited to lecturing in the classroom, dictating notes to the students and evaluating students based on cramming the notes. Teaching is much beyond this."Technology will not replace great teachers but technology in the hands of great teachers can be transformational (..George Couros). Use of technology in teaching-learning process generates meaningful results not only for teachers but for students also.

The objectives of Faculty Improvement Programmes are

1. To understand use of technology in education and identify key issues and challenges faced by the faculty of Govt. Maulana Azad Memorial College, Jammu.

2. To familiarize teachers of the college with use of technology in teaching-learning process.

3. To make teaching-learning process more interesting and enjoyable both for teachers and students.

#### 3. The Context

The entire world is moving towards digitization. Teaching is not

confined to four walls of classroom. Now a day's students learn in a global classroom. When information is available at a click of a button, Students are more inclined to find information through internet using their mobile phones and computers. So a need for creation and dissemination of e-content was felt. Creation and dissemination of knowledge is very important, so that students get the right knowledge without wasting their time. In this context teacher are to trained to create and disseminate e-content.

The pandemic of COVID-19 has changed the way of life so is the teaching learning process. The online class over mobile phone and computer has temporarily replaced the routing functioning of classroom teaching. In this regard need was felt to aware teacher about various online classroom software, tools available to create assignments, online examination and its evaluation.

#### 4. The Practice (400 words)

Govt. Maulana Azad Memorial College, Jammu has a practice of training its faculty about the use of technology in teaching learning process to make it more meaningful, interesting and enjoyable. The college has a practice of organising in house faculty improvement programmes for the faculty and by the faculty of the College, thereby saving both time and money. The Faculty Improvement program mainly aim at training teachers about use of smart interactive panels, use of power point presentation, creation of e-content using different techniques and software such as SANKORE. Teachers are trained about online mode of teaching and evaluation.

#### FDP on Online Teaching Technologies

Department of Computer Sciences, Government MAM P G College, Jammu in wake of Pandemic Covid-19 and in the interest of academics organized a 03 Days Faculty Development Programme webinar on "E-learning: Tools for Teaching and Learning" w.e.f 01st June-03rd June 2020. Online webinars has emerged as a new platform for online studies. The teachers should be well equipped with the new online teaching technologies. This FDP was designed to cater the this need of hour.

Lectures were delivered online using Google meet and the participants were educated about the various e-learning tools like Google Classroom, Screencastify, WebEx and were given hands on training on creating Google forms, quizzes, assignments and were also given detailed training on sharing e-content from

Google drives using different techniques. The participants were also made aware about the ethical standards that must be adhered while creating e-content.

A total of 350 participants registered for the programme and attended the webinar.

#### FDP on e-learning and content creation

E-content committee in collaboration with IQAC of Govt. Maulana Azad Memorial College Jammu organised two week long Faculty Development Programme on Digital Initiatives like creation/use of E-Content, use of browsing centre, use of Smart Interactive Boards for teaching learning process on 16th March 2021 for the teaching faculty of the college to acquaint them with the advancements in Technology.

The objective of the event was to train the faculty for the use of High Tech Digital Techniques for formal and non-formal education with practical orientations.

Govt. M.A.M College has taken a lead among all the colleges of the UT of J&K in organizing such programmes by faculty and for the faculty of the college. The faculty has been enabled to use Digital Content & Devices as to improve teaching learning process, thereby enhancing the educational opportunities for young learners.

The rapid changes and shifting paradigms in Educational System has arisen the need of such programmes.

The faculty Improvement program, which aimed at providing the knowledge and skill for teachers to cater to present day Global Challenges. In the FDP technical session and practice sessions were conducted on Operation of Digital interactive panels, Creation of e-content, dissemination of e-contents. Total of 106 faculty members were benefited from the FDP.

#### 5. Evidence of Success

**Presentation using Digital interactive board:** During various programmes teachers are using digital interactive panels for their presentations.

**Online Classes:** Faculty Improvement programmes remained very helpful to students as the faculty was well burst with online classroom such as Google meet, wiseapp, webEX, Google classroom etc.

**Online Assignments:** All assignments given to students for evaluation purpose were generated and disseminated through online

modes available.

Online Examination: As a learning outcome of faculty Improve Programmes all examinations (minor as well as major) were successfully conducted during pandemic of COVID-19.

e- Content and Browsing Centre: The College has created its own e-content generation facility. The college is also created its browsing centre where both students and teachers have access to e-content.

## 6. Problems Encountered and Resources Required

Funding and Resource persons: Organising such programmes require separate funding .Sometimes non availability of resource persons may results in delay or even cancellation of such event. Govt. Maulana Azad Memorial college, Jammu adopted a practice of in house resources/resource persons for organisation of such programmes.

Initial Challenge to learn new things: Changing from traditional system of imparting Education to use of technology and online mode of teaching was a challenge. But faculty improvement programmes and a constant efforts by the faculty to learn has a result that Faculty is well burst with use of technology required to make teaching -learning process more meaningful, interesting and enjoyable.

## 7. Notes (Optional)

Letter of Appreciation from Commissioner Secretary Higher Education, UT of J&K for organising faculty Improvement programmes successfully was given to resource persons and organising secretary of Faculty Development Programme.

1.Title of the Practice: Psychological Counselling Cell

2.Objectives of the Practice :Psychological well being is very important in present scenario as there is tremendous pressure on students to perform well. When students enter the college they are in an age group of 19 years, which is very crucial time. This

is the time when children are working hard for their identity and this is the time when they get easily distracted and get trapped in ill practices. Drug abuse is a one such threat. Moreover students who join college are from different Economic, Social, Cultural and religious background. Some boys and Girls joining the institution are not from co-ed Schools. It become Cultural shock for some students. Apart from this psychological problems vary from student to student. The objective of Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu is to plays an important role in helping students to overcome their psychological problems. Psychological Counselling Cell follow basics ethics of counselling by maintaining privacy of the student seeking psychological counselling.

3. The Context : Counselling is very technical process as counsellor has to invade into personal thought process and related event of the client for dealing with the issues client. Empathy on part of counsellor is very important for understanding the severity of the issues. Moreover college students are from a very tender age group. Their issues are very sensitive which need special attention. Maintaining secrecy and privacy of client (student/staff) some time become difficult as counselling is done in working hours of the college. Besides this counselling needs personal space free from distraction. To create such space in the college become difficult. Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu uses free space available in the college rather than designating a particular room for psychological counselling. This helps in maintaining privacy of the client. Availability of space is checked from the time table, which can be free classroom, laboratory of Psychology Deptt., Conference Hall etc. Students who require psychological counselling approach convener/members of Psychological Cell. A suitable time and venue for counselling is intimated to the student.

4 The Practice: India is facing a great problem of drug abuse and delinquency (young children committing suicide). This need to be addressed and psychological counselling is best way to deal with such problems. Understanding the importance of Psychological counselling union Govt. of India has also started psychological counselling in Educational Institutions. Trained counsellor are required in School and Colleges. Because students at different level face different psychological problems. If not addressed will definitely affect the academic performance of a student. Major constraint and limitations are proper space for counselling and awareness among students for voluntarily seeking

psychological counselling. In this regard Govt. Maulana Azad Memorial College, Jammu has setup its own psychological Counselling Cell with Head of the Dept. Of psychology as its convener.

5. Evidence of Success :Special workshops are organised. Trained psychologist are be invited for technical sessions. Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu has organised different awareness programmes . To bring awareness among students/staff frequent workshops needs to be organised and Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu is trying its level best for psychological well being of its students and staff.

#### 6. Problems Encountered and Resources Required

As there is no separate provision for psychological evaluation of student seeking admission to the Constituent Colleges of Cluster University of Jammu. There is lack of awareness among students coming from varied backgrounds to the College. There is lot of hesitation among students to seek psychological counselling. It becomes difficult to identify the students who actually require psychological counselling. Although Psychological Counselling Cell of Govt. Maulana Azad Memorial college, Jammu organise program for general psychological counselling of students.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Martyr's Day is celebrated in the memory of Amar Shaheed Lieutenant Sushil Khajuria(KC)(P)

On 28th September every year Martyr's Day or Shaheed Diwas is celebrated in the memory of Lieutenant Sushil Khajuria to pay tribute to extraordinary bravery and supreme scarifies by the son

of the soil.

No doubt, he has sacrificed his life for the safety and security of the country.

He is a source of inspiration for the young students of the college. At such a young age, he came forward to serve the nation. On 28th September 2011 he fought with bravery against terrorist. So, to pay homage to Lieutenant Sushil Khajuria Martyr's Day is celebrated on every year.

Lieutenant Sushil Khajuria was born on 28 Aug 1985 in district Samba of Jammu and Kashmir. Son of an army veteran Nb. Subedar Som Dutt Khajuria, Lt Khajuria completed his schooling from Kendriya Vidyalaya No. 1, Gandhi Nagar, Jammu. He was second among four siblings with elder brother Anil, younger brother Sunil and sister Deepika. He joined the Officers' Training Academy (OTA) after completing his graduation from Govt. Maulana Azad Memorial College, Jammu, and was commissioned into the Army Service Corps on 20 March 2010.

Lt Sushil Khajuria though commissioned into ASC was deputed to 18 Grenadiers unit deployed in J&K as his first operational assignment. Lieutenant Sushil Khajuria joined the unit at Panzgam on 14 April 2010. He was made the Ghatak Platoon Commander from the beginning and was soon in combat, conducting counter-terrorist operations in the treacherous mountainous terrain of the frontiers of Kupwara in Jammu and Kashmir. His first real encounter was on 29 July 2011, where he gave an excellent account of himself and the battalion was successful in neutralizing one hardcore terrorist.

**Kupwara Operation: 28Sep 2011**

On 27 September 2011, Lt Sushil Khajuria was leading his team in a rugged and difficult terrain with steep slopes and thick undergrowth, simultaneously, coordinating movements with four other teams based on specific input by higher formation headquarters and a neighbouring formation about the presence of an infiltration column of approximately 5 to 6 terrorists in the general area of Kopra, in Kupwara district.

The teams were launched on a search and destroy mission to deal with the terrorists. While scouting a nullah, his team came under



heavy fire. With his buddy having pinned down by the terrorist fire and realizing that the terrorists were entrenched in an advantageous position behind a big rock, Lt Sushil Khajuria crawled through thick foliage to a flank and spotted the terrorists under covering fire from his team. Unmindful of his personal safety, he charged at the terrorists, up the slope, killing two of them.

During the operation Havaladar Ravi Kumar, the leading scout of another team got shot by the terrorists at around 10.30 hrs and was severely injured. Hav. Kumar could not move, under fire from the terrorists. Lieutenant Sushil Khajuria then volunteered to retrieve the injured Hav. Ravi Kumar. While crawling towards Hav, Lt Sushil Khajuria was fired upon by a terrorist and was severely injured. Lt Khajuria later succumbed to his injuries and was martyred. For his act of conspicuous gallantry, exceptional leadership and camaraderie Lt Sushil Khajuria was given the nation's second highest gallantry award during peacetime, the "Kirti Chakra".

Lt Sushil Khajuria is survived by his father Nb. Sub Som Dutt Khajuria (Retd), mother, brothers Col Anil Khajuria & Sunil Khajuria and sister Deepika.

The National Cadet Corps (NCC) of MAM College organises and celebrates martyr's day to pay tributes to Martyr Lt. Sushil Khajuria, Aluminous of College, who made the martyr's supreme sacrifice of his life while fighting against militants at Kupwara on 28th September, 2011.

The parents and family members of the Martyr Lt. Sushil Khajuria are given special invitation for the occasion.

Guard of Honour is presented to the parents of the Martyr. Traditional lamp/candles are lit in a patriotic atmosphere by parents of the Martyr and also by dignitaries present on the occasion.

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Martyr's day Celebration 2020-21

MAM PG College organises function in memory of martyr Lt Shushil Khajuria NOV 17, 2021 JAMMU: Government MAM PG College, Jammu,

organized a function in the memory of martyr Lieutenant Shushil Khajuria who had attained martyrdom on 28th September 2011 while fighting terrorists in Kupwara. ADG Major General Ranjan Mahajan was the chief guest on the occasion, while Naib Subedar Som Dutt Khajuria and Nirmala Khajuria were the guests of honour. Dr GS Rakwal Principal MAM P G College welcomed the dignitaries and appreciated the courage and bravery displayed by the alumni of the college Lieutenant Sushil Kajuria who laid down his life the sake of Nation. Prof Sanjay Kalrupia spoke on the bravery of the martyred son of soil. Colonel Ranbir Singh Jamwal gave inspiration lecture on martyrdom. He also spoke about his journey as army officer the historical perspective of pre and post Independence contribution of martyrs. Prof Sanjay Singh from Department of English recited an inspirational and patriotic English poem "My Country My Pride", while Vivek Salgotra shared his University days he had spent with martyr Lieutenant Sushil Khajuria. Major Dr Karan Singh ANO NCC Boys Senior Div of the college elaborated on the devotional work of NCC cadets and presented vote of thanks. NCC cadets of the College also presented guard of honour to the chief guest and also presented a patriotic poem a skit on 'Uri Attack' and gave presentation on life history of Lieutenant Sushil Khajuria.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

As per the mandate of NEP-2020 the collage IQAC also envisages to introduce 4 years UG honors program in already running honors programs in the first phase during the academic session 2022-2023. IQAC also proposes that the faculty should be encourage to take up research projects and enroll research scholars for Ph.D programs. All the HODs shall be asked to motivate their students to take up value added skill courses along with regular degree program to ensure employability in the competitive job market. Faculty to be trained for online teaching, conduct of examination and evaluation. The faculty shall be encouraged to register themselves on MOOC and SWAYAM for upgrading their teaching learning skills. Students should also be encouraged to take online courses through MOOC and other online platforms. E-content developed by the faculty members for Higher

Education Department should be shared with the students through platforms like Zoom, Wise App and WhatsApp etc. More ICT enabled class rooms should be created in the institution to cater the need of interactive learning of the students. Psychology counseling cell of the institution shall be encouraged to organize online webinars on mental health and wellness to manage the stress created by COVID-19. The faculty of the institution should also be trained to make use of the all the ICT tools available in the institution for the benefits of the students. All the HODs will be required to observe the activity calendar through online mode. All the college staff will be directed to ensure the observance of COVID appropriate behavior and instructions issued by District Disaster Management authority UT of JK from time to time.

NAAC