



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**MAULANA AZAD MEMORIAL COLLEGE**

**DR. B. R. AMBEDKAR ROAD JAMMU-180006, JAMMU AND KASHMIR  
180006**

**[www.mamcollegejammu.in](http://www.mamcollegejammu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Maulana Azad Memorial College Jammu basks in a glorious historical past. Maharaja Sir Partap Singh opened 'Prince of Wales' College in December, 1905 to commemorate the visit of Prince of Wales (the future King George V). The College was renamed as 'Govt. Gandhi Memorial College' on 20th May, 1948 and further bifurcated into Govt. Gandhi Memorial Arts College and Govt. Memorial Science College on 20th September, 1954 to meet the growing demands of students. Govt. Gandhi Memorial Arts College was shifted to its present location on 23rd September, 1960 and renamed as Maulana Azad Memorial College, Jammu after Jb. Maulana Abul Kalam Azad, the first Minister for Education in the Indian Government. The building of the College has an imposing 'facade'. There are separate blocks for Arts and Languages, Science Block and New Block, Library, Indoor sports complex, Boys and Girls Hostels and Canteen and Administrative block. Besides, one Auditorium and Swimming pool shall be ready for use of students from the next Academic session i.e. 2022.

MAM College as a constituent college of Cluster University of Jammu, aims at holistic learning research, inevitable yearning to break away from the path of mediocrity, thus helping the young learners to hone their creative skills and become self sufficient. The college has 68 regular faculty members in various disciplines and 46 members on the non-teaching staff. The college has a web-enabled Central Library with over 5700 titles in various disciplines. The Library is linked to the UGC sponsored INFLIBNET, enabling on-line access to varied national and international research journals.

The faculty have published books and research papers in national and international journals. The college regularly conducts endowment lectures, inter-disciplinary seminars and invited talks by experts, on Career counselling, Psychological Counselling and varied Academic interactions on pertinent topics like Nature Conservation, Save Water, Fit India etc including celebrating important days and events. The college has become a role model in conducting extension activities. The college has recently initiated two industrial skill courses in CCNA and Soft Skills & Personality Development in collaboration with NIELIT and Central University of Jammu.

### **Vision**

To make the institute a hub of excellence in the academic and co-curricular sphere, thereby institutionalizing a culture of openness and transparency and meritocracy in the campus.

### **Mission**

To strive to achieve the highest standards of Excellence in Higher Education thereby empowering the young minds to live as committed and good human beings.

To facilitate the campus with modern techniques commensurate with the techno savvy global world.

To nurture dynamic citizens who are socially and ethically responsible and are creative contributors to the students.

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

### **Institutional Strength**

- Regular up-gradation of the curriculum through well established procedures
- Highly qualified and trained faculty.
- Congenial and eco-friendly environment for teaching and learning
- Transparent and automated admission process
- Effective mechanism of examinations and grievance redressal mechanism.
- Well-equipped ICT enabled classrooms, laboratories and Well stocked library
- Faculty members with Ph.D. have publications in reputed national and international journals
- Well-functional and comprehensive College Website
- It is one of the oldest and premier institution for higher education in the region and caters to the educational needs of the marginalized students from diverse social and cultural background.
- The College excels in extracurricular activities like Sports,NSS NCC etc. and has won many Inter-College awards at the State, National and International levels.

### **Institutional Weakness**

- Lack of a proper research eco-system
- Lack of potential for academy-industry linkage
- Moderate Placement opportunities
- Institute has limited revenue generation options
- Inability to tap Alumni potential on a large scale
- Lack of financial autonomy
- No security of tenure for Faculty and Principal

### **Institutional Opportunity**

- To organise FDPs / National Level /International Level conferences in order to keep the faculty abreast with

latest technological advancements.

-Scope for interdisciplinary and sponsored projects.

-To tap the potential of students in sports, extra and co- curricular activities as the college has won several laurels in all such areas.

-To motivate students to take up research oriented projects.

- To explore the possibilities of MOUs with reputed National and International Institutes, NGOs and Industry

### **Institutional Challenge**

-To successfully implement NEP 2020.

-Strengthen Industry-Institute linkages.

-To provide more options to students for placement.

-Preparing students for competitive examinations and higher studies.

-building a robust relationship with all stakeholders.

-More focus on Industrial training for students.

- To prepare and train students for innovation, entrepreneurship and startup

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college focuses on quality education, lays stress on ethical and moral values and draws its objectives by understanding the needs of the society. The curriculum is designed and implemented taking cognizance of the UGC, State and Central Government Policies. As per the statutes of the Cluster University of Jammu all heads of departments are members of Board of Studies and contribute in framing and updating of the curriculum.

In the session 2016-17 Maulana Azad Memorial College was affiliated with the University of Jammu. Hence, College adopted the curriculum framed by the University of Jammu for its affiliated colleges. In the session (2017-18) college became a constituent college of Cluster University of Jammu and therefore curriculum framed by the University was adopted for the various programmes in the college. In the same session, two new programmes, UG Physics honors and UG Mathematics honors were introduced in the College. In the session 2018-19 PG Music was also introduced in the college. The college boasts of highly qualified faculty having

immense academic and research experience.

Conventional classroom teaching is blended with use of ICT to make the teaching-learning process more learner-centric. It is also supplemented with seminars, workshops, special lectures and tutorials, departmental quiz, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Time-Table Committee and is displayed on the notice boards and college website for ease of the students.

The feedback is taken in a positive manner and further communicated to the members of the board of studies through its various representatives. The framing of curriculum is the sole prerogative of the affiliating university. The college analyzes the implementation of the course curriculum through the performance evaluation of students. It comprises term wise examinations, continuous assessment, practical test, course work assessment (written and practical assignments), participation in the events, debates, etc. Personality development seminars / workshops are conducted from time to time to develop interpersonal and communication skills of the students.

### **Teaching-learning and Evaluation**

The students are admitted on merit basis in General courses and entrance-based for honors courses. The centralised admission process ensures transparency by making it totally online and computer driven with no manual intervention and taking into account reservation rules. The college promotes e-learning for the enhanced learning experience. All the classrooms in the new building are furnished with Smart Boards, LCD Projectors, Computers, and Internet Connectivity. Teachers combine traditional teaching methods with use of modern teaching aids. Remedial courses and elaborate tutorial sessions are aimed at supporting learners in small groups so that teachers can provide individual support. Special attention is given to students with special needs and also from economically weaker sections. Students are also supported through a well-designed mentor ward system as displayed College website. The Evaluation process is transparent. Students are evaluated in a continuous assessment system, comprising written examinations (minor and major), group discussions, assignments, analytical tests, practicals and projects. Through internal assessment students are encouraged and guided to improve their responses with more than one attempt at times.

The college also encourages its staff to undertake research activities to enhance their academic qualifications. Teachers are encouraged to pursue Ph.D. and work on different projects. Out of the total full-time teachers, 32 are PhD holders and many are currently pursuing PhD through part-time mode. Keeping in mind NEP-2020, College is now also focusing on developing Research Culture by establishing Research Hub Centre in the college. The overall pass percentage of our outgoing students at the University exams is impressive with 75% in the last academic session (2020-21) in all streams.

The college has a rich multi-sectional, reader friendly library having a circulation centre, technical section, stack area, reference section, in-house Xerox activity, outer reading hall, text book , periodical section, digital corner, lounge area for browsing and relaxed reading. Access to the e-resources is provided through NLIST program of INFLIBNET (UGC). The reading hall remains open on all weekdays before and during Examination days and remains open during summer / autumn and Winter Break.

## Research, Innovations and Extension

Research and innovation plays a central role in the advancement of societies and economies fostering economic growth, strengthen technological progress, and enhance job creation. Extension activities focus on building new friendships, learning study skills, navigating personal choices, exposure to diversity, and creating a responsible adult. To achieve the best possible results, the institute has taken the following measures:

- **Research Hub and spoke:** The college is a research hub for social sciences and spoke for mass communication and multimedia and music and fine arts and languages.
- **ICT-enabled classrooms-** To create a better teaching-learning environment, the institution has adopted the practice of ICT-enabled teaching.
- **Emphasis on E-content:** To facilitate the creation and dissemination of e-content, the college also has an E-content room
- **Browsing Centre:** The institute has a browsing Centre for Both the students and faculty to help them in their respective areas.
- **Library and laboratories:** The college has automated library well equipped with relevant books for all the subjects. All the departments with experimental work have well equipped laboratories.
- **Well-upgraded website:** The institute has a website which provides links for all the activities going on in the college in addition to any new announcements related to their courses as well as exams.
- **Industrial Skill training courses:** Apart from the regular courses, the institute also offers training courses to students to form the next generation of the talent pool of Industry ready employees, innovators and entrepreneurs. The institute has signed an MOU with Central HED, Jammu to offer a course on soft skills and personality development to the students.
- **Extension Activities:** The institute organizes and participates in various extension activities with dual objective of not only sensitizing students about various social issues but also strengthening community participation. NCC and NSS units take part in various initiatives like, Swachh Bharat, blood donation camps, AIDS prevention, Suicide prevention, Drug Abuse road safety, plastic eradication, etc. Programs like 'Save our Lakes', tree plantation drive, cleaning of Tawi river have been taken up as part of environmental consciousness and encouraging the community to initiate steps in this regard.

## Infrastructure and Learning Resources

The Institute also has a well maintained campus spread over 19.58 acres of land. The institution provides IT enabled teaching-learning environment in the campus round the clock. The institution has 26 classrooms, 09 ICT enabled classrooms, 02 computer labs (BBA & BCA Dept), 08 ICT enabled laboratories, 01 IT enabled Seminar Hall. The institution also has a well established Research Hub (Social Sciences), Browsing centre, E-content creation room, and 01 Industrial Skill Centre and well equipped medical room with pharmacist. The institution is also in the process of setting up Music, Fine Arts and Languages Centre and Mass Communication and Multi Media Centre.

The college also has a canteen, playgrounds, tube well, generators, and girls common room, hostels for boys and girls. Ramps have also been constructed for specially abled. The college also takes pride in its comprehensive sports and fitness infrastructure. The outdoor sports facilities include a cricket pitch, football, hockey etc. Indoor arrangements include a badminton court and table tennis. Additionally, a Canteen Committee makes monthly visits to the Canteen, keeping regular checks on hygiene and other related areas to ensure satisfactory food experience for our students. Wi-Fi and internet facility is available, safe drinking water is available 24 hours and CCTV cameras are installed. We have 24 hours watchmen for the safety and security

of the college and hostel. The library of the college is automated and is well stocked and is spread over two floors with a total area of 396 sq meters. It is fully air-conditioned; Wi-Fi enabled with a seating capacity of 50 users. The ground floor of the library has a property counter, librarian's room, circulation (Issue/Return) counter, Online Public Access Catalogue, Text-Book Section, Periodical Section and computer access, Processing Section, and Stacks. Library is automated through ----. The college has many licensed software in the Research hub and library. The purchase committee ensures the optimal utilization of budget allocated for various activities. The college has technical staff and helpers for up keeping, cleanliness and maintenance of the campus is done on regular basis.

### **Student Support and Progression**

Student Support and Progression has empowered students towards social inclusion and progress through student-centric financial incentives and welfare measures. The institution provides a number of scholarships and financial support to students. Economically weak and underprivileged students are given a platform to continue their studies by providing scholarships by government and non-government bodies. In a unique initiative financial assistance and support is also provided by college faculty members to economically underprivileged students on humanitarian and compassionate grounds. Students are also provided guidance for competitive examinations to prepare them for employability and social responsibility. Career counseling was made available to students to make them ready to face future endeavors. Institutional mechanism for transparency, timely address of student grievances and prevention of sexual harassment and ragging remains one of the important components of this criterion.

In the year 2018-19, an inter college cultural and a literary contest YUVTARANG was organized by Cluster University Jammu where **Karuna Majotra** and **Satinder Kumar** added another feather in the cap by winning a gold medals in classical music and light music respectively. In the session 2020-21, a student **Karan Singh** participated in the national integration camp organized by NSS Regional directorate New Delhi, sponsored by Ministry of Youth Affairs in Sports.

**Sourav Chibber** in the session 2016-17 won a gold medal at national level in Handball. Participation in various types of sports at inter college level in the session 2018-19 by students brought gold medals in Boxing, Discus throw, Wrestling, Power lifting and 5000 meter race. In the session 2020- 21, **Samreen Kour** a female student of the college brought laurels to the institution by clinching eleven gold medals in power lifting. The performance of students in sports and cultural activities has been very good and many have won medals, awards and accolades for their outstanding performance.

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

The Principal maintains proactive role in encouraging and motivating all faculty members for the overall academic growth and development of the college. The college has constituted a number of committees and student support services. The conveners of the respective committees hold periodic meetings and conduct activities. Personal interaction of the Principal with various stakeholders plays an important role in the functioning and growth of the college. 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.

The Principal and the committee of the college monitor the use of funds received from the state-Govt./UGC. The funds received from UGC/State Govt. clearly mention the purpose for which 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 whenever necessary. The mobilization of funds is done by the Principal as per requirement of different departments of college. The College has an advisory, development and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds.

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. IQAC discusses various aspects like teaching learning process, structure, methodology, academic practices, curricular & co-curricular activities for the session. The committee then chalks out a planned structure in the form of Activity calendar. There's a transparent management for payments of salary and any purchase made by the college. The salary of both teaching and non-teaching employees of the college is transferred through PAYSYS Software. The entire purchase of the college is done through GEM Portal. Any other payments related to purchase is also done by means of e-payment like NEFT. Scholarships are provided to the needy students under different schemes including SC, ST, Minority, Pahari etc.

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

Maulana Azad Memorial College, through enriched training and activities improves the confidence of the students, hones the skills needed for professional life and instills in them social and family values to make them socially responsible citizens. The college educates the students and teachers on gender equity and sensitizes them through Gender Equality Policy, Code of Conduct, Physical and Cyber Security System, Anti-ragging Committee, Internal Complaints Committee and Discipline Committee. Green campus initiatives, rainwater harvesting system, use of alternative energy resources like solar panels ensures regular involvement of students in environmental protection activities. The Mentor-Mentee system has made a qualitative difference in the academic performance and instilled self-confidence among students.

To promote gender equity, the College organizes workshops, celebrates international Women's day, lectures on women issues and women empowerment etc. The college has been awarded with Gender Equity Award of appreciation on international Girl Child Day.

Different initiatives were taken to properly manage various types of waste generated within the campus. Large number of dustbins are installed in the campus at different locations of the college for maintaining the cleanliness, with dedicated staff to maintain cleanliness and hygiene. The college has the facilities of Rain water harvesting, disabled-friendly campus, ramp facility.

To build an inclusive environment the college organised different programmes to aware the students about their rich and diverse cultural heritage, such as Modernity in work of Mirza Galib, Tributes to martyrs of Jallianwala Bagh massacre, Online Sanskrit Shlok recitation, Quiz competition on GURUMUKHI LIPI, Basant Panchami Celebration, etc.

To sensitize the students and faculty of the Institution toward the constitutional obligations: values, rights, duties and responsibilities of citizens during last five years the college has organized varied awareness



programs. Lectures on Career in Tourism, Communication and Personality Development, Soft Skills and Career Opportunities in Management have been organized by the career counseling and placement cell.

The college has evolved best practices of psychological counselling for students and faculty development program. The College has distinctive heritage of celebrating Martyr's Day in the memory of Amar Shaheed Lieutenant Sushil Khajuria (KC)(P), an ex student of the College.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Maulana Azad Memorial College
Address	Dr. B. R. Ambedkar Road Jammu-180006, Jammu and Kashmir
City	Jammu
State	Jammu And Kashmir
Pin	180006
Website	<a href="http://www.mamcollegejammu.in">www.mamcollegejammu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gurdev Singh Rakwal	0191-2453497	9419139015	0191-2453497	mamcollege1954@rediffmail.com
IQAC / CIQA coordinator	Neeraj Sharma	0191-2460137	9419206393	-	profneerajsharma@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	20-09-1954

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

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

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-06-1972	<a href="#">View Document</a>
12B of UGC	01-06-1972	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Dr. B. R. Ambedkar Road Jammu-180006, Jammu and Kashmir	Urban	19.58	8867

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Twelfth	English	40	39
UG	BA,English	36	Twelfth	English	30	28
UG	BSc,Mathematics	36	Twelfth	English	345	335
UG	BSc,Mathematics	36	Twelfth	English	25	25
UG	BSc,Physics	36	Twelfth	English	255	239
UG	BSc,Physics	36	Twelfth	English	25	17
UG	BSc,Chemistry	36	Twelfth	English	90	84
UG	BSc,Geology	36	Twelfth	English	80	73
UG	BA,Sociology	36	Twelfth	English	160	160
UG	BA,Geography	36	Twelfth	English	200	200
UG	BA,Economics	36	Twelfth	English	160	156
UG	BA,Statistics	36	Twelfth	English	80	35
UG	BA,Evs	36	Twelfth	English	541	534
UG	BA,Psychology	36	Twelfth	English	80	66
UG	BA,Philosophy	36	Twelfth	English	50	50
UG	BA,Political Science	36	Twelfth	English	200	200
UG	BA,Education	36	Twelfth	English	180	180
UG	BA,Hindi	36	Twelfth	Hindi	195	195
UG	BA,History	36	Twelfth	English	165	161
UG	BA,Urdu	36	Twelfth	Urdu	50	25

UG	BA,Persian	36	Twelfth	Hindi,Urdu	80	19
UG	BA,Punjabi	36	Twelfth	Hindi,Punjab i	80	10
UG	BA,Sanskrit	36	Twelfth	Hindi,Sanskrit	80	35
UG	BA,Dogri	36	Twelfth	Hindi,Dogri	80	12
UG	BSc,Electronics	36	Twelfth	English	75	37
UG	BA,Music	36	Twelfth	English,Hindi	20	20
UG	BCA,Bachelor Of Computer Applications	36	Twelfth	English	132	75
UG	BBA,Bachelor Of Business Administration	36	Twelfth	English	50	43
UG	BA,Functional English	36	Twelfth	English	25	22
UG	BA,Business Management	36	Twelfth	English	60	58
UG	BA,Marketing Management	36	Twelfth	English	60	58
PG	MA,Mathematics	24	Graduation	English	35	35
PG	MA,Music	24	Graduation	English,Hindi	23	6

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				21				64			
Recruited	1	0	0	1	6	15	0	21	22	25	0	47
Yet to Recruit	0				0				17			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				70
Recruited	35	12	0	47
Yet to Recruit				23
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				3
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	9	0	9	11	0	33
M.Phil.	0	0	0	0	3	0	3	6	0	12
PG	0	0	0	3	3	0	10	8	0	24
UG	0	0	0	0	0	0	0	0	0	0



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

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	3	0	4
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	12	8	0	20
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		3	7	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	3073	14	0	0	3087
	Female	553	1	0	0	554
	Others	0	0	0	0	0
PG	Male	43	0	0	0	43
	Female	52	0	0	0	52
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	51	123	234	194
	Female	19	16	37	10
	Others	0	0	0	0
ST	Male	67	126	295	252
	Female	4	12	24	7
	Others	0	0	0	0
OBC	Male	29	78	106	285
	Female	3	6	13	11
	Others	0	0	0	0
General	Male	578	730	1303	844
	Female	168	142	204	99
	Others	0	0	0	0
Others	Male	126	0	0	0
	Female	10	0	0	0
	Others	0	0	0	0
Total		1055	1233	2216	1702

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well taken by the Cluster University of Jammu of which Maulana Azad Memorial college is one of the constituent college. The Higher Education Department UT of J&K has constituted a high powered committee consisting of Vice chancellors of all the Universities and Principal Secretary HED as member to coordinate the efforts for implementing NEP 2020. A discussion among the committee members was initiated on the key principles of NEP such as diversity for curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. In view of the NEP 2020 the high powered committee has mandated University of Jammu and University of Kashmir to frame the curriculum as per the guidelines provided by NEP 2020. The Academic programmes are to be redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are to be designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments and entry and exit options at multiple levels.
2. Academic bank of credits (ABC):	Maulana Azad Memorial college being a constituent college of Cluster University of Jammu will follow the guidelines of the parent University in this regard.
3. Skill development:	As a constituent college of Cluster University of Jammu, the institution will adhere to the instructions regarding Skill Development Courses from the parent university as well as Higher Education Department UT of J&K as soon as the NEP 2020 is rolled out.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	As a constituent college of Cluster University of Jammu, the institution will adhere to the instructions regarding integration of Indian Knowledge System from the parent university as well as Higher Education Department UT of J&K.
5. Focus on Outcome based education (OBE):	The NEP 2020 lays emphasis on skill development courses, vocational courses, innovation and start up programmes and development of research eco system at the college level to strengthen the academia industry linkages so that the students passing out of the institution are easily absorbed in the market as per the current job market requirements.

6. Distance education/online education:

The college is already facilitating one of the largest IGNOU study center in the North Zone for more than two decades in which thousands of students have benefited by receiving certificates, diplomas and degrees through distance education mode. The college also facilitates the examination of all these programmes on regular basis and caters to students of entire Jammu province. The college has established e-content development center to encourage and facilitate the faculty for the development and creation of MOOC courses. The students are also being encouraged to take online courses as per NEP 2020 guidelines.

NAAC

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
568	568	535	482	453
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
33	33	33	32	30

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3736	3995	4390	3235	2962
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
793	635	558	845	677

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

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
1625	1108	825	652	593

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

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
68	69	74	80	58

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

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
85	79	83	79	79

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 35**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
400.2208	448.4534	23.35723	325.2821	132.2785

**4.3**

**Number of Computers**

**Response: 176**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

- Maulana Azad Memorial College is a constituent college of Cluster University of Jammu, and as such follows a predetermined syllabus set by the parent University. The college innovates within these established academic structures, committed to providing holistic development for its students.
- Academic processes are streamlined, with timetables, workloads and other supporting administrative tasks prepared well in advance of teaching session. Departmental reports are collected at the end of each semester, documenting the academic and extracurricular work undertaken by the department in that semester, thereby compiling its response in a systematic manner.
- For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessment and evaluation.
- ICT supplements the intellectual teaching body of Maulana Azad Memorial College. The college employs technologically enabled infrastructure for everyone, with special infrastructural assistance for our differently-abled children, which makes it possible for all our students to engage in an appropriate teaching learning process. Experiential learning for the students through internships, projects, and field trips is specifically facilitated. Maulana Azad Memorial College library provides access to a vast repertoire of journals, reports, reference books and text books etc. as well as e-resources to strengthen the teaching learning processes
- Besides its academic credentials, Maulana Azad Memorial College is one of the few colleges that offered dedicated certificate courses like Employability Skill Training Programme, Soft Skills and Personality Development, CCNA (Cisco Certified Network Associate) These courses impart life skills and are essential for providing opportunity to students for hands on experience and building bridges with the world of work.
- Complementing the pursuit of effective curriculum transaction is the strong tutorial and mentor-ward system. Smaller groups of students are created, so that academic and other discussions are individualized. Maulana Azad Memorial College prioritizes the amalgamation of academic and mental health of our students through the mentor-ward system where each student is assigned a faculty mentor for academic and extra-academic guidance. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed.
- At Maulana Azad Memorial College, education is a dialogic process, and it is the robust feedback system that gives it this accountability. Feedback forms for students, teachers, alumni, and the parents are displayed on the college website for the requisite stakeholders to confidentially give the college their evaluations and suggestions. The institution strives to incorporate these into all aspects of its functioning.
- Maulana Azad Memorial College Gender champions is an empathetic approach, endeavoring to raise the consciousness of our students about how gender-based inequalities, neglect of



environmental concerns and lack of ethics hamper an individual's growth. This allows them to participate in society as mindful individuals. Interdisciplinarity and sensitivity form a significant aspect of our vision of providing transformative education to women.

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

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

#### Response:

- Being a constituent college of the Cluster University of Jammu, Maulana Azad Memorial College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations, that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the college academic calendars are placed on the college website.
- All the aforementioned information is reinforced during the collegiate and departmental orientation of new students at the beginning of academic session.
- The Principal also conducts meetings with the HOD's, faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled.
- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind.
- The college implements the examination and evaluation procedure as

1. Semester-wise Minor Minor Test (Internal Assessment).

2. Semester-wise Minor Major Test.

- The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criteria for assessment is also shared with the students. They are encouraged to seek guidance from teachers during the remedial classes. The mentor-ward are created specially to supplement this kind of academic framework with the extra-academic support that the students might require.
- Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is reoriented to suit the learner's pace, ensuring the mitigation of any pressure on the students.
- Project work, field work and presentation components of the syllabus and assessment are arranged keeping in mind the pre-planned academic calendars.
- Summer break is offered by Cluster University of Jammu, is utilized for the above-mentioned field work, project work, excursions, industrial visits, etc. which form an integral part of CIE. This allows for students to recuperate and yet enhance their worldviews through innovative learning

methodologies.

- Maulana Azad Memorial College calendar bears testament to the diverse areas in which our students enthusiastically contribute and excel. It is equally important to carve a space for collegiate events like (the Sports Competition's, NSS activities, Participation in NCC and NSS Camps, Cultural Competition's, Celebration of other important days related to History, Culture and Education) in the lives of our students as the qualitative impact of an inclusive and balanced education allows for all-round development of the students.

Everything in the institution is geared towards providing transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency as our watchwords in this process.

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

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

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

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

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

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 33

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

Response: 3

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 0.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	115	0	0	0

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

## 1.3 Curriculum Enrichment

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

#### Response:

The college has been working for the overall development of the students. The vision, mission and core values of the college speak volumes about the cross-cutting issues. The issues like Gender, Environmental Sustainability, Human Rights, Human Values and Professional Ethics, find a plenty space when it comes to applying them positively into the curriculum.

#### Gender

All the U.G. Courses in humanities e.g. Sociology, Education, Political Science, have the component related to Gender studies and Gender sensitization. In addition to this various awareness programmes, symposiums and debates are organized by the departments and college committees from time to time to sensitize and eliminate gender-based prejudice. Gender Club through its activities promotes the values of Gender equality.

#### Human Values

The courses of humanities and social sciences like Political Science, English, Education, Sociology etc. teach the different pedagogies, methods or programmes in order to create learning experiences for students when it comes to value questions. Soft values of life like; right conduct, peace, love, mutual respect etc. are also taught to the students.

The curriculum of Political Science incorporates at length the Human Rights of Women, Dalits, Tribal Rights, Rights of Religious Minorities.

#### Professional Ethics

Incorporation of Professional Ethics is a fundamental requirement of any profession. The subjects like Marketing Management help the students to improve their personal and corporate behaviour by enhancing their knowledge and skills. Business ethics are also taught to the students so as to inculcate in them a competitive spirit along with right ethics.

#### Environment and Sustainability

Environmental Studies is an interdisciplinary course. 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. The student volunteers of NSS wing of the college through plantation drives and cleanliness drives work for Environmental Sustainability.

For effective on-campus implementation of these values various committees have been framed which take care of these issues such as:

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

The college has zero tolerance for any form of sexual harassment. We have CASH committee in the college which looks into any sort of complaints against act of ragging or sexual harassment happened on the campus or off the campus. Any complaint made to the committee is taken up and sorted out with utmost seriousness. One such complaint was presented before the committee in 2020 where the committee members after hearing both the parties; rusticated the accused from the college.

### **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. 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. Gender Club:** Gender Champions of Gender Club promote the values of Gender equality.

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

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

**Response:** 1.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	6	4	2

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

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

**Response:** 19.99

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

Response: 747

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

## 1.4 Feedback System

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

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

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

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

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed

**4. Feedback collected****5. Feedback not collected**

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

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

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## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 95.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
1055	1233	2216	1702	1374

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

2020-21	2019-20	2018-19	2017-18	2016-17
1558	1609	1690	1690	1355

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 43.76

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

2020-21	2019-20	2018-19	2017-18	2016-17
309	280	289	355	284

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)



## 2.2 Catering to Student Diversity

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

#### Response:

To identify advanced and slow learners, we conduct “student induction” programme. 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. We identify slow and advanced learners amongst the students through class-room discussion, surprise tests, by considering their subject knowledge and previous year’s performance. A minor test is conducted to further assess the performance of the students in the current semester which helps in identifying the slow and advanced learners.

**Strategies for improvement of slow learners:** Strategies adopted for the academically weak students are:

- Academic and personal counselling is given to the slow learners by the concerned teachers ,mentors and the counseling cell. The teachers assess the nature of their problems and then motivate them in a friendly way to reach their academic goals.
- 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.
- Group Study System is also encouraged with the help of the advanced learners.
- Bilingual explanation and discussions are imparted to the slow learners beyond the class hours for better understanding
- Problem solving sessions and additional tutorials are conducted for slow learners.
- E-content has been provided for the students so that every student even the slow learner, can have access to organized and relevant material and can study at his own pace.
- To improve the confidence level of the students, confidence building lectures are arranged.
- Extra time is allowed to slow learners to complete tasks such as reading, problem solving, and analysis of the experiment.
- Extra classes are organized to clarify doubts and re-explaining of critical topics .

Slow learners have showed a tremendous improvement in the academic activities and the motivation level among the slow learners has improved a lot through these kind of programs . Also 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., They are provided with opportunities to develop their knowledge and skills that contributes to their academic and personal growth in the following ways:

- Coaching is given through Skill Development Programmes like Communicative English, Soft Skills and Personality Development and Computer Certificate Programs like CCNA.
- Advanced learners are encouraged to enroll in MOOC Courses like Swayam.
- Provision of additional learning and reference material.
- Students are encouraged to participate in various Seminars/ Workshops/ Inter-Collegiate

Competitions organized by other colleges to further refine their skills and knowledge.

- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving – Decision Making Exercises and Quiz Programmes is also encouraged..

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

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

**Response:** 54.94

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

## 2.3 Teaching- Learning Process

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

**Response:**

**Our college practices a teaching methodology that 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, quizzes, assignments, seminars, project writing, exhibitions, poetry recitation and PowerPoint presentation. The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-around personality developments.**

### **Experiential learning**

Our focus on experiential learning means that students will graduate with a robust professional network and career-ready skills. The faculty members foster a learning environment by teaching through demonstration, visual aids, organizing seminars, presenting papers, analysing case studies and participating and conducting quizzes on theory topics. The college invites experts from various fields to demonstrate their skills and deliver talks. Students are also taken to different organizations/industries regularly to gain insight into the internal working environment of the industry. College organises geological, geographical and environmental field trips, giving students real-world experience and opportunity to go beyond academics and gain practical knowledge.

### **Participatory method:**

This methodology helps to transform students from being relegated to the role of passive recipients to

active and involved stakeholders, apart from boosting their confidence. Since students vary in their ability to grasp concepts, 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 faculty members make learning interactive with students by motivating student participation in group discussion, PowerPoint presentation, role-play, subject quiz, discussion and questions and answers related to course topics.
- Discussions and debates on contemporary issues are encouraged and students get an opportunity to express their views.
- Programmes like Fresher's Day and Farewell parties are organized by the students themselves thereby giving them an opportunity to develop organizing skills.
- Summer Internship Projects, Experimental/Laboratory methods and Activity-centered Methods enhance the learning experiences.

Students actively participate in a myriad of activities like NCC/NSS, Sports activities and other competitions. 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, etc to make the students responsible citizens.

### **Problem solving Methodologies**

Problem-solving components are included in various parts of most departments' prescribed curricula. Various departments, in addition to the prescribed syllabus, use other problem-solving methods such as Seminars and Competitions. To develop creativity, originality of ideas, reasoning, in-depth knowledge and to make classroom interaction more effective 'Brainstorming method' is used. Various projects that involve problem solving techniques are assigned to the students of BBA, BCA and other departments. Discussions with their respective mentors also assist the students in enhancing their problem solving ability.

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

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

#### **Response:**

The role of ICT in teaching learning has increased drastically since the Covid Pandemic. 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.
6. **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.
7. **Workshops-** Teachers use various ICT tools for conducting workshops
8. Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc which further adds quality to lecture delivery.
9. The college has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers and students. The digital library also helps in accessing information from anywhere in the world, easy search and retrieval of information, etc.
10. Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc

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

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

**Response:** 54.94

#### 2.3.3.1 Number of mentors

Response: 68

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

## 2.4 Teacher Profile and Quality

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

**Response:** 86.24

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

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

**Response:** 50.95

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

2020-21	2019-20	2018-19	2017-18	2016-17
32	38	43	37	28

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

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

**Response:** 3.22

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

Response: 219

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

## 2.5 Evaluation Process and Reforms

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

**Response:**

Our college as a constituent college of Cluster University of Jammu, adheres to university regulations regarding all matters pertaining to syllabi, evaluation, and examination, which are governed by the university statutes. Internal assessment (including Practical and Theory) is carried out in accordance with the University's Statutes. According to the statutes, students must have at least 75% attendance in order to take both minor and major exams. Every teacher conducts a series of orientation lectures for freshers at the start of the semester to familiarise them with the examination and evaluation process. In this regard the mentor also guides the students throughout the session. Following procedures and steps ensure the transparency and robustness of the mechanism of internal assessment:

- 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 as well as website at least one week in advance. Teachers from different subjects are deputed as invigilators to ensure transparent and fair conduct of exam.
- The answers sheets are evaluated in a time bound manner and the marks are displayed on the notice boards of the concerned departments.
- Minor test answer scripts are shown to the students so that the students trust the fairness of the evaluation. It further ensures the accountability of teachers.
- The attendance and internal assessment records are uploaded to the University's online portal, where students can view them.
- Heads of the departments are empowered to re-assess the answer scripts in case of any grievances.
- 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.

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

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

#### Response:

Our college is a constituent college of Cluster University of Jammu and therefore it follows the guidelines set by the University for the conduct of examinations. The final exams also known as Major exams for each paper has 80%(60%) weightage of overall assessment and the remaining 20%(40%) constitute minor assessment marks for UG (PG) Courses. The college has a well-structured mechanism to ensure the proper redressal of the exam related grievances.

- The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.
- Sometimes students are not able to appear in the internal examinations due to their participation in NCC camps, sports tournaments or some other unavoidable circumstances 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. The College has also adopted an online system where each student can view her assessment marks minor marks as well as major marks.
- 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. 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 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.

- There is a Committee at the University level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College.
- Any query of students regarding discrepancy in marks' upload is thoroughly addressed by the respective teachers/HODs. The marks are locked at the University portal only after each student has been given ample opportunity and time to review and register his complaint, if any.

Thus the College employs a robust multi-tier mechanism to ensure transparency and objectivity in dealing with grievances and thereby ensuring an examination system which is fair, trustworthy and equitable.

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

## 2.6 Student Performance and Learning Outcomes

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

### Response:

The program outcome encompasses a wide range of knowledge, abilities, and attitudes that the students acquire while pursuing their course. The college offers a variety of courses and each course has a distinct and well-defined outcome. Different courses' specific learning outcomes are built into each discipline's curriculum and is available on the website of Cluster university of Jammu. The Program Outcomes (PO) and Course Outcomes (CO) adopted by the institution for all programmes( Sciences, Arts ,BCA , BBA) are in accordance with UGC guidelines. The Program Outcomes-based Curriculum Framework is designed to meet students' current needs in terms of securing a path to higher education or a terminal degree, as well as guiding students toward career choices.

- The Programmes offered by the institution are uploaded on the institutional and university 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 learning objectives are also communicated through a variety of means, including an information brochure, the principal's address to students and parents, alumni meetings, and informal sessions conducted by their respective mentors. These are also prominently displayed on



college bulletin boards and college magazines.

- The teachers also introduce the students to the specific areas in which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each program, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students.
- The students' doubts and confusion are clarified by the teachers. Throughout the programme duration through various tests and examinations, their attainment is assessed and suggestions for improvement are given.
- The curriculum of a program is designed by the University. However, many College teachers serve as member of the Board of Studies and provide regular feedback regarding the difficulties faced by students in attaining the course outcomes or programme outcomes.
- Teachers are also delegated by the college to attend workshops, seminars, conferences, and FDPs to expand their teaching and learning experiences in the classroom. Teachers participate actively in university-sponsored workshops on curriculum revision too.
- Many teachers also serve on syllabus subcommittees, ensuring that teaching and learning quality is improved. Alumni students are also invited to participate with both students and teachers at special events and meetings, where they describe how their specific courses influenced their career, thereby assisting current students.

The institution communicates the Program outcomes and course outcomes to the teachers and students through following means-

1. Syllabi and Program Outcomes are available in hard copy in departments for teachers and students for reference, and they are also available online. During classes, students are also made aware of the outcomes. Faculty members, mentors, course coordinators, and programme coordinators also inform students, raise awareness, and emphasise the importance of achieving the outcomes.
2. College Website/ University website
3. Curriculum /Regulations books
4. Class rooms
5. Department Notice Boards
6. Laboratories
7. Student Induction Programs
8. Faculty meetings
9. Library

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

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

**Response:**

The Institution regularly evaluates the performance of students through various formative and summative methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes. The programme outcomes and Programme Specific outcomes are assessed with the help of

1. Internal and External Assessment: Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University for conduct of Viva-Voce and evaluation of practical files.
2. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analysed for assessing the attainment level of programme outcomes and programme specific outcomes.
3. Feedback Evaluation: The Institution collects feedback from students, Alumni, Employers and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.
4. Internships: Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.
5. Placements: One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.
6. Higher Studies: Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions for post-graduation in Indian and Foreign Universities. Throughout the year the faculty records the performance of each student on each programme
7. Group discussions and seminars are also organized and each student is made to participate compulsorily in these programmes. Through the seminars and group discussions, the thinking process of the students is also assessed and the skills and knowledge are also tested.
8. Some activities like quiz competitions are also held which makes the institution know about the knowledge and information of the students.
9. 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.
10. The end semester examination of every course is based on a written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.
11. The college has also utilized a student satisfaction survey developed by NAAC (for conducting it during the assessment and accreditation process). College used this to seek feedback on its own, for measuring the attainment level of course, and programme outcomes. This is shared through the college webpage to all stakeholders so that they remain informed of the virtues and shortcomings in teaching-learning and accomplishments.

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

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

**Response:** 73.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
1581	913	463	358	445

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

2020-21	2019-20	2018-19	2017-18	2016-17
1625	1108	825	652	593

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

## 2.7 Student Satisfaction Survey

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

**Response:** 2.75

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 2.94

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

**Response:** 2

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0

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

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

**3.1.3.2 Number of departments offering academic programmes**

2020-21	2019-20	2018-19	2017-18	2016-17
27	27	27	27	27

**File Description****Document**

List of research projects and funding details

[View Document](#)**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

Institute has created an ecosystem for innovations and has taken several initiatives for the creation and transfer of knowledge like:

- Research Hub and spoke- The college has a research hub for social sciences and spoke for mass communication and multimedia and music and fine arts and languages. Research hub and spoke are well equipped with infrastructure and research-related software that facilitate students in their early stages of research and fieldwork analysis as the college is running PG and Honors program. Further, it also provides an opportunity for faculty to carry out their research work
- ICT enabled classrooms- To create a better teaching-learning environment, the institution has adopted the practice of ICT-enabled teaching. It has created greater enthusiasm for learning among students. It has also been instrumental in catering to the needs of advanced as well as slow learners. It has been also inspirational in making teaching lively to the students and establishing an ecosystem for the creation and transfer of knowledge.
- Emphasis on E-content: To cater to the needs of today's time and to ensure that every student can have access to knowledge from any nook and corner of the world, the institution has created e-content for the courses that are being taught in the college. To facilitate the creation and dissemination of knowledge the college also has an appropriate infrastructure in terms of an E-content room
- Browsing Centre: The institute has a Browsing Centre. Both the students and faculty have access to it and it helps them in their respective areas and thus creating an ecosystem for innovations.
- Library and laboratories: The college has an automated library which is well equipped with books from all the areas. All the departments that carry out any experimental work have laboratories that are well equipped with all the tools that are required to conduct the same.
- Well-upgraded website: The institute has a website that is well updated. It provides the links for all the activities that are currently going and being done in the college in addition to any new announcements related to their courses as well as exams.
- Industrial Skill training courses: Apart from the regular courses, the institute also offers training courses to eligible and interested students to form the talent pool of Industry ready employees,

innovators, entrepreneurs, and leaders. In this direction, the institute has signed an MOU with Central University, Jammu and a course on soft skills and personality development of 200 hours has been offered to the students. Also, the institute has signed an MOU with NIELIT and a certificate course “CCNA” of 8 weeks was offered to the students.

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

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	2	0	1	1

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

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.5

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 3

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

**Response:** 0.87

#### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
20	4	14	13	10

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

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.4

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	8	6	6	1

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

### 3.4 Extension Activities

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

**Response:**

Maulana Azad Memorial College organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation. The college organizes a number of extension activities to promote the 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 neighborhood community. The NCC and NSS college units take part in various initiatives like organizing camps, Swachh Bharat initiatives, blood donation camps, awareness programs 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 birthplace of Yoga and by participating in International Yoga Day students become global stakeholders in ensuring a healthy body and mind.

Programs like ‘Save our Lakes’, tree plantation drive in collaboration with the Department of the forest, cleaning of Tawi have been taken up as part of environmental 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 the holistic development. The impact of these activities on the students/volunteers in the last five years can be summed up as follows:

- Development of stamina in the volunteers for emergencies
- Aquirement of qualities like leaderhip,decision making, etc
- Aquirement of democratic attitudes among the volunteers
- Gaining skills in organizing community participation
- Development of social and civic responsibilty.
- Identifying the needs of the community in which volunteers work and involve the local people in their tasks.

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



**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years****Response:** 5**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	2	0	0

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

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 36**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	5	9	5	2

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

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 13.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
1394	260	480	310	120

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

### 3.5 Collaboration

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

**Response: 8**

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	1

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

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

**Response: 2**

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

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

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

MAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The 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. The Institution is spread over 19.58 acres of land with 8867sq m built up area and has sufficient infrastructure in terms of administrative block, academic blocks, classrooms, laboratories, seminars halls, examination halls etc. The campus is spread in six blocks, viz Main Block, Earth Sciences Block, Science Block, New Block, Administrative Block, and Library. Effective utilization and maintenance of infrastructure is ensured by the Advisory Committee, Time Table Committee and Development Committee.

50% of the classrooms are well equipped with ICT tools like smart boards for better and effective teaching-learning and the entire build up area is wi-fi enabled. Institution has eight science departments; the laboratories of each department acts as the backbone for providing hands on practical training to the students. The Laboratories are well equipped with latest equipments, and are maintained by the respective departments. The Institution has also established a Browsing Centre for facilitating the students. In addition to this, Institution has also established E-content centre for the creation of e-content as an additional support to the students and is also equipped with an ICT enabled Conference/Seminar hall with seating capacity of atleast 50 people for conducting seminars, conferences, webinars etc. A Research Hub has also been established in the Institution to promote the research ecosystem.

The library of the Institution is fully automated and has approximately 60000 text books. The issue and return of books has been activated in the library by the installed software, KOHA . Several weekly/monthly magazines and newspapers have been subscribed for the benefit of the students. The library also provides access to UGC funded Text-Books Section (Book Bank), e-journals, e-books through N-List to students and faculty. The library is fully air-conditioned, Wi-Fi enabled and has a seating capacity of 65-80 users. The ground floor as well as the first floor has a reading room facility for the students and faculty respectively. The library is also equipped with the CCTV surveillance cameras.

The Institution also offers space and other infrastructural facilities for IGNOU study center since year 2000, biggest Study centre in North Zone with an enrollment of 2000 students in each session, January and July Session. Counselling classes are also conducted by approved counselors of IGNOU beyond regular college hours. The college also provides Practical Lab facility to the IGNOU Science Stream students. The available physical infrastructure is optimally utilized beyond regular college hours for conducting external examinations by other agencies.

S.No.	Infrastructure	Quantity
1.	Class Rooms	34
2.	Classrooms(ICT)	17

3.	Computer Laboratories	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
12.	Administration Block	1
13	IGNOU Center	1
14	Hostel	2
15	Multi purpose Sports Complex Hall	1

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

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

##### Response:

Institution believes in the all-round development of students. There is a lot of encouragement for the students to participate in sports and cultural activities. The Institute has adequate facilities for sports, games (indoor and outdoor) and cultural activities. The total area of sports and games fields is 22503 sq m. Institute has playgrounds with provision for multiple games, such as, Cricket, Football, Volleyball, Kabaddi and Kho-kho. The Institution has a spacious and well equipped Multi purpose Sports Complex, where students play indoor games like table tennis, badminton, chess, carrom etc. Institution has a Sports Committee which looks after the maintenance and augmentation of the sports infrastructure. Qualified PTI has been appointed, who works in coordination with the sports committee. Based on the Sports calendar designed at the beginning of academic session, PTI organizes various sports competitions and selection trials for various inter-collegiate/state/National level tournaments. College teams are prepared for participation in National Level, State level, University level and intercollegiate competitions. Outdoor games such as badminton, volley ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students. As a result, Cricket Team, Football Team and Kabaddi Teams have been consistently performing exceptionally well in all the intercollegiate competitions and also a number of students have excelled in other games and bagged Gold, Silver and Bronze medals for the institution. Celebration of Yoga Day has become a regular affair and students and staff actively participate in the same. College has two NCC wings -NCC Naval and NCC army with a capacity of 100 students per unit

and Two NSS Units consisting of 100 students in each unit.

Cultural Committee headed by one of the Senior faculty looks after the cultural activities and the infrastructural development for the cultural activities. Students are very much encouraged to participate in the cultural events held in the college like Induction for Freshers, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges to participate in the intercollegiate competitions like singing, dancing, skits, mimicries etc. At present, a state of the art auditorium is being constructed and is expected to be handed over to the Institution in 2022. With the completion of auditorium, Institution shall also be able to host several mega cultural and academic events. The Department of Music is well equipped with the requisite infrastructure including Tablas, Sitar, Dholak, Tanpura, Harmonium, Synthesiser etc and at present offers Bachelors and Masters Degree Programmes in Music. National Independence Day and Republic Day are celebrated in the Institution by unfurling the national flag followed by a guard of honor to the Chief Guest by NCC Cadets. Institution has several Clubs/ Committees to enhance the hidden talent of the students namely: Red Ribbon Club, Unnat Bharat Abhiyaan, Aatma Nirbhar Bharat Abhiyaan. Sports & Games Committee play an excellent role for over all development of the student's community.

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

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

**Response:** 51.43

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

Response: 18

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

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 63.44

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
282.57	302.20	1.54	299.48	106.58

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

## 4.2 Library as a Learning Resource

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

#### Response:

For the efficient and smooth working, Institutional library is fully automated with Integrated Library Management System through KOHA 19.5 version and has its own mechanism and system in place to identify the purchases based on the courses offered. The library is well stocked with a collection of approximately 60000 text books. For the ease of tracing the books, Library has created different sections for individual subjects. Several weekly/monthly magazines and newspapers have been subscribed for the benefit of the students. The library also provides access to UGC funded Text-Books Section to students and faculty. Library has also subscribed e-journals through N-List (National Library and Information Services Infrastructure for Scholarly Content) and has access to more than 6000 e-journals under the e-shodhsindhu program of INFLIBNET. The College library is open for students and staff during the college hours on all working days. The library is fully air-conditioned; Wi-Fi enabled, differently abled friendly and has a seating capacity of 65-80 users. The ground floor of the library has a property counter, librarian's room, circulation (Issue/Return) counter, Online Public Access Catalogue, Text-Book Section, Periodical Section. The ground floor as well as the first floor has a reading room facility for students and faculty, respectively. A visitor record is maintained for students and faculty members. The library is equipped with CCTV surveillance cameras.

Virtual library: A Virtual library has been created and link has been provided on college website. It can be accessed at <https://sites.google.com/view/governmentmamlibrary/home>. The virtual library also provides access to e-content created by constituent colleges of the Cluster university of Jammu for students

e-Resources: The library is a member of **N-LIST & NDL** consortia of information library network (INFLIBNET). Under this consortia, library provides more than 3000000 e-books and 6000 e-journals to students and faculty member.

Library Automation: College library is automated using KOHA 19.05 version. Books widely in circulation have been updated in the library software database and online public access catalogue (KOHA)

is available for students and faculty members. The issue and return of books have been recently activated in the library software KOHA.

Initiatives taken by the College Library :

1. Free Wi-Fi internet access, download and printout facility have been provided.
2. Organization of Book Exhibitions/Display of new books.
3. System of recommendation for purchase of books through Departments.

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

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

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

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

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

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

**Response:** 9.96

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)



2020-21	2019-20	2018-19	2017-18	2016-17
10.99	30.34	1.94	3.47	3.06

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

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

**Response:** 0.42

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

**Response:** 16

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

### 4.3 IT Infrastructure

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

**Response:**

Continuous upgradation 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 Institution for Overall supervision. A photocopier machine was also purchased and installed in Institutional 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, Institution 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. Institution has modified its Internet plan from Broadband connections to High Speed Fiber Connections.

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

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

**Response:** 21.23

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

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

**Response:** B. 30 MBPS – 50 MBPS

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

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 35.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
117.6496	149.2721	19.90573	25.79406	25.69179

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

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

**Response:**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computers, classrooms etc. in the Institution. College Development Committee plays vital role in the overall developmental works of the Institution. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipments, machines etc. in working conditions. In case of breakdowns, standard procedure is followed to bring the equipment/machine in working condition. A well-defined procedure developed by the Purchase Committee looks after all the purchases in the Institution. All the purchases are made through GeM Portal as per GFR Rules 2017 after obtaining Requisitions, Minutes of Meeting from concerned Committees and Head of Departments. The Institution strictly adheres to the rules and regulations put forth by the Higher Education

Department and Finance Department of the Jammu and Kashmir Union Territory. External audits are done annually. If any discrepancy is found in financial records, a query is put up for the concerned offices/officials. 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. Maintenance and proper utilization of hostel infrastructure is ensured by the Hostel Committee and Wardens. Sufficient staff is provided for the overall supervision and safety of the boarders. Also hostels have their own well-furnished mess which provides food at affordable rates to the boarders. The Institution has its own examination wing for the purpose of conducting minor and major examinations. Examination Committee looks after the maintenance and augmentation of the infrastructure required for the smooth conduct of the various internal and external examinations. Institution has also created a College IT Cell which facilitates overall IT related activities. Institute has its own canteen inside the campus and a tender is floated annually and accordingly it is allotted to desired agency based on the lowest and genuine rates. Canteen Committee ensures the proper functioning of the canteen and assess the requirements based on the feedback received from the students and staff. Also quality of the food is ensured by the Canteen committee. Annual Maintenance Contract (AMC) of all the modern teaching learning technology, proper reporting system about repairs and replacements are the basic attributes of classroom management.

A brief description is presented below on maintenance and utilization of some facilities.

#### **Laboratories (All Labs & Computer centre):**

Each laboratory has Lab Assistant and Lab Bearer. Lab Assistant is responsible for maintaining and upgrading the laboratory with necessary equipments from time to time, to cope with change in the syllabus. Preventive maintenance and performance monitoring is carried out. Every Lab Assistant keeps the record of utilization of equipments, computers and other required material for experiments.

#### **Library:**

Librarian with supporting staff has been appointed to maintain central library. They focus is on the availability and utilization of instructional material in teaching and learning process. At the end of the Academic year stock verification is done. Librarian prepares the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments and then processed following the procurement procedure.

#### **Sports Complex/Ground/Equipment's:**

PTI of the Institution looks after the sports facilities and the activities. The sports equipment's are issued to the students as per the schedule of the events. PTI submits proposal for maintenance and repair of damaged equipments. Preventive maintenance measures are taken well in time. PTI is also responsible for keeping the record of utilization of Sports Facilities, activities held, awards for the students etc.

#### **Class Rooms:**

Classrooms are allocated to all the departments along with necessary ICT tools. The classrooms are utilized as per the time table of the departments. The classrooms are cleaned on daily basis and are monitored by the Section Officer. Head of the Institute, Head of Departments and Class teachers also

monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms with the help of safai karamcharis. To make the Institution specially abled friendly, ramps have also been constructed for in all blocks.

#### **IT facilities:**

All the departments have been equipped with adequate IT Infrastructure, essential softwares and peripherals. The Lab Assistants maintain the IT facilities in the respective departments.

#### **Electrical, Drinking water coolers, etc.:**

Institution has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water facilities. Institution has also appointed housekeeping staff to maintain the gardens and lawns.

#### **CCTV, Security etc.:**

The Institution is fully equipped with CCTV security system. Security staff including guards and gate keeper are employed to safe guard the whole premises. To further augment the safety, identity cum library cards are issued to every student for their verification at the time of entry in the college.

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 15.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
381	734	812	668	267

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

Response: 0.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	0	0	0	39

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

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

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

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

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

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

**Response:** 5.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
600	460	0	0	0

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

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

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

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

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

## 5.2 Student Progression

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

**Response:** 0.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	19	0	0	0

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

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

**Response:** 2.4

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



Response: 39

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

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

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	03	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	15	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

**Response: 10**

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	4	4	0

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

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

**Response:**

The college does not have a formal student council yet but despite this, students of the college are actively participating in various institutional activities. This participation trains students in anchoring and organizing various programs. Students assisting in these tasks thus become active stakeholders in the activities of the institution. Student involvement and participation in various committees of the college where they work voluntarily empowers them, making them ready to face the challenges in future.

Students are actively engaged in organizing activities under the aegis of IQAC, NCC, NSS and cultural committee. Student participation is encouraged in cleanliness drives, plantation drives, environment friendly awareness programs to keep them informed about these pertinent issues of the country and the global world. Students are also actively engaged in organizing activities under the placement cell informing them about the importance of innovation, entrepreneurship and creativity to excel in their career prospects.

Students in collaboration with Red cross society, JK HIV AIDS control society, Red Ribbon Club, Blood donation camp participate actively making them conscious about their social, moral and ethical responsibilities. NCC wing of the college is very active where students participate in various activities promoting nation building, security and national integration. NSS wing of the College promotes national and social service where students do various awareness programs. In one venture two units of NSS have adopted villages where health, education and sanitation issues are discussed.

Gender sensitization in the form of celebrations like Woman's day, Girl child day are celebrated to make students aware of these current issues of the society. Students of the college also do charitable work for slum dwellers and orphanages raising funds for the needy people.

The students of college have also created several groups on their own and are often taking help from college administration. Students also celebrate various days like Independence day, Republic Day, Sadhbhavna Diwas, Yuva Diwas, Gandhi Jayanti, Children's day, Teachers Day, Yoga day, No Tobacco day, International Literacy Day, Environment day and Earth day. Students also celebrate festival like Guru Purab, Holi and Diwali etc.

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

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

**Response:** 28

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	38	27	28	22

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

## 5.4 Alumni Engagement

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

**Response:**

The institution is the Alma Mater for passed out students and the alumni of the college are an important part of institution's development, progression and advancement. Alumni are an institution's most loyal and strong support and representatives. Although the college has an alumni association but it is not a registered body yet.

Alumini of the college have been participating vibrantly and consistently in alumni meets and functions organised by the college. Most of the alumni of our college are well placed and in good positions in government and private organizations. They play an active role in the voluntary programs like mentoring of students in the area of their expertise.

Unparalleled contribution from Lt. Sushil Khajuria who was an alumnus of the college is worth mentioning. He was martyred for the cause of the country. His supreme sacrifice is a source of inspiration for students of the college. He is remembered every year where NCC cadets pay rich tributes to his cherished memory.

The members of the alumni association give their valuable suggestions from time to time for institutional, academic and infrastructural development. These suggestions are conveyed to the Principal of the college through the Alumini committee who incorporates the possible suggestions. The institution also organizes interactions of the students with the meritorious alumni in preparing them for their future endeavours.

An alumini meeting was organised in the year 2017 by the college Alumini committee which was an initiative to connect with the Alumini of the college. In 2021, an Alumini group was created on an online platform named as “*Malati*”, dogri word for “get together”. It was formed to engage and connect the alumini of the college with their Alma Mater institution.

Through this virtual platform, the college Alumini committee organized an online meeting on 23rd November 2021 to relish the golden moments and memories, to catch up with old batchmates, teachers and staff members. This meeting was attended by various alumini of the college like Mr. Gulchain Singh Charak, former minister and politician, Mr. Satvir Gupta, IAS, former D.I.G, Dr. Ranjeet Kalra, Sports Administrator Jammu University, Prof. Neeraj Sharma Associate Professor in English, Maulana Azad Memorial College, Dr. Ranjodh Singh Jamwal, Head of the Department History, Maulana Azad Memorial College Dr. Vishal Sharma, Head of the Department, Electronics, Maulana Azad Memorial College. Dr. Pritam Singh, Assistant Professor Punjabi, Jammu University, Dr. Kamaldeep Singh, Assistant Professor Punjabi, Govt. degree College Kathua, Mr. Javaid Sheikh, Enterprenuer and Owner of SSR laboratories Jammu.

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

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

**Response:** E. <1 Lakhs

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

MAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The College was established in 1954 and is named after the first education minister of India, Maulana Abul Kalam Azad. The college is one of the oldest and premier institutes of higher education in the UT of Jammu and Kashmir. Its central location and easy connectivity makes it a favourite destination for students from across the entire UT of Jammu and Kashmir.

##### Vision

The vision of the college is to make the institute a hub of excellence in the academic and co-curricular sphere, thereby institutionalizing a culture of openness, transparency and meritocracy in the campus.

##### Mission

Mission of the college is to achieve the highest standards of excellence in higher education thereby empowering the young minds to live as committed and good human beings and to facilitate the campus with modern techniques commensurate with the technology savvy global world. To nurture dynamic citizens who are socially and ethically responsible and are creative contributors to the society.

Maulana Azad College aims to pursue academic excellence through the search for new horizons of knowledge. The teachers and students of the College are facilitated to realise their potential to fulfil the institutional vision. The institutional decision-making process is democratic and collective. The college constitutes a number of committees and subcommittees that dedicatedly work towards realising the mission of the College. The decisions and plans regarding admission, time-table, examinations, extracurricular activities and sports and purchases are routed through the different committees. Initiatives for fee concession, remedial classes, extra classes by the faculty of the College, personality development and placement services are carried out to nurture socio-economic inclusivity. The College teachers are an integral part of the IQAC. All quality control measures are initiated and implemented by the teacher members under the aegis of the IQAC. They are instrumental in conducting Academic, Administrative and Green audits. In the wake of Covid-19 induced lockdown, the IQAC and the teachers collaborated, facilitated and organised numerous training programs, which enabled a smooth transition to online mode of teaching-learning. The mission of the College has been realised by reaching the unreached. The teachers of the College are encouraged to make decisions individually or collectively as a department/committee regarding academic programs, research and extra-curricular activities. The institution's mission is realised through the diligence and hard work of the teachers, nonteaching staff and students. This finds fulfilment when done in the spirit of mutual trust. The College's practice of transparency and easy access to information are key to building trust and collaborative work culture.

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

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

#### Response:

The Principal is the administrative head of the institution. He 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. Different committees like College Development Committee, College purchase Committee, College library Committee, College Discipline Committee, Sports and Cultural and various other committees are formed for smooth functioning of the college. The senior faculty member act as the convener with 8 to 10 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 like conduct of class work, internal examinations and extra-curricular activities. 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. Different co-curricular and extension activities are also organized by NCC, NSS wings of the college in consultation with student volunteers. There are regular meeting of the Principal with staff members. All the issues of concern are discussed with teaching and non-teaching staff and resolved by the Principal in the best interest of the institution. All the stake holders are encouraged to participate in the activities which the institute has initiated to effectively attain its desired objectives.

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

## 6.2 Strategy Development and Deployment

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

#### Response:

The institutional Strategic /Perspective plan of the college is to focus on the ICT based education, to cope

up with the modern technology and provide students all the basic infrastructure, which can be beneficial for the students, moreover in view of the covid-19 pandemic like situation. In the last three years College has installed 20 interactive panels in different departments and different class rooms supported by internet connectivity, so that the teachers can interact with students in both online and offline mode and the teachers can display and teach the lessons supported by audio visual aids.. Now these interactive panels supported class rooms can be considered as smart classrooms and has made teaching learning process more easy for teachers and students. The teachers and students can also surf or brouse any video or material available from the internet related to their subject and also saves the precious time of both teachers and students.

The principal in the beginning of the session in consultation with the Advisory Committee, Heads of the Departments and the Development Committee of the College discusses about infrastructural requirement of the different teaching departments as per the number of the students admitted in the college. As per the requirement of different departments and availability of funds, funds are allocated for strengthening and upgrading of the infrastructure.

The funds are allocated on priority basis for those activities in the first phase which needs immediate attention and thereafter, for subsequent activities. This ensures timely addressal of genuine requirements of the institute.

To cater to the requirement of students the DPR's for renovation of the old buildings, new construction of class rooms and labs has already been submitted to the Administrative Department for approval.

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

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

#### **Response:**

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, Principal, Head of the Departments, Teaching staff and Non-teaching staff.

#### **Functions of the Organizational Structure**

Principal Secretary/Commissioner Secretary/Secretary, Higher Education Department, UT of Jammu and Kashmir is the Administrative head of the department. He/She is responsible for overall development of Institutes of higher education, their growth and implemantation of new programmes/ policies . He/ She can take any action which is required for the promotion of quality education. Principal of the institution prepares all the agenda items, conducts the meeting and takes initiatives for the betterment of the institution. He provides leadership and guidance to implement all the academic activities in compliance



with the University rules and regulations. To initiate all the development activities, principal monitors the progress and reports to the Commissioner/ Secretary 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 8 to 10 committee members. Convener looks 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. Heads of the departments Coordinate with Convenor Admission Committee, Convenor time table Committee and Co-ordinator examination for smooth conduct of admission, classwork and conduct of internal and external examination.

The recruitment of teaching faculty takes place as per the UGC guidelines and is made by the J&K Public Service Commission. The appointment of Non-Teaching staff is made by JK Service Selection Board as per the requirement submitted by Higher education Department.

Both teaching and Non-teaching employees are governed by JK Civil Services Rules.

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

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

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

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

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

## 6.3 Faculty Empowerment Strategies

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

**Response:****Teaching**

There are several welfare schemes framed by the JK Higher education department meant for teaching and non-teaching staff which can improve the 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 service, 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 and Non-Teaching staff 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	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response: 0**

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and**

**towards membership fee of professional bodies year wise during the last five years**

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

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

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 0.4**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

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

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 23.49**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
58	7	6	7	3

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

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

#### Response:

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 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 also 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.

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 of business, punctuality and regularity, manners and behaviour of working with officers.

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

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

The institution ensures to follow all the financial guidelines as per GFR 2017. The financial audit of the institute is carried out on a regular basis by the finance department UT of J&K and Auditors from Accountant General (AG) office.. After conducting the audit the officers submit the audit report to the

State Govt. with detailed objections if any.

The compliance audit on the accounts of Principal, Govt. Maulana Azad Memorial 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.

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

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

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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

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

#### Response:

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 college administration ensures that all purchases are made through GeM portal. However, in case of products and services which are not available on GeM a certificate of non-availability of the articles is downloaded and the College 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 Accounts section of the college and Purchase Committee monitor's whether expenses are exceeding budgetary provisions. 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 also utilized for conduct of Government examinations/University Examinations, IGNOU, and other competitive examinations on week ends.

#### Utilization of Resources

The College has an Advisory Committee, Development Committee, Purchase Committee, Library and various other Committees supported by ministerial staff which helps in the preparation, division, allocation and utilization of funds throughout the financial year as per the requirement of different departments/sections of the college.

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

## 6.5 Internal Quality Assurance System

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

#### Response:

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. 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. 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. 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. The teachers of College use ICT enabled tools like Interactive Boards, Projectors, Computers etc. for effective teaching. 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. Eighteen 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 Counseling 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	Document
Upload any additional information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations

**and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

Maulana Azad College was awarded grade “B” in the NAAC Cycle II in 2014. The NAAC peer team, had pointed out that though the Institution had a teaching faculty, which was diligent, devoted and dedicated, yet it needed to contribute to research and publications. Traditionally, research at the undergraduate college level is not given much importance. However, the IQAC recognised research by faculty as an important aspect of the teaching-learning process. The IQAC has initiated various measures to support teachers in their engagement with academic research and publications. All the teachers are encouraged to publish papers in different journals. The College regularly organises lectures, workshops, and faculty development programs for teachers in which research methodologies and objectives are discussed by experts. IQAC encourages teachers to undertake research and significantly contribute to their respective and interdisciplinary fields. In the past five years, there has been considerable increase in research and publication.

The IQAC constantly monitors the teaching quality, programme delivery and achievement of learning outcomes, through Feedback Process. Teacher develops Lesson Plans for the course/papers that he/she is teaching. It helps in designing and aligning the pedagogy, various co-curricular events and assessment practices to the requirements of the learners and learning outcomes of the course/paper. The teachers review the importance of values like socio-cultural inclusivity, punctuality and consistency. Through the teachers’ responses, the IQAC evaluates the teaching-learning process, academic activities, research policy and management, infrastructure, library resources, College’s policies and procedures, along with considering the requirement for upgradation. The IQAC suggests to the administration measures to further enrich and maintain the institutional quality. In the last five years, the IQAC initiatives have enriched the teaching-learning process and there is a constant introspection and reflection on the part of the teachers, which has led to an increased use of new and innovative pedagogies and self advancement. This is reflected in improved classroom attendance, increased departmental activities and quality learning outcomes as is also evident in improved results of the students.

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

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

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



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

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

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

MAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:**

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

- **Maulana Azad Memorial College, Jammu** is committed to provide its students and staff, especially females, a safe and secure environment. This is essential parameter in physical and mental growth of a person. The college has won **“Gender Equity Award of appreciation”** on **international Girl Child Day in year 2021**. The gender sensitization is reflected in various events organised by the college from 2015-16 to 2020-21
1. **One day workshop on women’s day** was organized in the college on February 25, 2021 to commemorate the International Women’s day and to salute and celebrate a woman’s key roles in the society, state and the world.
  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 competition** was organised on theme Sexual harassment to celebrate International Women’s day on 8th March 2021.
  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 "lets smash the patriarchy with in home and outside it."
  5. **Symposium on “Women in Atamnirbhar Bharat”** was organized on 07-03-2020 under programme ‘Azadi Ka Amrit Mahotsav’ to highlight woman an integral part of society.
  6. **International Women’s Day Celebration:** International women's day was celebrated on 08-03-2020 to commemorate the International Women's day
  7. **Symposium on the topic "Equal world is an Enabled World"** was organised on 07-03-2020 to celebrate International Women’s Day.
  8. **Slogan writing Competition** was organised on 07-03-2020 on international women day
  9. **International Women’s Day** was celebrated on 08-03-2019, 08-03-2018 and 08-03-2017
  10. **GIRLS COMMON ROOM:** Maulana Azad Memorial College, Jammu has a separate girl’s common room with attached washroom and proper seating arrangement. The objective of a separate girl’s common room is to provide adequate space, exclusive for female students of the college.
  11. **GENDER CLUB:** Gender club is constituted to carry out activities related to gender sensitization. Gender club provide platform to discuss various issue related to gender sensitization like: 1. violence at home 2. Influence of media 3. Laws providing rights to women 3. health and hygiene.
  12. **SAFETY AND SECURITY:** for safety and security of female students and staff the college has active Internal Complaints Committee (ICC), a statutory body formed to register complaints of harassment and undertake formal proceedings to resolve them.
  13. In addition to this the college has a practice of constituting Anti ragging committee and Discipline committee in every academic session. The committees ensure safety and security of female students

and staff the college.

14. Moreover to ensure safety of students not only in letter but in spirit, the college has installed CCT cameras around the campus.

15. The students of the college carry the message gender sensitization to their surroundings to sensitize them about building a more responsible society.

Action taken report: [https://mamcollegejammu.in/admin\\_panel/files/3202227021274.pdf](https://mamcollegejammu.in/admin_panel/files/3202227021274.pdf)

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

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

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

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

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

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

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Maintaining a clean and green campus has been one of priority areas of Maulana Azad Memorial College, Jammu. The college has adopted Swach Bharat Abhiyan to further make the campus environment neat and clean. The college has taken several Swachhta initiatives in collaboration with NSS and NCC Unit of the college for waste management.

### Solid Waste Management

- Different initiatives were taken up by the college to properly manage the various types of waste generated within the campus. Large numbers of dustbins are installed in the campus at different locations of the college for maintaining the cleanliness. Dedicated staffs for hygiene maintenance regularly collect the garbage of the campus and hands over it to the municipal garbage vehicle. The college is also very keen to use of less paper within the campus and for that most of the communication is done through digital media. Notices, order, circulars, are issued electronically through e-mail, WhatsApp groups or on college website. Waste like paper and stationary items are collected regularly and are disposed through auctions. Students and staff were encouraged to avoid the use of plastic within the campus and various awareness programmes were conducted from time to time for the same. Large numbers 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

- **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. Defective and unused electronic items were stored properly and authorities have decided to dispose the same through proper e-waste management agency.

### Liquid waste

**Liquid waste** generated from various laboratories is disposed through the proper drainage system. The college has its own internal drainage systems. It is network of trenches connecting drainage outlets of all Departments and laboratories. It collects liquid waste generated from these Departments and laboratories. The outlet of college internal drainage system is connected to Jammu Municipal Corporation's (JMC) drainage system for further dispose off.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

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

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

**5.Maintenance of water bodies and distribution system in the campus****Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

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

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

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

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

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

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

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

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

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

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

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

**Response:**

Maulana Azad Memorial College, Jammu values inclusionary practices. It is reflected in the admission policy of the college, where students from diverse cultural backgrounds are admitted. The college 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 for admission under reserved categories like SC, ST and OBC are constituted. 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 UT government 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.
- All festivals like Diwali, Eid, Gurupurab, Christmas etc are celebrated with equal fervour.
- The college has linguistic diversity with independent Departments of Sanskrit, Hindi, Urdu, Punjabi, Dogri, and Persian with their own board of studies and curriculum.
- The College celebrates linguistic diversity of the Country and inculcates linguistic tolerance by various events like

1. Webinar “Modernity in work of Mirza Galib “on (27/02/21)
2. Short story writing in English on (5/3/21)
3. Online Sanskrit Shloke recitation on (10/5/21)
4. Quiz competition on GURUMUKHI LIP on (12/5/21)
5. Urdu Mushaira on Yom- e- Azadi on 18-08-2017

- The College is committed to work for peoples of all strata irrespective of caste, sex, language and belief. MAM College achieve this through outreach programs that provide students with practical exposure to the lives of the marginalized.

1. **Visit to Old Age Home Amphalla:** In this function on 22nd of Nov. 2018, NCC Cadets interacted with the elderly parents who lived in old age homes and shared their joys with them.
2. **Children day at orphanage on November 14th, 2018 and November 14th, 2017**
3. **Visit to kusht Asharam on September 24th, 2017:** The objective of the visit was to build a spirit of social consciousness, commitment and responsibility, healthy and helpful attitude towards the society.
4. NCC cadets distributed ration to needy during lockdown in pandemic of COVID-19 on 10/5/21.

- Maulana Azad Memorial (MAM) College, Jammu believes in paying back to the society through its awareness programmes. The students of the college are its key agents in spreading awareness among the masses.

1. **Summer internship camp at village Jaswan:** This was Awareness programme Under **SWACHH BHARAT MISSION**.
2. **Anti-Drugs rally on 12 July 2018:** This was to create awareness among the masses especially the young minds to say “No to Drugs”.
3. **Visit to Rani Mahal 27 Nov 2018** the objectives of Swachhta hi Sewa and saving our Cultural heritage.
4. **WINTER CAMP 2019:** The object of the camp was to conduct cleanliness drive and awareness programmes.

- Maulana Azad Memorial (MAM) College, Jammu recognise and respect the supreme sacrifice made by the security forces in fighting terrorism

1. Tribute were paid to the Pulwama and Kulgam martyrs
2. Tribute were paid to the security forces on Anti terrorism
3. Tributes were paid to martyrs on Kargil Vijay Diwas

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

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

**Response:**

Response:

A constitutionally aware citizen not only knows his Fundamental Rights but Duties too. Maulana Azad Memorial College, Jammu as an institution of higher learning feels its moral duty to 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.
- The National Cadet Corps (NCC) unit of Maulana Azad Memorial College, Jammu is committed to create a “sense of patriotism” for national development.

1. **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.
2. **Observance of Anti terrorism day:** 21st of May 2020 was observed as Anti-Terrorism Day. 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.

- Efforts are also made at departmental level to inculcate a “sense of patriotism” amongst students.

1. **Quiz competition on freedom fighters:** The Department of Political Science of MAM College Jammu, conducted Quiz Competition on Freedom Fighters under the ‘Azadi ka Amrut Mahotsav’ (India @75) program on 08/04/2021.
2. **Celebration of Constitution Day:** Department of Political Science of MAM College Jammu, celebrated Samvidhan Diwas (Constitution day) on Nov 26, 2020 with great zeal and enthusiasm. The students faculty and nonteaching staff was made aware of *constitutional obligations: values, rights, duties and responsibilities of citizens* by taking pledge.
3. **Celebration of National Voter's Day:** A symposium and salogan writing competition was organised on 25/01/2021 to celebrate National Voter's Day.

- Maulana Azad Memorial College, Jammu has an active National Service Scheme (NSS) unit where students are engaged in community service programmes like

1. **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.
2. **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.
3. **Swachhta Pakhwara** was organised by NSS unit from 1st August to 15th August, 2018.
4. **Workshop on hazardous effects of plastics on Sep 24-25,2018**
5. **National Integration Day** was celebrated by NSS volunteers of the College on oct.31st, 2017
6. **Universal Brotherhood Day** was observed on 23/08/2016

- IQAC of Maulana Azad Memorial College, Jammu organized National Education Day celebration. IQAC of the College organized Inter College “3rd Annual Maulana Abul Kalam Azad Rolling



Trophy Symposium Contest to celebrate National Education Day on 11th Nov". 2017. The objective was to highlight the contribution of Maulana Abul Kalam Azad. The significance of the function is more relevant in this College since it has been named after Maulana Abul Kalam Azad, first Education Minister of Independent India.

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

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

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

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

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

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

**Response:**

**National and International commemorative days, events and festivals** are ways and means to recognize momentous contributions of historical figures to freedom and justice, human values, dignity of an individual and importance of inclusionary practices.

- Maulana Azad Memorial College, Jammu observes several nationally and internationally significant occasions to inculcate spirit of patriotism and unity in students to make them responsible citizens.

**1. Independence Day and Republic Day:** Both days of national importance are celebrated by

- students, teachers and administrative staff. The celebration commence with hosting of tricolour, singing of the National Anthem and cultural performances.
2. **Gandhi jayanti:** As a tribute to the father of our nation, 2nd October, is celebrated as the birth anniversary of Mahatma Gandhi. NSS unit of the college on 2nd October, 2019 celebrated 150th birth anniversary of Mahatma Gandhi by organizing a poster making Competition on life of Mahatma.
  3. **Teacher's Day:** The birth anniversary of Dr. Sarvepalli Radhakrishnan, on 5th Sept, is observed nationally as Teacher's Day. Maulana Azad Memorial College, Jammu celebrates this day at college level. On this occasion students honour their teachers and pay tribute to Dr. Radha Krishan.
  4. **Constitution Day:** The Department of Political Science of the College celebrates Samvidhan Diwas (Constitutional day) with great zeal and enthusiasm. The students faculty and nonteaching staff is made aware of *constitutional obligations: values, rights, duties and responsibilities of citizens*, by taking pledge.
  5. **International Yoga Day:** Yoga plays an important role in promoting physico-mental health of an individual. The United Nations General Assembly Resolution in December 2014, adopted 21st June as International Yoga Day. The College celebrates this day, acknowledging the transnational role of Yoga. NSS Unit of the college organized Digital Yoga Week from 16 June to 21 June; 2021. Faculty (Teaching & Non teaching) participated in 6th International Yoga Day with the theme "Yoga from Home-2020" during pandemic of covid-19.
  6. **International youth day:** International youth day is commemorated on 12th Aug every year since year 2000 globally. The College celebrates this day every year. NSS Volunteers undertake various events like conducts plantation drives etc.
  7. **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.
  8. **Observance of Anti terrorism day on 21st of May 2020:** The objective behind this day is to wean away the youth from terrorism and cult the violence.
  9. **National Education Day on 11th Nov". 2017:** The objective was to highlight the contribution of Maulana Abul Kalam Azad. The significance of the function is more relevant in this College since it has been named after Maulana Abul Kalam Azad first Education Minister of Independent India.
  10. **Universal Brotherhood:** The College, has a rich practice of celebrating **National Integration Day**, activities like Run for Unity and Unity Pledge are organized to honour the 'Iron Man of India' Sardar Vallabhbhai Patel's birthday on 31st October.
- **UNO day, First Aid Day, World Water Day, Children day, International Women Day and Tribute to Pulwama AND Kulgam Martyrs** are among other commemorative days celebrated /observed by the College.

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

## 7.2 Best Practices

### 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

**provided in the Manual.**

**Response:**

**Response:**

### **Best Practice 1**

#### **1. Title of the Practice: Faculty Development 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 Development Programmes are**

1. To understand use of technology in education and identify key issues and challenges faced by the faculty of 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 be 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**

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 keeps on 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, Maulana Azad Memorial 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 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 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. 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 Development 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 Development 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. 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 Development 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 successfully organising faculty Development programmes was given to resource persons and organising secretary of Faculty Development Programme.

## **Best Practice 2**

**Title: Motivational and Social Services of NSS for Responsible Citizen**

**Objectives of practice**

**The Objectives of NSS at Govt M.A.M. College, Jammu are**

1. To identify the needs and problems of the community and involve them in problem solving process.
2. To extend Communal harmony.
3. To inculcate a sense of belongingness and social responsibility.
4. To utilize their knowledge in generating practical solution to individual and community problems.
5. To develop leadership qualities.

6. To enhance community participation.
7. To develop capacity to meet emergencies and natural disasters.

### **The Context:**

To foster a spirit of camaraderie and love for humanity in general and rural folk in particular, facilities are provided to willing students with a desire for social service, to put in their best, for alleviating the suffering of the sick, and the downtrodden.

The NSS Squad work under the able guidance of well trained senior staff members who guide them properly and chalk out programme for Voluntary Social Service. There is an advisory committee of NSS to facilitate its working. The College has three units of NSS, each consisting of 100 volunteers, each unit functions under a programme officer. The students have to apply on a prescribed form for seeking admission to each unit.

Students enrolled as NSS volunteers are required to put in at least 120 hours of social work and attend one camp of 10 days duration to be eligible for certificate.

### **The Practice**

NSS volunteers of Govt Maulana Azad Memorial College, Jammu conducts a wide range of activities like **cleanliness programme**, special summer/winter camp, surveys, plantation drives, observance of important days and awareness campaign, blood donation, hygiene and prevention of various disease like Cancer, AIDS, Malaria, Diarrhoea etc. Awareness about appropriate precautions during disasters like earthquake, flood etc.

The motto of the NSS “NOT ME BUT YOU” and the spirit of the students to do, learn and involve with activities. Each NSS unit is expected to adopt a nearby village/slum and work for its all round development. Regular activities and special camps should preferably be organised in the adopted village/rural unit/slum for this purpose.

### **Evidence of Success:**

- NSS Units of the College are committed to work for peoples of all strata irrespective of caste, sex, language and belief. NSS achieve this through outreach programs that provide volunteers with practical exposure to the lives of the marginalized.
1. **Visit to Old Age Home Amphalla:** In the function on 22nd of Nov. 2018, NCC Cadets interacted with the elderly parents who lived in old age homes and shared their joys with them.
  2. **Children day at orphanage on November 14th, 2018 and November 14th, 2017**
  3. **Visit to kusht Asharam on September 24th, 2017:** The objective of the visit was to build a spirit of social consciousness, commitment and responsibility, healthy and helpful attitude towards the society.
  4. **Literacy day (sep,8th ) of 2021 with children of slum area of railway road, Trikuta Nagar, Jammu.**

- NSS Units of Maulana Azad Memorial (MAM) College, Jammu believes in paying back to the society through its awareness programmes like,

**WINTER CAMP 2019:** The object of the camp was to conduct cleanliness drive and awareness programmes.

- **Maulana Azad Memorial College, Jammu has an active National Service Scheme (NSS) unit where students are engaged in community service programmes like**

1. 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.
2. 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.
3. Swachhta Pakhwara was organised by NSS unit from 1st August to 15th August, 2018.
4. Workshop on hazardous effects of plastics on Sep 24-25, 2018
5. National Integration Day was celebrated by NSS volunteers of the College on Oct. 31st, 2017
6. Universal Brotherhood Day was observed on 23/08/2016

- NSS Units of the College celebrates **National and International commemorative days, events and festivals** to recognize momentous contributions of historical figures to freedom and justice, human values, dignity of an individual and importance of inclusionary practices.

1. **Independence Day and Republic Day:** Both days of national importance are celebrated by students, teachers and administrative staff. The celebration commences with hosting of tricolour, singing of the National Anthem and cultural performances.
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4. **International Yoga Day:** Yoga plays an important role in promoting physico-mental health of an individual. The United Nations General Assembly Resolution in December 2014, adopted 21st June as International Yoga Day. The College celebrates this day, acknowledging the transnational role of Yoga. NSS Unit of the college organized Digital Yoga Week from 16 June to 21 June; 2021. Faculty (Teaching & Non teaching) participated in 6th International Yoga Day with the theme "Yoga from Home-2020" during pandemic of covid-19.
5. **International Youth Day:** International Youth Day is commemorated on 12th Aug every year since year 2000 globally. The College celebrates this day every year. NSS volunteers undertake various events like conduct plantation drives etc.

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

### 7.3 Institutional Distinctiveness

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

**Response:**

**Response:**

#### **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 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, and 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 **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

Peace time, 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 Maulana Azad Memorial College, Jammu 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.

This day is observed in the College to salute the martyrdom of brave soldier who lost his lives defending the sovereignty of the nation. On this occasion rich floral tributes are paid to martyr Lt. Sushil Khajuria. Chief guest who is from defence services/NCC addresses to NCC cadets/students of the College. This motivates cadets/students to join defence services and choose country over comfort, patriotism over convenience. The occasion of Martyrs' Day always reminds cadets/students of the College of the sacrifices of Amar Shaheed Lieutenant Sushil Khajuria (KC) (P) who sacrificed his life for us. He shall always remain a source of inspiration for all of us.

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

## 5. CONCLUSION

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### **Additional Information :**

Apart from Undergraduate Programs in Arts, Science and Commerce, the college is offering BBA, BCA, PG courses in Mathematics and Music, Honours in English, Physics, and Maths. It has also been running a centre for IGNOU since 2000. The center happens to be the largest in terms of the strength of the students in the North Zone. Moreover, the college also facilitates the conduct of important examinations like UPSC, J&K PSC, J&K SSB, SSRB, Railways to mention a few.

The college has submitted DPR to Higher Education Department UT of J&K for Construction of Multi-purpose Block for setting up Research Hub, Industrial Skill Center, Mass Communication and Multimedia Production Center and Music and Fine Arts and Languages Center.

In keeping with its goal of imparting education that focuses on all round integrated development of our students, Maulana Azad Memorial College encourages and facilitates active participation in sports and extension activities by the students.

### **Concluding Remarks :**

Maulana Azad memorial College lays great emphasis on building an environment that is conducive for academic excellence and extracurricular accomplishments. Interdisciplinary activities organised by the college also facilitates interaction among students from different disciplines. All activities in the college are driven towards attaining the mission of nurturing self-reliant students with a strong sense of community responsibility. The vibrant culture of community outreach at Maulana Azad memorial College inculcates a strong spirit of inclusivity and civic ecology among students. Our NCC students are trained to be of assistance to the country in any National Emergency. The college is proud of many of its alumni who have made a mark for themselves in various spheres of academics, media, journalism, politics, public services, business entrepreneurship, corporate and film industry. This balance in curricular and extracurricular engagements fosters a holistic development of students. Despite certain weaknesses and challenges, college strives to offer lucrative opportunities and provide the finest infrastructure and facilities in its pursuit of excellence. The staff and student community continue to work consistently towards realising its mission.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <ol style="list-style-type: none"> <li>1. Academic council/BoS of Affiliating university</li> <li>2. Setting of question papers for UG/PG programs</li> <li>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</li> <li>4. Assessment /evaluation process of the affiliating University</li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p>1.2.1.1. <b>Number of Programmes in which CBCS / Elective course system implemented.</b> Answer before DVV Verification : 33 Answer after DVV Verification: 33</p>																				
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p>1.2.2.1. <b>How many Add on /Certificate programs are offered within the last 5 years.</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	2	1	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	2	1	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	1	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	1	0	0	0																	
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. <b>Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>115</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	60	115	0	0	0										
2020-21	2019-20	2018-19	2017-18	2016-17																	
60	115	0	0	0																	

2020-21	2019-20	2018-19	2017-18	2016-17
60	115	0	0	0

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	6	4	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	11	6	4	2

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

1.3.3.1. **Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 747

Answer after DVV Verification: 747

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***

**1) Students**

**2) Teachers**

**3) Employers**

**4) Alumni**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

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

**Options:**

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**

**5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

**2.1.1 Average Enrolment percentage (Average of last five years)****2.1.1.1. Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1055	1233	2216	1702	1374

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1055	1233	2216	1702	1374

**2.1.1.2. Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1558	1609	1690	1690	1355

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1558	1609	1690	1690	1355

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
309	359	696	759	549

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
309	280	289	355	284

Remark : As per the documents provided by HEI

2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. Number of mentors          Answer before DVV Verification : 68          Answer after DVV Verification: 68</p>																														
2.4.2	<p><b>Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b></p> <p>2.4.2.1. Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 667 1046 801"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>38</td> <td>43</td> <td>37</td> <td>28</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 882 1046 1016"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>38</td> <td>43</td> <td>37</td> <td>28</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	32	38	43	37	28	2020-21	2019-20	2018-19	2017-18	2016-17	32	38	43	37	28										
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32	38	43	37	28																											
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b>          Answer before DVV Verification : 219          Answer after DVV Verification: 219</p>																														
2.6.3	<p><b>Average pass percentage of Students during last five years</b></p> <p>2.6.3.1. <b>Number of final year students who passed the university examination year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1536 1046 1671"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1581</td> <td>931</td> <td>463</td> <td>358</td> <td>445</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1751 1046 1886"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1581</td> <td>913</td> <td>463</td> <td>358</td> <td>445</td> </tr> </tbody> </table> <p>2.6.3.2. <b>Number of final year students who appeared for the university examination year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 2002 1046 2092"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1581	931	463	358	445	2020-21	2019-20	2018-19	2017-18	2016-17	1581	913	463	358	445	2020-21	2019-20	2018-19	2017-18	2016-17					
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2020-21	2019-20	2018-19	2017-18	2016-17																											

1625	1108	825	652	593
------	------	-----	-----	-----

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1625	1108	825	652	593

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

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

Answer before DVV Verification : 2

Answer after DVV Verification: 2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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3.1.3.2. **Number of departments offering academic programmes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	27	27	27	27

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
27	27	27	27	27

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	2	0	1	1

Answer After DVV Verification :

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

12	2	0	1	1
----	---	---	---	---

3.3.1 **Number of Ph.Ds registered per eligible teacher during the last five years**

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 3

Answer after DVV Verification: 3

3.3.1.2. **Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 2

Answer after DVV Verification: 2

3.3.2 **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	4	14	13	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	4	14	13	10

3.3.3 **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	7	7	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	8	6	6	1

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



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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	4	2	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	2	0	0

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	21	19	10	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
15	5	9	5	2

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2570	828	668	470	178

Answer After DVV Verification :

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

1394	260	480	310	120
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Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	1

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 18

Answer after DVV Verification: 18

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42904378	44845342	9215424	38050933	13727855

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
282.57	302.20	1.54	299.48	106.58

Remark : As per HEI

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

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

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

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

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1099569	3034599	194948	347635	306733

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10.99	30.34	1.94	3.47	3.06

Remark : As per HEI

4.2.4 **Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

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

Answer before DVV Verification : 16

Answer after DVV Verification: 16

4.3.3	<p><b>Bandwidth of internet connection in the Institution</b></p> <p>Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: B. 30 MBPS – 50 MBPS</p>																				
4.4.1	<p><b>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</b></p> <p>4.4.1.1. <b>Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 629 1046 801"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>117.64960</td> <td>149.27217</td> <td>19.90573</td> <td>25.79406</td> <td>25.69179</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 882 1046 1014"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>117.6496</td> <td>149.2721</td> <td>19.90573</td> <td>25.79406</td> <td>25.69179</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	117.64960	149.27217	19.90573	25.79406	25.69179	2020-21	2019-20	2018-19	2017-18	2016-17	117.6496	149.2721	19.90573	25.79406	25.69179
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2020-21	2019-20	2018-19	2017-18	2016-17																	
117.6496	149.2721	19.90573	25.79406	25.69179																	
5.1.1	<p><b>Average percentage of students benefited by scholarships and freeships provided by the Government during last five years</b></p> <p>5.1.1.1. <b>Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1375 1046 1507"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>381</td> <td>734</td> <td>812</td> <td>668</td> <td>267</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1588 1046 1720"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>381</td> <td>734</td> <td>812</td> <td>668</td> <td>267</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	381	734	812	668	267	2020-21	2019-20	2018-19	2017-18	2016-17	381	734	812	668	267
2020-21	2019-20	2018-19	2017-18	2016-17																	
381	734	812	668	267																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
381	734	812	668	267																	
5.1.2	<p><b>Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years</b></p> <p>5.1.2.1. <b>Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</b></p> <p>Answer before DVV Verification:</p>																				

2020-21	2019-20	2018-19	2017-18	2016-17
60	0	0	0	39

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
60	0	0	0	39

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
600	460	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
600	460	0	0	0

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

5.2.1

**Average percentage of placement of outgoing students during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
26	19	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
26	19	0	0	0

5.2.2

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

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

Answer before DVV Verification : 39

Answer after DVV Verification: 39

5.2.3

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	03	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	03	0	0

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	15	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	15	0	0

0	0	15	0	0
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5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
65	139	125	75	175

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	4	4	0

Remark : As per the documents provided by HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
45	64	66	66	40

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
25	38	27	28	22

Remark : As per data provided by HEI

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above  
Remark : As per data provided by HEI

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
58	7	6	7	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
58	7	6	7	3

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

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2. Collaborative quality initiatives with other institution(s)**
- 3. Participation in NIRF**
- 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above



7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.6	<p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Divyangjan friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for Divyangjan accessible website, screen-reading</b></li> </ol>

software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

7.1.10

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

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D. 1 of the above

Remark : As per data provided by HEI

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>568</td> <td>568</td> <td>535</td> <td>482</td> <td>453</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>568</td> <td>568</td> <td>535</td> <td>482</td> <td>453</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	568	568	535	482	453	2020-21	2019-20	2018-19	2017-18	2016-17	568	568	535	482	453
2020-21	2019-20	2018-19	2017-18	2016-17																	
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2020-21	2019-20	2018-19	2017-18	2016-17																	
568	568	535	482	453																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>33</td> <td>33</td> <td>32</td> <td>30</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>33</td> <td>33</td> <td>32</td> <td>30</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	33	33	33	32	30	2020-21	2019-20	2018-19	2017-18	2016-17	33	33	33	32	30
2020-21	2019-20	2018-19	2017-18	2016-17																	
33	33	33	32	30																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
33	33	33	32	30																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p>																				

2020-21	2019-20	2018-19	2017-18	2016-17
3736	3995	4390	3235	2962

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3736	3995	4390	3235	2962

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
793	635	558	845	677

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
793	635	558	845	677

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1625	1108	825	652	593

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1625	1108	825	652	593

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
68	69	74	80	58

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
68	69	74	80	58

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
85	79	83	79	79

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
85	79	83	79	79

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 35

Answer after DVV Verification : 35

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
400.22082	448.45342	23.35723	325.28213	132.27855 5

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
400.2208	448.4534	23.35723	325.2821	132.2785

4.3 **Number of Computers**

Answer before DVV Verification : 145

Answer after DVV Verification : 176