



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
GOVERNMENT DEGREE COLLEGE SAMBA**

**Samba
Jammu And Kashmir
184121**

(Draft)

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	GOVERNMENT DEGREE COLLEGE SAMBA Samba Jammu And Kashmir 184121	
2.Year of Establishment	2005	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	19	
Programmes/Course offered:	19	
Permanent Faculty Members:	38	
Permanent Support Staff:	15	
Students:	2696	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	<ol style="list-style-type: none">1. • Catering to the needs of students from rural and disadvantaged sections of the society from hilly and borderline areas.2. • Offering Humanities, Science and Commerce courses at Undergraduate level3. • Co-education with 63% girl students.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 26-04-2019 To : 27-04-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. NAMADEO JAGANNATH PAWAR	Vice Chancellor,DR D Y PATL VIDYAPEETH PUNE
Member Co-ordinator:	DR. BODH RAJ KAUSHAL	FormerProfessor,DSB CAMPUS NAINITAL
Member:	DR. MANJIT KAUR	Principal,GOVT. COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
NAAC Co - ordinator:	DR. JAGANNATH PATIL	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion 1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

Academic programs and courses are in accordance with the vision, mission and objectives of the Institution. The Institution started with arts stream initially until 2010 and later Science and Commerce streams were introduced. More than two thousand five hundred students are enrolled at present which are mainly from the home state. Two Certificate programs viz. 1] Domestic Data Entry Operator and 2] Accounts Executive–Accounts Payable and Receivable are being run since 2017-18. A course of 4 credits on Gender sensitization as optional subject is also offered by the institution

Mainly semester system with CBCS is introduced as per Jammu University guidelines. Academic calendar of the University is followed. For proper functioning of the Institution, various committees are formulated prior to the start of the new academic session. The students are updated about the same through prospectus and website. Course curricula are completed as per the calendar and the University examinations. Feedback on Curriculum is collected from stakeholders, analyzed and forwarded to the University for upgrading the syllabi. All heads of the departments are members of BOS of the university.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

Online admission process is implemented and proper publicity is given in prospectus, on notice board and Institutional website. Admissions are strictly based on merit as per the marks obtained in the previous qualifying examination. Almost 100% seats of the sanctioned strength are filled in all three streams. Being the only government college in the district, the response of the students for admission is very encouraging. Admissions are monitored by the admission committee. College follows the prescribed rules and guidelines of the Government/University while admitting the students. An Orientation program under “UDAAN” is conducted for newly admitted students.

The college identifies slow and advance learners through class tests, class room interactions and inputs from the concerned subject teachers. For slow learners and students who miss their classes because of taking part in NCC, NSS, sports and other co-curricular activities, remedial classes in the form of tutorials are conducted. The institute promotes self learning for advance learners to contribute towards their academic growth.

ICT tools are used in classroom teaching. A few smart classrooms are available. The Institution follows student centric methods of teaching such as group discussions, presentations, home assignments and field tours are also organized. Students take part in sports, cultural, red ribbon club, NCC and NSS activities.

Out of 38 permanent teachers, 19 are Ph.D’s and remaining are M.Phil./NET/SLET qualified; 18 temporary teachers also assist in teaching. Teachers are appointed as per State/University norms. A few teachers have

received awards in the last five years. Student's feedback on the performance of teachers is collected in a prescribed format and analyzed. The efforts made by teachers have been applauded by the stake holders that was reflected during interaction.

There is a continuous internal evaluation (CIE) at the college level. Pre-assessment rehearsals are carried out by individual teachers to help the students to prepare for examinations. Internal assessment marks are displayed on the notice boards and option for retest is given for improvement. Grievances of the students related to examinations received are addressed through college and university level mechanism.

Performance of the students in many subjects is good, however, in some of the subjects it is unsatisfactory after the implementation of CBCS. Efforts are being made to improve the same. The student progression and placement data is not available.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

Research cell needs to be established. Some of the teachers have published research papers in reputed refereed journals at national and international levels, books and chapters in books. None of the teachers have minor/major research projects at present. Mobilization of funds for research projects from funding agencies is yet to be explored by the teachers.

There is no budgetary provision for research. Financial support for attending seminars/ conferences and workshops needs to be provided to the faculty.

NSS unit of the Institution needs to play pro-active part in extension activities and outreach programs. NCC unit is playing motivational role for encouraging students to join Navy and Army. Awareness programs on social and many important national programs have been conducted.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The Institute has adequate land in possession. The college campus includes main building with administrative block, 14 classrooms (two more multipurpose rooms funded by RUSA have been recently added), science laboratories, library and a conference hall. Rest rooms for teachers and students are available. Hostel facilities for both boys and girls are yet to be constructed. Make shift arrangement for the canteen has been made to cater to the needs of students and staff. Students are motivated to participate in the cultural activities. Auditorium is yet to be constructed. The college has earmarked a site for sports activities/games. College has won awards and prizes in cultural programs “Display Your Talents” organized by the Jammu University.

The college library has reading hall for 100 students and around 10,000 books. Library lacks automation. The College is yet to subscribe to e-Journals, Shodh Sindhu, Shodhganga memberships, e-books and databases. Average expenditure for purchase of books, journals has been around Rs. 2.0 Lakhs per year during the last five years.

There are 44 computers/laptops in the college for academic and administrative functions. The college website is maintained by Computer Science faculty. The student to computer ratio is low.

Budgetary allocation is made by the Govt. for providing additional infrastructural facilities. An average of Rs. 23.4 Lakhs is being spent annually by State. The college development committee looks after the quality of maintenance work in the campus, that is undertaken by Govt.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

The poor students are provided scholarships and financial assistance by the State. Further, the Central government provides PMSSS scholarship to the students of Jammu and Kashmir. Some students have benefitted by vocational education and training during the last five years. College offers guidance and counseling for preparation to appear for the competitive examinations.

Grievance cell, Internal Complaints Committee and Anti ragging cells are functional. Mentoring system is in place. Students are motivated to continue their higher education beyond UG courses. Few students have got placements and some have also qualified NET/SLET examinations. College results are satisfactory and some of the students have been placed in the University merit list. College publishes magazine and IQAC news letter. The college conducts annual sports and cultural events. Students have participated in the Inter-College games and received medals in sports inspite of the constraints. The Student's Council conducts routine activities. Alumni Association was constituted only last year and not yet formalized. An amount of less than Rs. one Lakhs was contributed by the Alumni Association.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

All stakeholders are involved in the implementation of vision and mission of the college. Being a Government college, financial support is provided by the Government of Jammu and Kashmir. RUSA grant is also received from the Central Govt. The Principal with the support of various committees oversees the administrative and academic matters of the college. The college practices decentralization and participatory system of governance. College leadership is strongly supporting the faculty and students in conducting various activities.

All the policy decisions related to the service rules, recruitments, and promotions are governed by the State Govt. Self Appraisal Report of teaching and non-teaching staff are regularly sent to the Department of Higher Education of the State Govt. Employees welfare schemes are as per State Govt. norms. E-governance is implemented in administration, finance and student admissions. Accounts of the college are computerized, are audited by internal auditor and by the State Govt. every year. The college ensures proper and optimal utilization of funds.

IQAC is functional since 2014 and proactively involved in quality enhancement by its regular and systematic review meetings for addressing teaching-learning and research activities, extension activities and academic audit. The college needs to develop a perspective plan for future growth.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college has conducted programs to promote gender equality. Facilities such as safety and security, counseling and separate common rooms for teachers, boys and girls are provided. Gender sensitization course of four Credits has been introduced. College practices a common dress code for all students to promote equality, uniformity and security. The college provides transport facility to students and Bus Committee looks after the transport service for the girl students who come from far flung areas. Facilities for differently abled (Divyangjan) students is yet to be created.

Energy saving is partially achieved by use of LED bulbs. E-waste is disposed off under buy back option. The college is yet to develop scientific method for E-waste, solid and liquid waste management and disposal. Rain water harvesting and reuse of waste water is yet to begin.

The college plans and organizes appropriate activities to increase awareness on fundamental duties and rights of citizens. The college organizes and celebrates National Days, National festivals, birth and death anniversaries of Indian personalities.

The campus is clean and smoking is banned. Green/energy audit needs to be done. College has adopted online admission process and uniform dress code for the students.

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Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

The college is the only institute in the hilly and border district of Samba. It is providing co-education to the students mostly from rural and disadvantageous sections of the society. There has been an increased enrollment of students every year and 63% are girl students. The faculty members and supporting staff are very sincere and committed to overcome the challenges before them. A good number of students get scholarships from State/Central Govt. About 80% of the faculty members are Ph.D/M. Phil and NET/SLET qualified. Research part is weak and there is no industry-institution linkage. There is scope for starting PG and other career and skill based courses. A complete ICT based academic and administrative process can be achieved. There is an ample scope for extension activities. Considering their potential, faculty members should be encouraged to undertake research and participate in seminars/workshops and conferences. Collaboration with higher educational institutions and industry is required.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- • Skill based value added courses and PG programmes be initiated
- • Additional sports facilities for students be provided
- • Automation of Library is needed
- • Expansion and augmentation of infrastructure pertaining to Science laboratories and ICT facilities is needed
- • Hostel facility for both girls and boys should be provided
- • Research activities of teachers need to be encouraged
- • Computer literacy and soft skills of students should be improved
- • Alumni Association should be registered and made functional
- • Road map for the college needs to be developed for future growth
- • IQAC should be made more effective for achieving excellence in higher education

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. NAMADEO JAGANNATH PAWAR	Chairperson	
2	DR. BODH RAJ KAUSHAL	Member Co-ordinator	
3	DR. MANJIT KAUR	Member	
4	DR. JAGANNATH PATIL	NAAC Co - ordinator	

Place

Date

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