

SKC-GOVT. DEGREE COLLEGE POONCH

The following IQAC members are requested to attend a meeting on 20-02-2021 in the IQAC room for discussing policy document to be adopted by the college to achieve quality benchmarks.

1. Dr. Zakir Hussain
2. Prof. Fateh Mohammad
3. Dr. Mohammad Latif
4. Dr. Mahroof Khan
5. Prof. Tehseen Abas Khan
6. Dr. Atieq Ul Rehman
7. Dr. Altaf Hussain
8. Prof. Shahid Zafar
9. Dr. Jameel Ahmed
10. Prof. Masood Ahmed
11. Zamood Ahmed
12. K.K Kapoor
13. Prof. SD Sharma
14. Mrs. Anjuman Shaheen
15. Mr. Irfan Ahmed
16. Ms. Tahira Qulsoom

Member

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(Civil Administrator)

(Local Society)

(Rtd. Principal)

(Stakeholder)

(Students Representative)

(Students Representative)

Prof. Khadam Hussain
Coordinator IQAC

IQAC SKC-GDC Poonch

Policy Document

Meeting of IQAC members was organized in the IQAC room on 20-02-2021 under the convenorship of Prof. Khadam Hussain. Co-ordinator IQAC in connection with preparation of policy document for the college to achieve quality benchmarks. Following points were discussed and draw a policy for smooth functioning of college:

1. Curricular Planning and Implementation

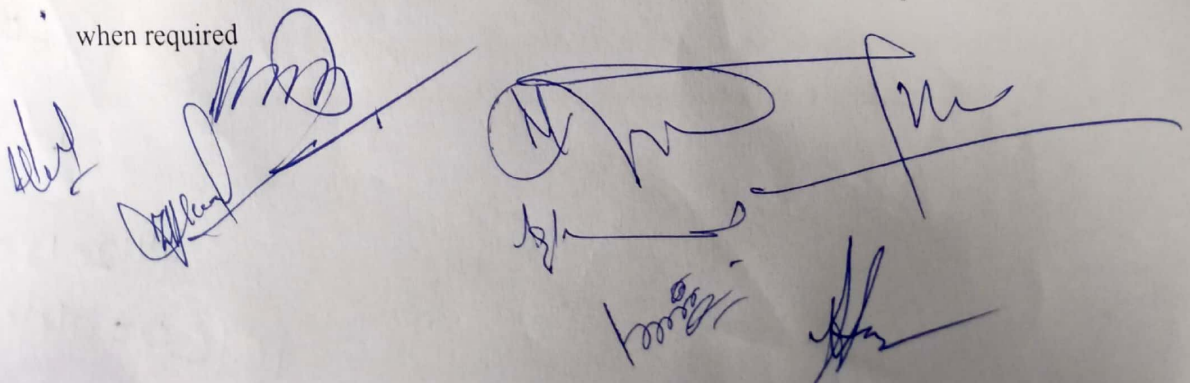
The college is affiliated to University of Jammu and adheres to the curriculum designed and prescribed by the University of Jammu. However, the curriculum is operationalized keeping in mind the requirements and resources of the college. Every HOD of respective department is member of board of studies and thus took part in designing of the curriculum. With the objective of achieving excellence in education, the institution ensures the following:

- Academic calendar shall be prepared at the commencement of the academic session depicting schedule of class work, internal assessment tests, examinations and other curricular activities.
- Along with general time table of the college, each department shall be asked to prepare its individual departmental time table so as to allocate the theory and laboratory courses to faculty members according to skills and relevant experience. As students of this college coming by commuting daily from distant places, the time table shall be framed in such a manner that it remains convenient even for long distance commuters to attend all their classes.
- Workload for each subject shall be calculated and accordingly full-time teachers/guest faculty shall be engaged on the basis of requirement.
- In order to maintain the student-teacher ratio as per the norms of Higher Education Department the students shall be allotted various sections based on the respective strength in various courses.
- Teaching faculties shall be encouraged to use modern ICT tools in order to make the teaching interactive.
- Apart from this teaching faculty shall be regularly encouraged to attend refresher courses, general orientation courses, FDPs and participate in seminars / conferences / workshops etc. to keep their knowledge updated and regular feedback shall be taken from students regarding different aspects of curriculum.

The Policy for Persons with Disabilities (Divyangjan)

The Government of India enacted in 1996 titled "Persons with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act 1996 which laid stress on the provisions to provide a healthy and barrier free environment for the persons with disabilities. Our institution which is a premier institution established way back in 1955 also seeks to create an environment that provides the disabled persons/students equal opportunities and protection against all type of exploitations and social stigma. A policy document has been framed for the purpose as under

1. All the building in the campus must have ramp facilities.
2. To create an inclusive, accommodative and disabled friendly environment.
3. To provide easy type of assistance/ aid be it physical, moral and financial, so that the morale of such students shall be boost.
4. To ensure the pro-disabled modern facilities of washroom, reading room, recreation room, lift, wheel chair etc. so that a complete barrier and hustle free environment for the differently able persons/ students shall be created.
5. 4. To create proper implementation of the scheme, legislations and provisions framed by the government from time to time for the overall betterment of the persons with disabilities
6. To insure the participation of such students in curricular, co-curricular and extra co-curricular activities
7. To ensure the accessibilities of devices and tools for the persons with disabilities for their overall grooming in respect of academic as well as non-academic sphere.
8. To ensure the appropriate and adequate environment particularly in the class room and in other such places for the effective delivery of services
9. To create an environment for such students as they should feel at home and enjoy privileges in respect of dignity and use the facilities with in.
10. It was stressed by all the members that all the class rooms of ground floor , library, Multipurpose must connect through ramps within a week periods
11. Provision of wheel chairs shall remain mandatory
12. Display boards and signposts shall be installed in the campus
13. Human assistance in any form including reader, helper, scribe shall be provided as and when required



2. Record Keeping

The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records.

- It was resolved that every activity, outcome, procedure action and achievement of the college/faculty members and students shall be recorded properly so that the same can be reflected as and when required. So, keeping record of every activities shall remain the top priority of the concerned committee/ person
- It shall be the responsibility of every faculty member to deposit the record of every activity in IQAC just after the completion of event so that it shall remain available for use even in her/his absence
- Every department/convener of every committee shall keep a proper record of its activity, management, time table, resource person and number of participant

3. Academic Flexibility

- To provide academic flexibility to students, Govt. Degree College Poonch has decided to allow students to opt the subject of their own choice. From the session 2016-17 Choice Based Credit System (CBCS) has been introduced for the students seeking admission to B.A./B.Sc./B.Com/BCASem-I. CBCS is a flexible system of learning with a shift from teacher centric to student centric educational approach which permits students to choose electives from a wide range of elective and skill enhancement courses offered by the college
- College shall introduce add on courses and certificate courses.
- College shall provide freedom in the use of the time frame of the courses.
- To adopt an inter-disciplinary approach in learning, and make best use of the expertise of available faculty.

4. Curriculum Enrichment and learning Process

The institution has done exponential growth in technology-based teaching and made enormous changes in technology enabled teaching process and this has been achieved to a greater extent by augmentation of the facilities and technology-based teaching learning process. The College shall ensure all lecture halls and seminar halls shall be equipped with Interactive Panel Displays/Smart Boards, LCD projectors/ Screen Projectors. New courses shall be introduced and already introduced courses shall be taught in such way.

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5. Catering to the Students Diversity

- Students shall be categorized as advanced learners and slow learners primarily on the basis of their academic merit and personal interactions with the teachers in the class.
- So specific teaching-learning strategies shall be framed to meet the needs of both the categories of students.
 - **Initiatives taken for Slow Learners:** The key focus of the teacher always remains to construct a positive environment in the class so as to encourage the slow learners. Efforts shall be made to identify the causes of their slow learning and appropriate solutions shall be worked out. To help this category of students, tutorials and remedial classes shall be routinely organized. In these tutorials and remedial classes, specific attention shall be given to these students with respect to their doubts and queries. As a routine practice followed by the college and to facilitate learning amongst the slow learners, fundamentals of the respective subjects are taught, initially for a few days, in the beginning of each session. Slow learners shall be given special attention by the teachers in their own classes. Learning shall be encouraged through group study so as to build a culture of knowledge sharing amongst all types of students where in the slow learners shall be additionally benefitted. Special attention shall be paid in providing study material in the form of books, e-content, links of e-resources and PPTs to the slow learners
 - **Initiatives taken for Advanced Learners:** The caliber of students shall be assessed by the teachers and a core group of advanced learners shall be broadly identified. The latter shall be motivated to seek higher goals as per their optimum potential. Furthermore they shall be facilitated with additional inputs for their better career planning and academic growth. The achievements of the outstanding students shall be duly recognized by the institution and such students are routinely felicitated in the form of awards, medals and appreciation certificates.

6. Effective Teaching Learning System

For effective teaching learning system the following steps must remain on top priority:

- All the faculties shall be encouraged towards ICT enabled teaching includes wi-fi enabled projection facility, language labs, smart class rooms, E-learning resources.
- All the faculties shall be encouraged to use virtual class room, links the guest lecturers of eminent to develop their core knowledge in the subject.
- All the faculties shall be encouraged to adopt the lecture method. This method facilitates the teacher to interpret, explain and revise the content of the text only for better understanding of the subject by the learner.

- All the faculties shall be encouraged to use the interactive methods of teaching with greater participation of students by motivating them to take part in group discussions, role play, subject quiz, news analysis, discussion and question and answer sessions.
- The case study analysis and discussion methods shall be opted in the Departments where students gain skills in critical thinking, communications and group dynamics

7. Evaluation Process and Reform

- Evaluation and examination shall be governed by the statutes of University of Jammu.
- Criteria for internal assessment shall include tests, assignments, and routine evaluation. Heads of the departments shall be empowered to re-assess the answer scripts in case of any grievances. Examination Committee shall takes care of such cases in a transparent manner. Subject teachers ensure that the answer scripts internal assessment test shall be signed by each student in person.
- The internal assessment records are consequently uploaded on the University online portal so that the same shall be assessed by the student.

8. Resource Mobilization for Research

The resource mobilization policy focuses on attaining the institution's goals and targets while maintaining accountability and transparency. The IQAC, College Development Committee oversees and monitors the best use of finances for the advancement of a learner-centric ecosystem. The college shall focus on the following points for research and innovation.

- The Institution is a non-profit organization that is controlled by JK Government and has IQAC, College Development Committee to ensure that the fund shall be utilized wisely inside the institution.
- It shall regularly organize Seminars/workshops/expert talks/ departmental activities/Faculty Development programmes and the college will provide financial support.
- It shall encourage the faculty for taking research projects and Paper/Books publication.
- Students' extracurricular activities shall be prioritized, and adequate funding will be provided for sports and cultural activities.

9. Extension Activities

- Extension activities give students an opportunity to learn collaboration, teamwork, leadership skills and the importance of working together despite differences to reach a common goal.

➤ The college shall encourages the students to participate in different extension activities through awareness programmes, field visits, participation in seminars/workshops/extension lectures and sports in small groups or individually reinforcing the life skills and fostering social responsibility amongst the students. Values of caring and sharing with the underprivileged encourage lifelong journey of community service involving social and civic responsibilities.

➤ The NSS Units of the college shall be actively involved in community outreach programmes throughout the session focusing on socially relevant issues. Their intensive participation shall be in such way that inculcates in them a spirit of good citizenship, service orientation and helps in the holistic development of their personality. The NSS units worked in collaboration with organizations like, Red Cross society, Art of living. The students of the college shall be actively engaged in various outreach and extension activities taking up awareness on literacy, health hygiene, covid 19, vaccination, swatchta, Gandhian ideology, fundamental duties, green environment, gender sensitization, etc.

10. Collaboration

Collaboration in various research institutes / organizations/ laboratories offer better solution as well as opportunity of Upgradation of ideas and infrastructure requisites for the College to make a closer contact with the work field. Collaborating with other higher educational institutes, National Laboratories, universities corporate house, municipalities and Industries opens the door for sharing the expertise and facilities available outside the college.

- College shall sign MoUs with collaborating institution
- College shall undertake the various activities under collaboration such as Field trip, placement training, research, faculty exchange and students exchange etc.

11. Infrastructure and Learning Resource

➤ The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students. The college campus is spread over 73 kanals of land and has infrastructure in terms of academic blocks, classrooms, laboratories, Multipurpose Hall, Museum etc. The policy to use the Infrastructure and Physical facilities available in the college campus are listed as under:

➤ The institution has done exponential growth in technology-based teaching and made enormous changes in technology enabled teaching process and this has been achieved to a greater extent by augmentation of the facilities and technology-based teaching learning process. The College shall ensure all lecture halls and seminar halls equipped with

Interactive Panel Displays/Smart Boards, LCD projectors/ Screen Projectors. The smart class-room of the college equipped with audio-visual aids. Students and teachers shall be encouraged to use ICT enabled technology effectively for communicating new ideas and initiating new discussions in the class room.

12. Students Progression& Support

- The college has hostels and plays ground.
- The physical education department shall prepare the students for various sports competitions at state, University and national level. Our students shall be encouraged to actively participate in N.C.C. and NSS. Activities.
- The N.C.C. and NSS students shall be routinely selected for state and national level camps.
- The College shall organize debates seminars; quiz competitions and guest lecture for the students.

13. Students participation

The college is committed to student representation and participation through:

- The establishment of Student Representative Bodies;
- The participation of students in matters affecting their interests at college level
- The provision of opportunities for students to have input into the direction and coordination of college activities and events;
- the establishment of recognized means of communication between students and the academic and administrative arms of the college;
- To encourage and promote equity and fairness to all students of the college in decision-making.

14. Alumni Engagement

The goal of our Alumni Association is to create a network that will serve and empower graduates of GDC-Poonch. The following are the objectives of association:

- Arrange and support in placement activities for the students of the college
- Encourage the students of the college & members of the Association for research & development work in various fields like Arts, Computers, Sciences, etc.
- Mentor the students of the college for higher education, development of character and being GOOD citizens
- Encourage and support the students of the college in sports, cultural and extra-curricular activities

- Work towards environment conservation, anti- pollution activities against air, water and sound pollution, street plays, demos, presentations, role-play and all possible ways of social awareness
- Help victims of Natural calamity and disasters like earth quakes, floods, storms, malnutrition, fire and violence

15. Governance, Leadership and Management

This College is a Govt. College, regulated by the rules and regulations of the JK Govt. However as far as the recruitment policy and pay scales of teachers are concerned these are governed by UGC rules and guidelines. Selection of teaching faculty is carried out by JK public service commission, after the posts have been duly advertised and due weightage is given to research degree and NET/SLET results, the promotion of teachers is as per UGC guidelines. The teaching faculty is liable to transfer to other Govt. colleges as per norms of Higher Education Department.

- College has adequate administrative, non-teaching and supportive staff, the total number of which almost equals the teaching staff. Each department shall be provided a fair number of this staff as per their requirement. This staff shall be governed by state service rules.
- College is mainly funded by the state Govt. as well as by UGC. The allocation of the funds to the departments and developmental activities shall be made after internal inputs and in consultation with the Higher Education Department. College also mobilizes some internal resources to take care of immediate and pressing requirements. This involves only internal decision-making. The state government on regular basis subjects the college to audit checks. In addition UGC funds are also subject to audit by independent agencies and internal audit.
- College has a vibrant IQAC for controlling and marching effectively on quality parameters
- The overall management of the college shall be vested with the Principal who has a good deal of share in the decision making and is turn accountable to the Higher Education department.

16. Institutional Values and Best Practices

The College shall be sensitizes students and employees regarding gender equity and takes the social responsibility of creating awareness among the people about the importance of gender sensitivity by organizing various activities initiating various measures.

Number of gender equity promotion programmes shall be organized by the institution

The NSS unit shall play an important role in every sphere of life. The main motto of establishment of this organization shall be to train the youngsters to serve the nation with enthusiasm and dedication.

They always come forward to help the needy in situation like earthquake, flood, traffic accident, emergency in hospital etc. They shall be encouraged to donate blood when the situation arises. The NSS Volunteers shall camp the area and try their level best to provide the help to needy. NSS Wing shall be encouraged to organize the seminars, symposia, debates etc in collaboration of other departments of the College and so is role of NCC wing.

17. Environmental Consciousness and Sustainability

KCM Govt. Degree College Poonch is a higher education institution that adheres to strict moral and ethical principles with explicit goals of quality education while striving for excellence. Environmental protection and ways for sustainability form the prime focus of the institution's moral practices. The college is working towards making the campus "Eco-friendly" with help of Staff, NSS, NCC, Department of Botany, Department of Environmental Science, Department of Geography and other units of the institute. All these units of the college also take care to make the campus Polythene Free Zone. In fact, NSS units entirely make efforts to keep the campus green. To keep the entire campus clean inward and action, the college shall conduct a green audit annually. Following works have been done in the campus for Environmental Consciousness & Sustainability.

- Plantation of Trees on the large scale inside the college campus time to time.
- Use of LED Bulb inside the campus.
- Cleanness programs conducted by NSS & NCC Time to Time.
- Maintains play grounds, Gardens and Surrounding with the help of NSS and Coordinators and Sports in charge.
- Encourage the students and teachers for save electricity, save papers, save water and use of dust beans.

Action Plan

- *Waste reduction*

Will reduce the volume of waste in our campus by reducing consumption, repairing, re-using and recycling all materials used in daily operations

- *Waste Segregation:*

➤ To segregate biodegradable and non biodegradable waste in college canteen and hostels

➤ To dispose biodegradable waste in Vermi-composting pit in the college

- *Paper Recycling:*

- To inculcate the habit of segregating paper for recycling purpose.
- Will tie up with NGOs for recycling paper waste
- *Use of Solar energy*

The college has Proposal for installation of 25kW solar system in the college. This system includes solar panels, solar inverter, all standard solar accessories, and solar batteries. Throughout the year, a 25kW solar system is expected to generate 3000 units per month on average. The Project is forwarded to Higher Education Department and expected to be functional in near future.

18. NAAC accreditation

➤ Internal Quality Assurance Cell of the College has been at the top of the umbrella of different committees which has a significant impact on the overall functioning of the College. It has been established with the prime objective of improving the quality standards in the institution.

➤ IQAC has been a successful in its endeavors since its establishment. It has meaningfully contributed to the prior cycle of accreditation in 2017. The cell has also institutionalized the processes: To devise the Institutional Development Plans (IDP) of the College in consultation with different stakeholders and sections of the College. To implement the recommendations of NAAC Peer Team of last accreditation cycle.

➤ To constitute the IQAC steering committee as per the guidelines and to have a single line administrative set up and report directly to the Principal for establishing liaison with Alumni, Parents, local administration and regulatory bodies like UGC and AICTE and achieve better synergy with all these stakeholders.

➤ To organize IQAC visits to the departments for assessment and implementation of quality initiatives. All the institutional development plans, academic excellence related initiatives, extension programmes, teacher support and capacity building etc. are floated through the IQAC of the College.

➤ To discuss, deliberate and devise ways and strategies for improvement of academic standards and administrative efficiency of the College. To monitor, improve and enhance the institutional best practices and evaluate the outcomes.

➤ To set new quality standards as per the requirement of the changing educational scenario.

➤ To evaluate the progress of infrastructure and its optimum utilization.

➤ To have constant meetings of the cell and implement the resolutions of such meetings.

➤ To render consultations with the Head of the Departments in framing student centric policy and its implementation.

- To record, consolidate and analyze Student Feedback, Feedback from Parents, Alumni and devise plans to address the issues.
- The concerned NAAC criterion incharge/ members shall conduct/analyze and prepare the feedback reports.
- IQAC shall propose new emerging changes in quality assessment and accreditation and advise the Principal and staff to keep pace with such change.

19. Purchase of Goods and Services

This policy outlines the procurement practices for purchasing goods and services at the College. The policy addresses competitive bidding and supplier selection (on GeM Portal), approval and issuance of purchasing transactions, purchasing methods, and required documentation. This policy is meant to support the need to get products and services in a timely and cost effective manner, while ensuring appropriate business processes shall be followed.

Methods of Procurement

There shall be two methods of procurement at the College as per the direction of the Govt.

- E-tendering
- Govt. e- Marketplace (GeM)

Process Finalizing the Requirements

The college Purchase Committee of the college shall call the meeting of all the faculty members to finalize the list of items to be procured/books and journals to be purchased for the session. The Higher Education Department releases the grants as per the requirement submitted by the college.

20. Proposed Policy on Building Infrastructure

- The College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college shall ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

- All the laboratories shall be well equipped with required apparatus and equipment. Maintenance of laboratories shall be done by lab technicians, Lab In charge and supervised by HODs of the concerned departments. The laboratory staff also regularly checks for the working of electrical equipment like computers, laptops, projectors, printers, coolers, tube lights, fans, etc. Any dysfunction shall be reported immediately to the concerned department for correction and/or replacement. The laboratory staff shall

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makes sure that the department is equipped with all the required stationary material including white board markers, dusters, paper for printing, letterheads etc.

➤ To cater the needs of students, the college library committee shall provide the quality of books containing the collection of text books, references books etc. for staff and students.

➤ Books shall be issued to the viewers for a specific period. College library committee headed by senior faculty, rule out, makes budgetary provisions for procurement of books, periodicals and other reading materials. This committee shall acts as an internal auditor as well as support system for overall development the library.

➤ The College shall take important steps for maintenance of classrooms.

➤ Classrooms shall be maintained by Safai Karamcharis and electricians under the supervision of HODs of different departments. Cleaning shall be done on daily basis & maintenance of furniture through tendering. There shall also a building maintenance committee which looks after the proper maintenance of the building.

➤ College Sports Committee and Physical Education Department shall take care of maintaining the Sports and Games facilities of the institution. Various events shall be organized on regular basis to boost the student's physical and mental abilities. Inter-class and Inter-Collegiate tournaments shall be organized by the Department and college sports committee.

➤ Physical Education Department shall maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department shall also take care of the routine services of the various machines like grass cutting machine, gym machines.

➤ The College has College Development Committee comprised of senior faculty members, committee shall supervise the major construction, repairs and renovation related works. Minor repair, renovation and maintenance works of furniture and electrical works, shall be taken care of by carpenter and electrician respectively.

➤ The garden shall be maintained by the Gardner with valuable inputs from faculty of Botany Department. College canteen committee shall keep the track of Hygiene and cleanliness of the canteen and also monitor quality, quantity and price of food served in the canteen.

21. Effective Mentor-Mentee Relationship

The Institute is emphasizing towards enhancement of the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. Department assigns faculties for providing guidance for each year

from admission till the graduation for the same batch. The process has been established as 'Mentoring System'. Each faculty will be the mentor of a group of 25 to 30 students. Departmental faculties will continue to be mentors for the same group of students till their graduation.

The mentor will perform the following functions.

- Meet the group of students at least twice a month.
- Continuously monitor, counsel, guide, and motivate the students in all academic matters.
- Advice students regarding choice of electives, Career related Guidance, Study Material, and Planning regarding Higher Studies etc.
- Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioral changes, and interpersonal relations, detrimental activities, etc.
- Maintain contact with the students even after their graduation.
- Intimate Head of the Institute / Coordinator IQAC and suggest if any administrative action is called for.
- Maintain a detailed progressive record of the student.

22. institution of Excellency Award

In the meeting all the faculty members agreed upon the institution of Annual Excellency Award to faculty/ department/students for their outstanding contribution in their respective field which will be in the larger interest of the institution.

23. Rotation of Important Assignment

The college follows the practice of rotation of important assignments like NSS/IGNOU/MANUU/DDE/Cultural or any other which the members feel important shall be allotted on rotation basis to new members, so that every faculty shall get chance to learn and bring innovation. The appointment for these assignments are made by the Principal of the college after due consultation with Internal Quality Assurance Committee. The tenure of IGNOU assignment is defined by the Higher Education Department and tenure of rest of the assignments shall be two years. Coordinator IQAC is responsible for finalization of the roster for the allotment of these assignments.

24. Best Usage of Created Resources

The infrastructure of the College is sufficient to cater the needs of the learners. The College has a play ground to serve the need of cricket, football and hockey teams of the College. The College ground is very near to the College campus, besides there is well maintained park with

its lush green lawns and well maintained flower beds also provides the serene environment to the students for pursuing their studies. College has well developed lawns and vehicle parking space. The College boy's hostel accommodates more than seventy students and the girl's hostel accommodates more than fifty students coming from different parts of the district. The College is in the process of expanding and consolidating its infrastructure. The College Library is housed in a separated building and maintains a good collection of books. The library contributes to various newspapers and magazines. Various departments also maintain small collection of books. College administration and IQAC shall ensure the best usage of created resource. Any equipment/ICT facility must remain operational and maintained.

With the unanimous decision of all the members the policy documents is forwarded to worthy Principal for approval of its adoption with immediate effect.

Dr. Zakir Hussain

Member

Prof. Fateh Mohammad

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Dr. Mohammad Latif

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Dr. Mahroof Khan

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Prof. Tehseen Abas Khan

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Dr. Atieq Ul Rehman

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Dr. Altaf Hussain

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Prof. SD Sharma

(Rtd. Principal)

Mrs. Anjuman Shaheen

(Stakeholder)

Mr. Irfan Ahmed

(Students Representative)

Ms. Tahira Qulsoom

(Students Representative)

Approved by

Principal
Govt. Degree College
Poonch (J&K)

Prof. Khadam Hussain

Coordinator IQAC