

**Government Degree College Poonch,  
J&K, 185101**

**Academic and Administrative Audit for the Academic year 2020-21**

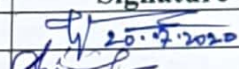


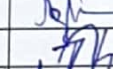


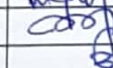


We, the members of the Academic and Administrative Audit team have conducted the academic and administrative Audit for the Academic year 2020-21 of Govt. Degree College Poonch on Monday, 20<sup>th</sup> of July 2020.


The marks obtained are 910 out of 1000. ( 91 % )

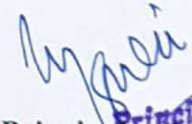
**Observations and suggestions of the Auditors:**

1. Compulsory Skill courses to be introduced in the college.
2. Identification of the slow learners and remedial classes to be improved.
3. More students competency mapping sessions by Career and counseling cell.
4. Motivation for students to participate in extracurricular activities.
5. Introduction of research projects at UG level.

**Signature of Auditors**

S. No	Name of the Auditor	Designation	Signature
1	Dr. Jasbir Singh (Principal GDC Surankote)	Chairman	
2	Dr. Auranzeb Anjum (GDC Mandi)	Member	
3	Prof. Fateh Mohd	Member	
4	Dr. Aziz Ahmed Chowhan	Member	
5	Prof. Tehseen Abass	Member	
6	Prof. Mohd Araf	Member	
7	Prof. Mohd Razaq (GDC Mendhar)	Member	
8	Dr. Mujahid Ul Islam	Member	
9	Prof. Mohd Basharat	Member	

  
20/7/20  
IQAC Coordinator  
IQAC  
GDC, Poonch

  
Principal  
Govt. Degree College  
Poonch (J&K)

**Govt. Degree College Poonch**

**Academic Audit Report**

**2020-2021**

**Academic Audit Report of Govt. Degree College Poonch**  
**Held on Monday, 20<sup>th</sup> July 2020 using the NAAC Parameters**

An academic Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	Academic Audit Report – Criteria wise
<b>2.1 Curricular Aspects:</b>	
2.1.1 Curricular Planning and Implementation:	<p><b>CURRICULUM AND SYLLABUS</b>  <b>Syllabus</b> is prepared by University of Jammu in consultation with experts from different colleges through BOS meetings. Based on feedback, the syllabus is finalized and examined by the HODs of respective departments of the University. Heads of various departments present the syllabus to the Board of Studies and Academic Council for approval.</p> <p><b>Inputs to students are through:</b>  Lectures  Chalk &amp; Talk  Power Point Presentation  Case Study  Field trips, Surveys and Project works  Quiz Competitions/seminars/ debates /Group Discussions etc.</p> <p><b>COURSES OFFERED:</b></p> <ol style="list-style-type: none"> <li>1. BA</li> <li>2. B.Sc</li> <li>3. B.Com</li> <li>4. BCA</li> <li>5. Certificate courses and Diplomas /Add on Courses/ Skill Courses.</li> </ol> <p><b>The features of the Programmes are:</b></p> <ol style="list-style-type: none"> <li>a. Certificate Courses such as CCA, CCC, Mulberry cultivation, Functional English are included in the syllabus</li> <li>b. Faculty Development Programmes by certified Professional institutions.</li> </ol>

	<ul style="list-style-type: none"> <li>c. Reference material by learning partners</li> <li>d. Continuous student orientation program</li> <li>e. Industry skill training certificate course</li> <li>f. Project works/ Field visits</li> <li>g. Socio-cultural and economic surveys</li> <li>h. Bio-fertilizers, Mushroom Cultivation, Ethno-botany</li> <li>i. Tie up with industrial bodies</li> <li>j. Nursery, Gardening and Floriculture</li> </ul>
2.1.1 Curricular Design and Development	<ul style="list-style-type: none"> <li>1. Syllabus revised once in 3 years with minor revisions as and when required.</li> <li>2. Process - Inputs are taken from students and teachers.</li> <li>3. Add on Courses –Add on Courses incorporated and scheduled to be carried out after college hours.</li> <li>4. Human values and Ethics</li> <li>5. Seminars/Debates/Poster Making Competitions.</li> <li>6. Subject teachers identify the industry needs while preparing lesson plans.</li> <li>7. Focus on environmental responsibility and awareness.</li> <li>8. Shared teaching of one subject by all the faculty members</li> </ul>
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> <li>1. CBCS system provides choice of taking credits in a year across the semesters</li> <li>2. CBCS with total – BA/ B.Sc/BCA/B.Com =132 credits.</li> <li>3. Faculty flexibility in handling number of subjects and participating in add on courses, value added courses and extracurricular activities</li> <li>4. Faculty has full freedom to plan and execute all outreach programmes</li> </ul>
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> <li>1. Learning management system introduced and used – Google, N list Books and online learning made available to the students.</li> <li>2. Online interaction through online terminal used effectively.</li> <li>3. Interaction before regular classes</li> <li>4. Mentoring done.</li> <li>5. Leadership skills development programme planned.</li> <li>6. Extended Outreach programme – 60 hrs., over 3 years in the form of: <ul style="list-style-type: none"> <li>I) Social outreach.</li> </ul> </li> </ul>

	II)     Retract Eco clubs III)    Skill developments IV)    Skill mapping and evaluation 7   Establishment of Incubation and innovation Centre 8   Incorporation of changes – to bridge the gap between faculty developments programmes both in- house and external (with leave) are conducted. 9   ICT trainings for teaching faculty
2.1.4 Feedback System:	1. Screening of deficiency of students a. Feedback through Google forms b. Class mentoring – on going process. 2. Design of programme: a. Prior survey of public/private sector regarding their requirement is conducted b. Feedback from placement is obtained. c. Feedback from alumni is obtained. 3. Additional skill development: a. Industrial Skill Enhancements b. Human Resource based skills c. Job based skills. 4. Inter-disciplinary courses are offered– in the form of open elective. 5. Job fairs with IT establishments organised for the students of Industrial Skill Development course.
<b>2.2</b>	<b>Teaching-Learning &amp; Evaluation:</b>
2.2.2 Catering to Student Diversity:	1. Orientation Program conducted 2. Remedial classes 3. Guidance & Support system for professional exams 4. Consistent mentoring & counseling 5. Recognizing achievements 6. Scholarships provided implemented 7. Parent-teachers meetings held

<p>2.2.3 Teaching-Learning Process:</p>	<ol style="list-style-type: none"> <li>1. Process adopted; lectures, case studies, class room participation, assignments, debates among teams on subjects, model making, field visits, touring, Observations of dynamics in environment, use of technology (e- source of information and knowledge), Student presentations.</li> </ol> <p><b>BEST PRACTICES:</b></p> <ol style="list-style-type: none"> <li>a. Course material – given to students for “self-study” in advance and also discussed.</li> <li>b. Demands of future employers are considered while drawing the curriculum.</li> <li>c. Participatory learning methods employed</li> <li>d. Practices shared teaching methods</li> <li>e. Digitalization Programme</li> <li>f. ICT enabled tools</li> </ol>
<p>2.2.4 Teacher Quality:</p>	<ol style="list-style-type: none"> <li>1. Faculty is sound in subject understanding and teaching as per students feedback</li> <li>2. Faculty is engaged in research and publication</li> <li>3. Faculty evaluation is done</li> <li>4. Student psychology based on the student SWOT analysis is carried out during admission process.</li> <li>5. Classroom participation of students, and overall performance monitored</li> <li>6. Use of computerized presentations (PPT etc).</li> <li>7. Faculty feedback taken at the end of every semester</li> <li>8. Effective and efficient utilization of staff.</li> <li>9. Routines – avoid teachers in non-academic activities</li> <li>10 Adequate Infrastructure</li> <li>11 Wi-Fi / Leased line</li> <li>12 Programmes are conducted for faculty members both in-house and outside with leave.</li> </ol>

<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> <li>a) Class room interactions</li> <li>b) Class tests and exams</li> <li>c) Assignments and presentations</li> </ul> <p>Internal assessment</p> <ul style="list-style-type: none"> <li>a. CIA – Theory 20 + Practical 25+25 (50) + End Semester Examination (ESE) 80 = 150.</li> <li>b. Examiners: 70% external + 30% internal.</li> <li>c. 20 marks of theory assessment test</li> <li>d. Internal Practical <ul style="list-style-type: none"> <li>1. 05 marks through assessment test,</li> <li>2. 05 marks for attendance</li> <li>3. 10 marks for daily performance and</li> <li>4. 05 marks through viva-voce conducted by the subject teacher</li> </ul> </li> <li>e. The best out of 3 tests is considered for slow learners.</li> </ul>
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p>Student oriented initiatives for their performance and learning outcomes are fulfilled through:</p> <ul style="list-style-type: none"> <li>a) Regular Seminars and workshops</li> <li>b) Exchange/ Orientation programmes</li> <li>c) CBCS system</li> <li>d) Certificate, diploma and add on courses</li> <li>e) Mentoring and analysis</li> </ul> <p><b>STUDENT FEEDBACK</b></p> <ul style="list-style-type: none"> <li>a) Academics – excellent</li> <li>b) Flexibility offered.</li> <li>c) Expectations fulfilled</li> </ul>

	d) We come prepared – 30% we need to study, subject to numerical or theory subject. e) Challenging assignments f) Admirable admission policy g) Affordable Fee structure h) Wi-Fi and transportation i) Full Day Library j) Certificate, Add-on courses k) Public and Private Placement
<b>Research, Consultancy &amp; Extension:</b>	
2.3.1 Promotion of Research:	1. Institute provides opportunities to the faculty to carry out research 2. Ph. D awarded : 41 3. Faculty pursuing Ph. D: 03 4. Faculty with research project: 01 5. Student Research: Faculty guide students for research0. 6. Research Initiatives <ul style="list-style-type: none"> <li>For faculty – <ul style="list-style-type: none"> <li>i. Study leave for PhD,</li> <li>ii. Book writing/ Publication</li> </ul> </li> </ul>
a) Research Facilities:	<ul style="list-style-type: none"> <li>Institute has a well-equipped library with internet facility</li> <li>Adequate infrastructural facilities for research</li> <li>Online journals/ E-content available</li> </ul>

b) Research Publications and Awards:	<b>Publications of GDC Poonch</b> A) Books and chapters in edited books published: 04  B) Research Papers: 41  C) Articles in magazines and newspapers: 20
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	1. Leadership is encouraged among students by various outreach programmes to inculcate: <ul style="list-style-type: none"> <li>○ Political responsibilities towards country</li> <li>○ Social and moral values inculcated</li> <li>○ Personality development programmes organised</li> </ul> 2. Participation is mandatory – 60 hrs.
c) Collaborations	<ul style="list-style-type: none"> <li>• Collaboration with – Forest, Medical, Municipality Poonch, Industry etc</li> <li>• Interactive academic partners – NIELIT, GDC Surankote, GDC Mandi, ITI Poonch, J&amp;K Fisheries Department Poonch, Tourism Department Poonch, RSS District Hospital Poonch, MANUU Hyderabad, APAC For Women Tamil Nadu etc.</li> <li>• Encouragement to faculty members to take-up funding projects</li> <li>• ICT training introduced</li> </ul>
<b>2.4. Infrastructure and Learning Resources:</b>	
2.4.1 Physical Facilities:	Elegant environment, friendly smart class rooms and conference halls. There is plentiful facility for indoor and outdoor games.
2.4.2 Library as a Learning Resource:	Library with latest editions of volumes of books, Periodicals, Journals News papers, Magazines etc.
2.4.3 IT Infrastructure	Browsing centre, Computer Lab. Wi-Fi campus and Leased line provides free access to faculty and students.

2.4.4 Maintenance of Campus Facilities:	Campus is Hygienically maintained.
<b>2.5 Student Support and Progression:</b>	
2.5.1 Student Mentoring and Support:	<b>COUNCELLING:</b> 1. SWOT(Strength, weaknesses, opportunities and threats) at entry level
	2. Recognition of slow learners 3. Remedial measures taken for non-performers. a. Observation b. feedback form c. Work on weaknesses 4. Parent teacher association
2.5.2 Student Progression:	Students progression is satisfactory (MA, M.Sc, MCA, NET/JRF, SET, Ph.D etc

<p>2.5.3 Student Participation and Activities:</p>	<p>The sports department always provides opportunities for students to participate in sports and games</p> <ul style="list-style-type: none"> <li>• Indoor games area - Gym, Table tennis, Carom etc.</li> <li>• Outdoor Games – Basketball, Volley ball, Cricket, Hockey etc.</li> </ul> <p>The college has produced athletes and sports persons of National and International repute. The Playground and facilities are adequate</p> <p><b>STUDENT SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Scholarship</li> <li>• Breakfast &amp; Meal</li> <li>• TA &amp; DA</li> <li>• Awards</li> <li>• Physical Instructor accompanies the students during tournaments.</li> </ul> <p><b>Social and cultural activities organized are:</b></p> <ol style="list-style-type: none"> <li>1. Seminars, lectures, workshops on socio cultural problems</li> <li>2. Blood donation camps</li> <li>3. Leadership &amp; Rural Camps</li> <li>4. Cleanliness drives &amp; awareness campaigns</li> <li>5. Reaching out to communities in distress and at the times of emergencies.</li> </ol>
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	6. Cultural, Language and Art <ul style="list-style-type: none"> <li>• Cultural Events</li> <li>• Mushaira</li> <li>• Music and Arts</li> <li>• College Magazine(Aaeena)</li> <li>• Mushroom Cultivation</li> <li>• Apiculture rearing</li> <li>• Vermicomposting</li> </ul>
<b>2.6. Governance, Leadership and Management:</b>	
2.6.1 Institutional Vision and Leadership:	1. Vision statement is understandable and righteous <ul style="list-style-type: none"> <li>• To attain academic merit with social concern</li> <li>• Institute supports students from marginalized and deprived segments of society</li> </ul> 2. Investment on faculty: <ol style="list-style-type: none"> <li>a) Allow participation in faculty development programmes</li> <li>b) Faculty hiring policy (Guest Lecturer) is strictly followed as per norms.</li> <li>c) Supports faculty motivation policy for higher studies.</li> </ol>

	<p>f) Deputation to national conferences/ seminars/ workshops by universities and educational institutions is encouraged</p> <p>g) Faculty attrition is negligible</p>
2.6.2 Strategy Development and Deployment	<p>Admission procedure:</p> <p>Inclusivity encouragement</p> <ol style="list-style-type: none"> <li>Admission Committee looks into the admission guidelines</li> <li>General merit – 50% marks in the qualified examination.</li> <li>Minority merit - 45 % marks in the qualified examination.</li> </ol> <p>V No Full-time placement officer – full Time faculty given additional task.</p>
<ul style="list-style-type: none"> <li>- Faculty Empowerment Strategies:</li> <li>- Faculty development initiatives</li> <li>- Support staff development initiatives</li> <li>- Student development initiatives</li> </ul>	<p>Faculty empowerment:</p> <ol style="list-style-type: none"> <li>Proper faculty selection – from external sources.</li> <li>Faculty encouraged to focus on outside programmes</li> <li>HODs prepare plan – academic expenditure pertaining to their departments.</li> <li>Shaping students to business values, responsible citizens and outlook development programmes.</li> </ol>

2.6.4 Financial Management and Resource	<ol style="list-style-type: none"> <li>1. Development Committee looks into the financial supervision</li> <li>2. Budget: No divergence is allowed</li> <li>3. Revenue &amp; payments: <ol style="list-style-type: none"> <li>a) Infrastructure</li> <li>b) Scholarships – (one time) Tribal welfare decides</li> <li>c) Alumni fund- return appreciations, financial contribution in developments</li> </ol> </li> </ol>
2.6.5 Internal Quality Assurance System:	<p>Monitoring system: Have a planned system to monitor result of courses and value added courses.</p> <ul style="list-style-type: none"> <li>• IQAC is practical in innovating curriculum on a regular basis</li> <li>• Faculty presentation is evaluated</li> <li>• Student presentation is evaluated</li> <li>• Remedial classes for slow learner students</li> </ul>
<b>Section III: OVERALL ANALYSIS: Observations</b>	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> <li>• Sound and accountable administration,</li> <li>• Well-organized administration,</li> <li>• High-quality infrastructure,</li> <li>• Enthusiastic Faculty,</li> </ul>

	<ul style="list-style-type: none"> <li>• Good quality of students</li> <li>• Strong Alumni</li> <li>• Maximum Public participation</li> <li>• Skill based education introduced – Industrial Skill Course, Add on Courses</li> <li>• Collaboration with – NIELIT, ITI Poonch, J&amp;K Fisheries Department Poonch, Tourism Department Poonch, RSS District Hospital Poonch, MC Poonch etc</li> <li>• Interactive academic partners – GDC Surankote, GDC Mandi, MANUU Hyderabad, APAC for Women Tamil Nadu etc.</li> </ul>
3.2 Institutional Weakness	<ul style="list-style-type: none"> <li>• Lack of research courses in college curriculum,</li> <li>• Inadequate space for academic extension,</li> <li>• Exit policy of the Govt. in recruitment of aided faculty ,</li> <li>• Skill training with negligible field exposure</li> </ul>
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> <li>• Faculty and student exchange</li> </ul>

	<ul style="list-style-type: none"> <li>• PG Courses in Arabic and Urdu,</li> <li>• Skill development courses</li> <li>• Research and exchange programmes</li> <li>• Enhance research activities</li> </ul>
3.4 Institutional Challenges:	<ul style="list-style-type: none"> <li>• Getting on with the dynamic policies of the Government</li> <li>• Competition with other Colleges</li> <li>• Faculty retention</li> <li>• Financing academic development</li> <li>• Space for college expansion</li> <li>• Academic distinction in line with changing national and global employers' demands</li> </ul>

### **Recommendations for Quality Enhancement of the Institution:**

1. Require minimum 30 acres land for future college expansion keeping in mind the National Education Policy 2020
2. Research –
  - Research Centre: Require funds to support research activity.
  - Encourage faculty to take up funded research projects.
  - Create on-line research repository for GDC Poonch.
  - Introduction of Research projects at UG level.
3. Placement:
  - Dedicated placement cell with a professional heading the cell.
  - To Create a student progression dairy to include:
  - Student transformational index
  - Student competency mapping.
- 4 All the activities planned by various departments, under various criteria are to be considered and quantified.
  - a. Library –to become more sophisticated apart from increasing the seating capacity
5. Seeking collaboration with Institutional funding agencies for projects.
6. Benefits for research and book writing to be relooked by the faculty members
7. More and more skill courses to be added in the Curriculum

## ACADEMIC & ADMINISTRATIVE AUDIT

2020-21

### Action Taken Report

#### Introduction

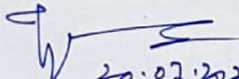
GDC Poonch conducted an Academic and Administrative Audit in 2020-21 covering academic, administrative and student centric activities of the College. Below mentioned actions were executed for quality enhancement of the Institution

S. No.	Suggestions	Action Taken
1.	Encourage faculty to take up more funded projects.	Management sponsored projects undertaken by faculty increased as a result of continuous orientation and support Research Policy formulated.
2.	Create on-line research repository.	Promotion of Online Research repository' at the institution.
3.	Introduction of Research projects at UG level	Introduction of Research projects at UG level. Undergraduate students are mentored to take up small research projects.
4.	To create a student progression diary.	Student progression diary created offline and online facilitates tracking of students' progression and transformational index. Mentorship files are also aligned with the same.
5	Student competency mapping for student's progression.	The Career & Counseling cell organizes student competency mapping sessions to identify the capability and interest levels of individual students.


6	Collaboration with other departments	The college has promoted collaboration with many Skill development bodies like NIELIT, Fisheries Department Poonch, Tourism Department Poonch, RSS District Hospital Poonch, MC Poonch, GDC Surankote, GDC Mandi, MANUU Hyderabad, APAC for Women Tamil Nadu etc and have signed MOUs.
7	Research and book writing to be relooked by the faculty	Faculty orientation and support provided for undertaking more research including book writing.
8	Linking SKC GDC Poonch with others	Proposal for exploring the possibilities of collaboration with different research institutions.
9	More skill components to be added in the Curriculum	Compulsory skill courses incorporated in the Curriculum and developed labs for these courses.


### Conclusion

Thus, required action has been taken on the basis of the suggestions given by the Academic and Administrative Audit (AAA) team for the overall quality improvement of the college.

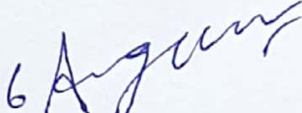
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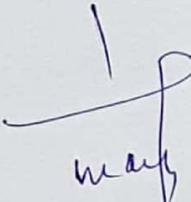
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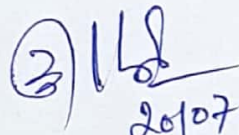
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