

OFFICE OF THE PRINCIPAL
SHRI CHHOTE SHAH GOVERNMENT DEGREE COLLEGE MENDHAR

(NAAC Accredited with Grade B)



No. GDCM/Est./24/1051
Date: 26-10-2022

A Committee of the following members is hereby constituted for conducting academic audit of the college for the last completed four years i.e. 2018-19 to 2021-22.

S. No.	Name of the Auditor	Designation	Signature
1	Prof. Sarshad Hussain, Coordinator IQAC GDC Surankote	Chairman	
2	Dr. Junaid Jazib, HoD EVS Govt. PG College Rajouri	Member	
3	Dr. Mohd Jameel, Assistant Professor Computer Application, Govt. PG College Rajouri	Member	
4	Prof. Mohd Razaq, HoD Botany GDC Mendhar	Member	
5	Prof. Inam ul Haq, HOD Zoology, GDC Nowshehra	Member	
6	Dr. Jameel Ahmed, HoD Sociology SKC GDC Poonch	Member	

Principal
SCS Govt. Degree College
MENDHAR

Copy to:-

1. Principal, Govt. Degree College Surankote for information
2. Principal, Govt. PG College Rajouri for information
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4. Principal, Govt. Degree College Nowshehra for information
5. Principal, SKC Govt. Degree College Poonch for information
6. Office record file

SCS Government Degree College Mendhar, J&K, 185111







Academic and Administrative Audit for the last four Years (2018-19 to 2021-22)

We, the members of the Academic and Administrative Audit team have conducted the academic and administrative Audit for the Academic year 2022-23 of SCS Govt. Degree College Mendhar on **Monday, 07th November, 2022.**

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 started.
3. Students competency mapping sessions to be conducted by Career and counseling cell.
4. Motivate students to participate in extracurricular activities.
5. Introduction of research projects at UG level.
6. More MoU's and linkages with small scale industries and Institution to be established.

Signature of Auditors:

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5.	Prof. Inam ul Haq, HoD Zopology, GDC Rajouri Nowshera	Member	
6.	Dr. Jameel Ahmed, HoD Sociology SKC GDC Poonch	Member	

SCS Government Degree College, Mendhar

Academic Audit Report

(2018-19 to 2021-22)

Academic Audit Report of SCS Govt. Degree College, Mendhar Held on Monday, 07 November, 2022 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.

Academic Audit Report - Criteria Wise.	
Curricular Aspects:	
Curricular Planning and Implementation	<p>Curriculum and Syllabus: Syllabus 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. Inputs to students are through:</p> <ul style="list-style-type: none"> • Lectures • Chalk & Talk • Power Point Presentation • Case Study • Field trips, Surveys and Project works • Quiz Competitions/seminars/ debates/Group/Discussions etc. <p>COURSES OFFERED: 1. BA 2. B. Sc 3. Certificate courses, Add on Courses, Skill Courses.</p> <p>The features of the Programmes are:</p> <ul style="list-style-type: none"> • Certificate Courses such as Computer course, Basic Nursing Training are being run as required by NEP-2020 for overall development of the students. • Faculty Development Programmes by certified Professional institutions are encouraged. • Reference material being issued to students. • Student orientation programs are conducted. • Project works/Field visits are arranged regularly. • Socio-cultural and economic surveys are compulsory.

Curricular Design and Development	<ol style="list-style-type: none"> 1. Syllabus is revised once in 3 years in Board of Studies meeting with minor revisions as and when required. 2. Process inputs are taken from students and teachers. 3. Human values and Ethics 4. Seminars/Debates/Poster Making Competitions. 5. Focus on environmental responsibility and awareness.
Academic Flexibility	<ol style="list-style-type: none"> 1. NEP and CBCS system provide choice of taking credits in a year across all the semesters. 2. All the faculty members are flexible in handling number of subjects and participating in add on courses, value added courses and extracurricular activities. 3. Faculty has full freedom to plan and execute all outreach programmes.
Curriculum Enrichment	<ol style="list-style-type: none"> 1. Learning management system is introduced and in use: - Google, N-list Books and online modern methods of teaching learning are made available to the students for easy and better outcome. 2. Teacher-student interaction are facilitated before start of regular classes for smooth understanding and effective delivery of curriculum. 3. A proper Mentor-Mentee mechanism is in place in the college to address the grievances of students with respect to academics and infrastructure. 4. Incubation and innovation Centre is established. 5. ICT trainings for teaching faculty are promoted.
Feedback System	<ol style="list-style-type: none"> 1. Screening for deficiency of students: <ul style="list-style-type: none"> • Feedback through google forms. • Through class monitoring as regular process. 2. Design of programmes: <ul style="list-style-type: none"> • Prior survey of public/private sector regarding their requirement is conducted. • Feedback from placement is obtained. • Feedback from alumni is obtained. 3. Additional skill development: <ul style="list-style-type: none"> • Industrial Skill Enhancements. • Human Resource based skills. • Job based skills. 4. Inter-disciplinary courses are offered- in the form of open elective. 5. Job fairs are organized for the students by career counselling cell & placement cell.
Teaching-Learning & Evaluation:	
Catering to Student Diversity	<p>Following initiatives are taken:</p> <ol style="list-style-type: none"> 1. Orientation Program. 2. Remedial classes.

		<p>3. Guidance & Support system for professional exams.</p> <p>4. Consistent mentoring & counseling.</p> <p>5. Recognizing achievements.</p> <p>6. Scholarships.</p> <p>7. Parent-teachers' meetings.</p>
Teaching- Process	Learning	<p>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.</p> <p>Best Practices:</p> <p>a. Course material is given to students for "self-study" in advance and also discussed.</p> <p>b. Demands of future employers are considered while designing the curriculum.</p> <p>c. Participatory learning methods are employed.</p> <p>d. Digitalization of Programmes is a priority.</p> <p>e. ICT enabled tools are in use for effective delivery.</p>
Teacher Quality		<p>1. Faculty is sound in subject understanding and teaching as per student's feedback.</p> <p>2. Faculty is engaged in research and publication.</p> <p>3. Faculty evaluation is done.</p> <p>4. Student psychology based on the student SWOT analysis is carried out during admission process.</p> <p>5. Classroom participation of students, and overall performance monitored.</p> <p>6. Use of computerized presentations (PPT etc).</p> <p>7. Faculty feedback taken at the end of every semester.</p> <p>8. Effective and efficient utilization of staff.</p> <p>9 Routines-avoid teachers in non-academic activities.</p> <p>10 Adequate Infrastructure.</p> <p>11 Wi-Fi.</p>
Evaluation Process and Reforms:		<p>Evaluation process.</p> <p>a) Class room interactions.</p> <p>b) Class tests and examinations.</p> <p>c) Assignments and presentations.</p>

Student Performance and Learning Outcomes	<p>Student oriented initiatives for their performance and learning outcomes are met through:</p> <ol style="list-style-type: none"> Regular Seminars and workshops. Exchange/Orientation programmes. Certificate, diploma and add on courses Mentoring and analysis <p>Based on student's feedback following achievement are realized:</p> <ol style="list-style-type: none"> Academic excellence. Flexibility offered. Expectations fulfilled. Challenging assignments Admirable admission policy Affordable Fee structure Wi-Fi and transportation Full Day Library Certificate, Add-on courses Public and Private Placement
Research, Development & Extension:	
a) Promotion of Research	<ol style="list-style-type: none"> Institute provides opportunities to the faculty to carry out research Ph. D awarded: 07 Faculty pursuing Ph. D: 05 Faculty with research project: Nil
b) Research Facilities	<p>Institute has a well-equipped library with internet facility. Adequate infrastructural facilities for research. Online journals/ E-content available.</p>
c) Research Publications and Awards:	<p>Publications of SCS GDC Mendhar:</p> <ol style="list-style-type: none"> Books and chapters in edited books published: 41 Research Papers: 13 Articles in magazines and newspapers: Nil
d) Extension Activities and Institutional Social responsibility	<ol style="list-style-type: none"> Leadership is encouraged among students by various outreach programmes to inculcate: <ul style="list-style-type: none"> Political responsibilities towards country. Social and moral values inculcated. Personality development programmes organized. Environmental consciousness. Sustainable environment.
e) Collaborations	<p>Collaboration with - Forest, Industry, tourism, JK Police, Indian Army, School education.</p> <p>Interactive academic partners -NIELIT, GDC Surankote, GDC Poonch, ITI Mendhar, Health Centre Mendhar, MANUU Hyderabad.</p>
Infrastructure and Learning Resources:	
Physical Facilities	<p>Elegant environment, friendly smart class rooms and conference halls. There is plentiful facility for indoor and outdoor games.</p>
Library as a Learning	<p>Library with latest editions of volumes of books, Periodicals,</p>

Resource:	Journals Newspapers, Magazines etc.
IT Infrastructure	Browsing center, Computer Lab. Wi-Fi campus and Leased line provides free access to faculty and students.
Maintenance of Campus Facilities:	Campus is Hygienically maintained.
Student Support and Progression:	
Student Mentoring and Support:	<p>Counselling:</p> <ol style="list-style-type: none"> 1. SWOT (Strength, weaknesses, opportunities and threats) at entry level 2. Recognition of slow learners. 3. Remedial measures taken for non-performers. <ol style="list-style-type: none"> a. Observation b. feedback form c. Work on weaknesses 4. Parent teacher association
Student Progression:	Students progression is satisfactory (MA, M.Sc, MCA, NET/JRF, SET, Ph.D, etc
Student Participation and Activities:	<p>The sports department always provides opportunities for students to participate in sports and games Indoor games area Gym, Table tennis, Carom, chess etc. Outdoor Games - Basketball, Volley ball, Cricket, Hockey, football etc. The college has produced athletes and sports persons of National repute. The Playground and facilities are adequate</p> <p>Student Support: Scholarship Refreshment and stay arrangement. Awards Physical Instructor accompanies the students during tournaments.</p> <p>Social and cultural activities organized are:</p> <ol style="list-style-type: none"> 1. Seminars, lectures, workshops on socio cultural problems 2. Blood donation camps 3. Leadership & Rural Camps 4. Cleanliness drives & awareness campaigns 5. Reaching out to communities in distress and at the times of emergencies. 6. Cultural, Language and Art <ul style="list-style-type: none"> • Cultural Events • Mushaira • Music and Arts • College Magazine (The Images) • Mushroom Cultivation • Apiculture rearing • Vermicomposting • Training of students first AIDs.

Governance, Leadership and Management:	
Institutional Vision and Leadership	To attain academic excellence with social concern, Institute supports students from marginalized and deprived segments of society 2. Investment on faculty: a) Allow participation in faculty development programmes. b) Faculty hiring policy (Guest Lecturer) is strictly followed as per norms. c) Supports faculty motivation policy for higher studies & research. d) Deputation to national conferences/ seminars/ workshops Organized by universities and educational institutions is encouraged
Faculty Empowerment Strategies: <ul style="list-style-type: none"> • Faculty development initiatives • Support staff development initiatives • Student development initiatives 	Faculty empowerment: a) Proper faculty selection – from external sources. b) Faculty encouraged to focus on outside programmes. c) HODs prepare plan - academic expenditure pertaining to their departments. d) Shaping students to business values, responsible citizens and overall developments.
Financial Management and Resource	1. Development Committee looks into the financial supervision 2. Budget: No divergence is allowed 3. Revenue & payments: a) Infrastructure b) Scholarships c) Alumni fund- return appreciations, financial contribution in developments
Internal Quality Assurance System:	Monitoring system: Have a planned system to monitor result of courses and value-added courses. IQAC is practical in innovating curriculum on a regular basis Faculty presentation is evaluated Student presentation is evaluated Remedial classes for slow learners Learning level test are conducted
Section III: OVERALL ANALYSIS: Observations	
Institutional Strengths	<ul style="list-style-type: none"> • Sound and accountable administration, • Well-organized administration, • High-quality infrastructure,

	<ul style="list-style-type: none"> • Enthusiastic Faculty, • Good quality of students • Strong Alumni • Maximum Public participation • Skill based education introduced Industrial Skill Course, Add on Courses • partners - GDC Surankote, GDC Poonch, MANUU Hyderabad etc.
Institutional Weakness	<ul style="list-style-type: none"> • Lack of research courses in college curriculum. • Inadequate space for academic extension. • Exit policy of the Govt. in recruitment of aided faculty. • Skill training with negligible field exposure.
Institutional Opportunities	<ul style="list-style-type: none"> • Faculty and student exchange • PG Courses in Sociology, Zoology and Botany • Skill development courses • Research and exchange programmes • Enhance research activities
Institutional Challenges	<ul style="list-style-type: none"> • Dealing with the dynamic policies of the Government. • Faculty retention. • Financing academic development. • Space for college expansion • Academic distinction in line with changing national and global employers' demands.

Recommendations for Quality Enhancement of the Institution:

1. Require minimum 20 acres land for future college expansion keeping into 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 SCS GDC Mendhar.
- Introduction of Research projects at UG level.

3. Placement:

- 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.

5. Library -to become more sophisticated apart from increasing the seating capacity.
6. Seeking collaboration with Institutional funding agencies for projects.
7. Benefits for research and book writing to be relooked by the faculty members.
8. More and more skill courses to be added in the Curriculum.



ACADEMIC & ADMINISTRATIVE AUDIT

(2018-19 to 2021-22)

Action Taken Report**Introduction**

SCS GDC Mendhar conducted an Academic and Administrative Audit in 2022-23 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 dairy.	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, Community Health Centre Mendhar, GDC Surankote, GDC Mandi, MANUU Hyderabad 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 SCS GDC Mendhar with others	Proposal for exploring the possibilities of collaboration with different research institutions across the country.
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.