



Office of the Principal Altaf Memorial Govt. Degree College Kilam *NAAC Accredited Grade "C"*

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Institutional Development Plan

Altaf Memorial Government Degree College, Killam, Kulgam is a college affiliated to UNIVERSITY OF KASHMIR, J&K. This College is a government college. It runs as per rules and regulations made by the government from time to time. The College has different bodies to maintain all types of disciplines on the campus. Being Government college, all the cells or committees of the institution are under statutory bodies and come under section 4(1)(b) of RTI Act 2005. All information about the college under section 4(1)(b) of RTI Act 2005 are open for the public and it can be obtained by a citizen of India. The principal is the head of the institution and performs the duties related to overall administration, monitoring, planning and implementation. The teaching faculty performs teaching, assessment, professional development and all the other duties as assigned by the principal. The Office staff helps in administration, student services, staff records and procedures, accounting and reporting, etc. The library staff manages library, maintain records, and handle transactions, procurement and management of stocks. The Laboratory staff supports laboratory work and maintains laboratories. The College has different committees, administrative committees, co-curricular committees and extra-curricular committees to maintain discipline and smooth functioning of the college. Details of committees are available on the college website.

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The college is affiliated with the University of Kashmir. It is the co-educational institute offering Science & arts Courses and was established in the year 2008.

Since its inception, the vision of the College has been to impart quality education, inculcate moral values and nurture ethics and traditions in its pupils. The College has always tried to maintain its ideals and is actively engaged for the cause of excellence through its competent and efficient team of sincere, highly qualified, devoted and dedicated staff. Over the period of time there has been a steady progression in all areas, may it be its curricula, infrastructure, teaching aids, playgrounds, ICT, human resources and what not! College was accredited with "C" grade by NAAC in 2019.

Institutional Distinctiveness

Catering to need based student centric education of rural students ensuing fair and equal access to them and also providing social equity to diverse group of students is the most distinctive feature of this college. Other than this the College is highly conscious towards environment and issues related to environment and environment awareness. Significant days like Earth Day, Nature Conservation Day, Ozone Protection Day and other days of important issues are celebrated and extension lectures by faculty and experts are also organized. The NSS, Women empowerment Cell also conduct Awareness programmes, debates and rallies on Road Safety, AIDS, Seasonal Diseases, female infanticide, water conservation, nutrition and human values regularly. Career counselling and Placement cell organizes lectures for skill enhancement, career guidance, placements, coaching for competitive exams, innovations and social service. Medical Camps, blood donation camps, Swachh Bharat and various awareness programmes are also among the best practices of the institute.

Quality Policy

The College lays emphasis on shaping impressionable young minds with moral values and leadership qualities, achieving excellence by imparting in-depth knowledge and expertise through innovative methods of teaching and learning and rendering broad-based knowledge to face current competitive world.

Core values: We lay thrust upon

Commitment

- Support the mission and vision of the institution.
- Focus on teaching inside and outside the classroom and subject knowledge beyond the curricula
- Continuously analyze and evaluate our overall objective and improve upon them.

Quality and Excellence

- Lays emphasis on quality education by highly qualified teaching staff.
- Encourage creativity and innovation.
- Encourage the feeling of self-worth by promoting the students to participate in co- curricular and extra-curricular activities.

Local need of the area

Catering to the need of local students.

- Ensuring fair and equal access to students from rural and urban backgrounds.
- Providing social equity and strengthening diversity of students.
- Promoting girl education

Profile of the College

The College has a good quality infrastructure required for pursuit of academic excellence. The infrastructural facilities besides classrooms include practical laboratories, smart classrooms, Library, etc. The campus also has a makeshift Conference Hall and common room for both boys and girls. The College has highly qualified teachers of eminence, all dedicated and committed towards the vision and mission of the College. It has a glorified academic record as the pass outs have earned laureates and brought honors to the Institute. Adding on, many of these have been contributing as Alumni. The Institute has a congenial atmosphere for sports and cultural activities too. The institute regularly organizes Seminars, Conferences and Workshops. Many of the faculty members are members of BOS's and curriculum up-gradation and enrichment are done on a regular basis by them. The very distinctiveness of the College is that it caters to educate the economically weaker sections belonging to artisan class and farmer community.

The Strategic planning therefore concentrates towards overall development of the student in such a way that the pass outs are able to fulfill their dreams in the best possible way, once they leave the campus. Students are given option to pursue their education by choosing subjects from a vast array of subject combinations to gain knowledge of specific domain and skill. The entire spectrum of staff works in such a coordinated and committed manner to fulfill the vision and mission of this college.

Salient features of the College

Quality infrastructure required for the pursuit of academic excellence

- Individual Departments with well-equipped laboratories, classrooms
- Drinking water facility
- Smart classrooms

Salient features of curriculum design and development

NSQF and Non-NSQF skill courses (Need based and job oriented) have been introduced in the college under NEP, 2020.

Wide choice of elective papers at undergraduate level.

Faculty as member of BOSs make sure to enrich and upgrade the curriculum regularly.

Emphasis on field trips, tours, seminars as an opportunity for self-learning.

Educational Programmes offered by the College

Undergraduate Programmes

- B.A.
- B.Sc.

Stakeholders' Expectation

Stakeholders of an institution are the foundational stones and therefore they play a very significant role in attaining the objectives and goals set up by the institution. This College shoulders a mammoth responsibility in catering to the needs, demands and expectations of its learners. The College leaves no stone unturned in fulfilling the expectations of its stakeholders.

Administration

- Overall, good governance and transparent financial management.
- Quality teaching-learning environment.
- Social responsibility and reputation.

Staff

Good academic and working ambience.

- Exposures through orientation and refresher courses.
- Organization and Participation in Conferences, Seminars and Workshops.

Students

- Good academic ambience
- Support for co-curricular & extracurricular activities .
- Quality infrastructure with good classrooms and laboratories.
- ICT facility
- Sports facilities
- Career guidance

Institutional Strategic Goals

The college comes under the Commissionerate of The Department of Higher Education. The Commissionerate manages and administers the Government Colleges of the union territory of Jammu and Kashmir. The principal works under the general control and administration of the Commissioner of College Education but at the college level he /she is the Head of the Institution. The principal believes in decentralization and therefore the senior faculty members are given charges of Establishment section, Accounts section and Academic section. They supervise their respective assigned work and further plan out in delegating functional responsibilities. The Heads/ In charges of various departments are so by virtue of their seniority and work for the improvisation of the Departments. The principal constitutes different committees for proper functioning. Just as the session begins, a Staff meeting is held where the outlines of the plans to be followed are discussed and suggestions from all the staff members are invited to ensure the

best outcomes. The college has also framed different redressal cells/Committees. The performance of every employee, whether teaching or non-teaching, is appraised by the principal and reviewed by the competent authority on annual basis covering various aspects of working/ behavior and overall performance.

Financial Management

Being a Government Institute, the College receives grant from the State for infrastructure development, books, equipment's, construction, maintenance etc. The institute also generates its own funds through Self Finance Schemes in the form of fee deposited to College Development Committee. The funds received are properly allocated and distributed for the purpose meant and utmost care is taken that they are properly utilized. The accountant maintains the details with regards to accounts. The other office staff of the accounts section maintains proper ledger with details of the financial support received and utilized under different heads from various agencies. Administrative Audit committee of the college checks and verifies the accounts for irregularities, if any. Besides external audit is also carried by accountant general's office.

Physical Infrastructure

The main and only building (Science Block) of the college houses different sections like; Principal's chamber, Staff Room, 4 departmental rooms with store and assistant cabins, 4 Laboratories, Library Room, IT Lab, Establishment office, accounts office, a makeshift conference hall and 8 washrooms. In addition to this building, 3 pre- fabricated huts and two separate washroom blocks are available in the college.

The college is constantly extending and expanding its resources in terms of construction, IT infrastructure, equipment's, classroom furniture, Library, and other campus facilities. The institution makes optimal use of buildings and also ensures sufficient space for all departments and common facilities. The college has a land holding of 81 kanals 15 maralas where building blocks are constructed.

The college canteen is housed in the midst of lush green lawns.

There are smart classrooms with Interactive Boards, Practical Laboratories, a Staffroom, a girls' common room, an independent Women Cell, IQAC/NAAC Cell, examination cell .All the blocks also house proper and separate wash rooms / toilets for girls and boys, drinking water points fitted with water coolers.

There is dire need for the construction of Arts block, auditorium cum library block, administrative block, conference hall, 4 laboratories, chowkidar hut.

Teaching-learning environment

The college was established with a holistic and inclusive approach to impart education in its true sense, to cater to the needs of socio- economically backward sections of the society and above all enhance accessibility to knowledge. This objective is effectively accomplished with the help of qualified faculty and zealous students. The institution believes in creating a constructive learning environment with an aim to trace and

trap the hidden potential especially of students coming from poor backgrounds. Teacher's knowledge of the subject matter, active involvement of the teacher and interaction between the two are the three essential components of enhancing learning. Holistic development and meaningful learning is the motto of Altaf Memorial Government Degree College and this is made possible through an atmosphere of support and students-teacher interaction. Every effort is made towards the active involvement of students in the whole process of teaching and learning. Besides creating an atmosphere of mutual trust and respect inside and outside the classroom, knowledge is imparted in a way which conditions and orients the mindset of students to grow as responsible citizens. Students learn in different ways and vary in their abilities. Keeping this in mind, the teachers first identify the needs of the learners and then modify teaching strategies as per their learning styles and requirements. The performance and the learning outcome of students have always been recognized by the society and the students have proved themselves as successful administrators, entrepreneurs, teachers, and scientists.

Curriculum up-gradation

The College is affiliated to Kashmir University, and follows the curriculum formed as per the guidelines of University Grants Commission, approved by the Board of Management of the University. The active role and participation of the college is evident in the large number of faculty representation in Academic Bodies like Board of Studies as members. The Curriculum design not only offers a wide range of subjects but also ensures to cater to the diverse needs of local and regional learners. The curriculum is constantly reviewed, revised, and updated. Relevant and specific suggestions offered and feedback received from the students, teachers, and stake holders are incorporated. From the current academic 2022, NEP 2020 has been implemented in the college.

LIBRARY

The college library is the foundation of college education. It is the hub of college education around which all academic activities revolve. The library aims at providing necessary information and making them available to all beneficiaries in the appropriate time. The library supports the academic community in carrying out teaching learning and research activities to the extent within the financial constraints. Its role in education and shaping the intellectual capacities of students has been well acknowledged by renowned educationists' worldwide. The History of college library dates backs to 2008 with the establishment of college itself. The college library is very rich in collection pertaining to different fields viz; medical, non- medical, Arts, humanities. The total collection of the library is 6500 which comprises of text books, references, journals etc.

Disciplines

1. General English 2. English Literature 3. Education 4. Political Science 5. Sociology 6. Zoology 7. Botany 8. Chemistry 9. History 10. Kashmiri 11. Environmental Science 12. Economics 13. Mathematics 14. Physics 15. Urdu 16. Geography

ICT

We have moved into the information age and the use of technology in education, presentation, demonstration, interaction and collaboration cannot be denied. Technology not only facilitates learning across the curriculum and allows us to communicate globally, but is also used to create, store and disseminate knowledge. In the recent past, the college too has expanded its Information Technology infrastructure, not with an aim to substitute technology for the teacher but to enrich the traditional classroom instruction. This makes the use of technology more teacher-centric in the context of teaching learning process. The college has more than 25 computers in various departments and offices; 15 equipped with internet connection, networked through Wi-Fi and LAN.

Procedures and Policies

Being a State Government College, does not enjoy autonomy in direct governance as far as structure, system and policy matters are concerned. But it has operational freedom in the implementation of available resources, be it physical or financial. The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities through the various committees constituted at the beginning of academic session for effective planning and implementation. The college building and maintenance committee not only monitors the quality of maintenance of existing infrastructure, equipments but also proposes requirements. The State Government allocate a specific amount to Govt. Colleges for maintenance.

Sports

PTI is the in-charge of sports activities in the college. Presently college sports committee works like all other committees. It monitors the maintenance of playgrounds and sport events.

Class Rooms

The class rooms are well maintained and looked after by supporting staff monitored by the office.

Requirement of infrastructure for the college:

Infrastructure Requirements

1. Arts Block
2. Library Block
3. Auditorium.
4. Chowkidar Hut
5. Administrative Block.
6. Construction of Gym.
7. Establishment of Fish Pond in the College.
8. Development of College Botanical Garden.
9. Development of Play Fields
10. Construction of Indoor Hall

Sd/-

Principal