

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### Vision

- Fostering creativity and growth for Techno Economic upliftment of society.

##### Mission

- Producing highly motivated quality Engineers, Technocrats and Managers with sound knowledge and profound skill through efficient & effective teaching learning process.
- Enhancing efficiency and productivity of the students to face the global challenges by imparting education & training conforming to international standards.
- To inculcate value based professional ethics in students for their all-round development and welfare of the society.

#### Nature of Governance, Perspective planning and participation of teachers in decision making

- The Governing Body of eminent educationists, administrators, technocrats, highly qualified professionals, reputed industrialists and entrepreneurs provide guidance and direction to the institutional management and administration .Over all working, future plans in tune with Vision and Mission and motto of institution viz. “EDUCATION PAR EXCELLANCE” is evaluated and planned by the Governing Body.
- Chairman/Vice Chairperson are executive heads of the institution, who translate the decisions taken by the Governing Body into practice through the practice of decentralization and participative Management in all activities. They delegate authority in respect of academic or developmental and administrative matters to the Principal and team working under his leadership.
- In consonance with its vision and mission the institute frames its strategy for planning multifarious activities aimed at achieving the desired objective of providing quality education with progression in degree of academic excellence.

The broader contours of the perspective plan of the Institute encompass the silent features: -

1. Providing of best possible Teaching/ Learning mechanism in holistic manner to understand the concept, fundamentals and the overall spectrum of different courses offered to study.
  2. Creating better ambiance and atmosphere for overall excellence at par.
  3. Encouraging all-round competitive capabilities and generating confidence amongst the students to face the challenges of the time,
  4. Inculcating the deeper sense of higher human values to nurture our youth to serve the mankind with greater sagacity and responsibility.
- The effectiveness and efficiency is ensured by involving teaching and non-teaching staff in each

and every activity of institution, which develops a sense of belongingness in them.

- The institute has various College Committees/clubs/Task force teams which ensure implementation of operational plans through HODs / departmental coordinators and other faculty and staff members.
- The day to day activities are managed by departmental coordinators under the close supervision of respective HODs.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

All Academic and Administrative affairs are looked upon by the Principal who involves Dean Academics, Vice Principal, Director IQAC, Controller of Examination and HOD's of different departments and class coordinators.

The Registration, Training & Placement, Extra Curricular activities and Administrative matters are looked after by Registrar, Dean Development/Training & Placement, Dean Students Welfare, OSD/Chief Administrative Officer respectively and team of other officers/faculty members working with them.

Various committees and sub-committees exist in the institution which comprise of members drawn from faculty and student and are entrusted with different responsibilities and tasks aimed at betterment of students, faculty, staff, institution in particular and for the overall betterment of society in general.

#### Delegation of Financial Powers: -

Budget is allotted for programmes organized at the institutional level (College Day, Graduation Day, Sports Day, Orientation Day, Fresher's Day etc.) and programmes like workshops, guest lectures, conferences, Faculty Development Programme etc. to the respective departments. Any programme to be organized is discussed with the Principal. After approval by the management, budget is sanctioned and placed at the disposal of concerned. Annual Budget for the respective department is prepared by the respective in-charges (lab procurement, infrastructure etc.) and forwarded to the Management for approval through Principal by HoDs.

- **Student Participation:** Students are involved in the planning and execution process for overall development and functioning of the institution through different student committees. These committees play important role in arranging and coordinating various co-curricular and extracurricular activities and help in maintaining conducive academic environment in the institution based on the feedback from the student community.

#### Case study

As a case study the activity of holding Course Review Committee (CRC) can be cited wherein a

committee of faculty of the Department with HOD as its Chairman plays a crucial role in decentralizing the resources by scheduling the activities of the department and assigning responsibilities to the department faculty. The Committee has functional autonomy in preparing the budget, subject allocation to the faculty with mutual understanding, framing time table and holds himself/herself responsible for implementation of these activities. The CRC plans and organizes workshops, seminars, extension lectures, symposia, conferences, events, industrial visits, and industrial training. The faculty is delegated these activities by the HOD. Further faculty members are involved in the purchase and maintenance of equipment and consumables.

Faculty members act as representatives in the Governing Council, Departmental Advisory Committee (DAC), Programme Assessment Committee (PAC), Course Committee, Discipline Committee, IQAC etc. and other statutory bodies where important decisions are taken.

A mentoring system for the students is implemented with the participation of the faculty members in the ratio of 15 to 20 students to each faculty.

Each and every faculty maintain the record of complete students' profile.

A schedule is made periodically for monitoring the students' performance.

In addition to the curriculum, the extra-curricular and co-curricular activities are also considered for mentoring.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

Based on Vision, Mission, Motto and SWOC analysis the institute has formulated Strategic plan and accordingly various objectives have been identified and to accomplish these objectives several Tasks have been planned and to accomplish these tasks, Task groups have been formulated, each Task group is headed by the Task leader. Action Plans for each activity have been prepared and are implemented to achieve the set targets.

The institute is proud to carry on the implementation of the planned activities effectively and efficiently in spite of the disturbances in the valley, by compensating the loss of days due to disturbances by converting Sundays and Holidays, whenever required, into working days and by increasing the working hours.

Our institution is developing rapidly as per its strategic plan and is fully committed to fulfill its vision and mission which aims at all round development of the students and spread up moral values and developing social sensibilities in addition to academic excellence. The institution strives to develop a learning

environment and curriculum conducive to enrich teaching learning process.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

#### Organizational Structure

The institution is run by the trust “Srinagar School of Management” and is governed by a Governing Body assisted by a Managing Committee. The Principal of the Institution is the academic and administrative head of the Institution. The Principal is supported by team of functionaries viz. Registrar, Dean Academics, Dean Development/Placement, Director IQAC, Chief Administrative Officer/Officer on Special Duty (OSD) and Vice-Principal

#### Functions of various bodies

#### Governing Body:

Governing Body is the top most and leading constituent of the institutes organizational structure. Functions of Governing Body is to endow with guidance and direction to the institutional management and administration in matters related to over all working, drawing future plans in tune with Vision and Mission and motto of institution viz “*Education Par Excellence*”. The said body also evaluates the process and progress the institutional management and administration carries to sustain high standards of the institution. Governing Body being a conglomerate of eminent educationists, administrators, technocrats, highly qualified professionals, reputed industrialists and entrepreneurs contributing a lot to the growth of the institution.

#### College Management/ Development Committee:

Institutional Management/Development Committee comprising of members/executives having immense knowledge and experience in the field of Academics, Administration and Planning, work under the headship of Chairman/Vice Chair Person .The said committee gets the plans and programs of Academic, infrastructural development, Co-curricular and other activities formulated and executed efficiently by putting in their expertise and knowledge.

#### Internal Quality Assurance Cell:

The Internal Quality Assurance Cell is charged to develop a system for conscious, consistent & catalytic improvement in the overall performance of institution & monitor the quality of instruction by arranging periodic assessment of specific academic programmes / projects and for accreditation. Stimulating the

academic environment for promotion of quality of teaching-learning process. Encouraging self-evaluation, accountability, academic autonomy and innovations is an endeavor of IQAC.

### **Training & Placement Cell:**

The Training & Placement Cell of the institute plays vital role in building strong Industry Institute relations which enables the institute to send its students to various industries/work places for Technical visits, Practical Training, Internships, Campus and Off Campus Placements, Guest Lectures etc. MOUs are signed with reputed industries for the purpose. Moreover the institute gets acclimatized about the industrial needs and shape its students to meet the industrial demand.

### **Anti-ragging committee:**

The Anti-ragging Committee of the institute is one of the most important committee which has been established to eliminate the scourge of ragging and curbing such obnoxious activity. The committee is supported by an anti-ragging squad that keeps a close vigil in the campus and in college buses, so that no incident of ragging takes place. The Anti ragging committee/Squad arranges awareness programmes regarding anti-ragging and disseminates /displays measures taken by institute about anti-ragging, warnings & punishments for the act as laid by Hon'ble Supreme Court at prominent places along with contact details of the functionaries.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

### **6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

With the leadership of the Principal, every committee is assigned with specific tasks pertaining to the requirements of conducting college functions. Heads of the committees monitor the works. A minimum of two meetings are held prior to the function in the presence of Principal, HODs and Committee heads. The committees constituted are not permanent. The conduct of functions fosters relationship and nurture unity.

##### **Case Study: Graduation Day 2018-19**

Grand event of Graduation/Convocation Day was celebrated by the College at its campus on 16th May 2018 to felicitate over 700 passed-out students. Vice-Chancellor University of Kashmir Prof. (Dr.) Khurshid Iqbal Andrabi Sahib, Vice-Chancellor Central University of Kashmir Prof. (Dr.) Mehraj-ud-din Mir Sahib, Former Vice-Chancellor Central University of Kashmir Prof. (Dr.) Abdul Wahid Qureshi, Mr. Mohd. Shafi Pandit, Chief Mentor & Convener Board of Advisors at ASCENT Group, Mrs. Roma Wani General Secretary J&K Red Indian Red Cross Society, Dr. G.N. Qasba Former Commissioner SMC, DGM BSNL Mr. Masharib Gul Mufti (ITS), Mr. Ayaz Hassan Moon Dean School Engineering IUST, Mr. S.R.S. Madni Former Commissioner Secretary to Government, Mr. Amir Ali Mir Director Disaster Management J&K, Prof. M.A. Shah NIT Srinagar, Mrs. Sunanda Ganjo, Tehsildar and other distinguished and respectable dignitaries graced the occasion with their presence.

The event was managed through a proper procedure with involvement of all stakeholders for which meetings were held in advance and the following process was adopted in the exercise:

- Registration Process
- List of invitees
- Invitation sending process
- Formal and informal session events and timing
- Transport, food, seating and other necessary arrangements

The following committees were constituted for the successful conduct of the graduation day and the committees were entitled to execute the tasks as discussed in the meetings:

- Reception Committee: Receiving the Chief Guest and invitees Guard of Honor:
- Procession leading committee: a student from each department is selected who leads the procession of graduates with dignity from department to OAA (Open Air Auditorium) and ensures their

arrangement as per award distribution.

- Helpdesk: for guests to visit various departments
- Work Stage Arrangement : Stage Decoration
- Graduates Robe Committee: Robe distribution
- VIP Hospitality: Taking care of the VIPs
- Award of Certificates: Distribution of certificates
- Medals and Gifts to the Rank Holders: Presentation of Management gifts
- Cultural event committee: ensuring the arrangement and smooth conduction for cultural programmes, singing, dancing and other activities.
- Faculty coordinator committee: for supervision
- Catering Committee: Taking care of food services to graduates, parents and guests
- Transport Committee: Taking care of transport facilities as recommended
- Banners / Photography / Video, Press & Publicity: Bringing visibility and publicity
- Seating Arrangement & Discipline: confirming the participation
- Announcements & Scheduling: Coordinating the program
- Technical committee: for addressing technical issues during the program.

The following sequence of activities was done after constituting committees.

- Conducting meetings for the committee heads with members.
- Execution of activities as planned.
- Successful conduct of the function

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

The Institution is conscious about the welfare of its staff be it teaching, non-teaching, supporting or any staff member. The Institute has always been considering its Management and employees as a family and that is why in most of its communications the persons associated with institute be it from employer or employee are addressed as “SSM Family”. As a family it is always an endeavor from management to take care of its family members i.e., employees. In this direction the Management takes a number of measures to benefit its staff. The Management and colleagues of an employee stand together with a staff member when he/she faces any calamity or is in any sort of distress.

The Institution takes following welfare measures to ensure that staff feels at home while serving the Institution.

- a. Interest free loan facility to the employees to meet certain exigencies or events like marriage etc.

- b. Insurance cover to the employees.
- c. Compulsory contributory provident fund for the employees with matching share from the employer.
- d. Maternity leave provision for female staff.
- e. Incentives for publications.
- f. Marriage gift with a sanction of one week paid leave.
- g. Cab facility for senior functionaries/faculties.
- h. Helping faculty to advance their profile by sponsoring for workshops and FDP's.
- i. For non-teaching staff financial support is provided to pursue their skill development.
- j. Free dress in the form of uniform is provided to the employees and supporting staff connected with transportation and security.
- k. Subsidized canteen facilities for the staff.
- l. Festival advance are provided to the employees.
- m. Gifts to outstanding faculty on Events.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 26.7

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
46	65	5	0	67

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 3**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	1	2	3

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response: 53.5**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
64	123	27	71	88

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

In order to ensure quality teaching learning process the faculty is being constantly evaluated for their performance and incentives in the shape of annual increments and promotions are granted. An effective and transparent system stands evolved for purpose of performance appraisal in respect of both teaching and non-teaching staff. The faculty/staff member is asked to fill up a self-appraisal form devised for the purpose which is reviewed by concerned HOD as the first reviewing authority and by the Principal as second reviewing authority and finally accepted by the Management. Performance appraisal of all employees is essential to the achievement of its commitment to provide quality educational experiences for all students in its care. The College also believes that the performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement and achievements of all employees. A performance appraisal is a systematic, general and periodic process that assesses an individual employee's job performance and productivity in relation to certain pre-established criteria and organizational objectives. Other aspects of individual employees are considered as well, such as organizational citizenship behavior, accomplishments, potential for future improvement, strengths and weaknesses, etc.

All the faculty members are briefed about the appraisal criteria & the corresponding weightage to create awareness and also to obtain feedback for improvement of the appraisal system.

1. Faculty members are reminded & encouraged periodically by the respective HODs on appraisal criteria to ensure that faculty members put in maximum efforts to score maximum points in the appraisal. At the end of the academic year, faculty members carry out self-appraisal & submit to the concerned HOD. HOD, in-turn, discusses with the concerned faculty member before sending the appraisal report to the Principal. He discusses with HOD & recommends to the management for the sanction of annual increment if the report is satisfactory and an appreciation letter is issued to a faculty member. In case the report is not satisfactory, a letter is issued to the concerned faculty member highlighting the issues to be addressed in the following academic year along with the sanction of increment.
2. The appraisal criteria for non-teaching staff is different from that of teaching, however, the procedure followed is similar to that of faculty. The staff appraisal system is comprehensive and ensures continued effective staff performance.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

#### Financial Management and Resource Deployment

To ensure proper financial management and planning annual audit is essentially required which leads to optimal utilization of available financial resources. External auditing is being done by Chartered Accountant. The Audit is a regular feature and is being conducted at the end of each financial year. The outcome of the audited statement gives an insight into the financial health of the Institution and leads to introduce corrective measures for improvement.

The funds are utilized on need basis with due consideration of the requirements on account of establishment, infrastructure development and overall functioning of the Institute.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response: 0**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

SSM College of Engineering being a self-financed institution has limited sources of income despite that the College has a well formulated financial policy which ensures effective and optimal utilization of finances

for academic, administrative and development purpose that ultimately helps in realizing the Institute's vision and mission.

The Institute has a proper procedure in place to monitor effective and efficient utilization of available financial resources for infrastructure development and academic processes. Every year, the budget is prepared well in advance after taking into consideration the requirement of every department. Each department projects the requirement for the whole financial year which is taken care of in the budget proposal, keeping in view the limited resources. The requirements projected by the departments is based on the spade work done by the faculty and staff at gross root level, thereby reflecting participatory planning. The budget prepared is balanced with the resources and priorities executed.

#### **Areas of resource mobilization:**

#### **The Institution mobilizes funds through the following:**

- Tuition fee collections from the students
- Fee collections for the other services rendered to the students i.e. bus fee
- Interest earned on deposits
- Funds for various schemes like MODROB etc

#### **Funds utilization strategies:**

- According to financial requirement of each department, budget amount is being provided to meet up the expenditure on objects approved under budget allocation.
- From time to time budget is reviewed for balancing resources with expenditure.
- Re-appropriation of funds is made wherever needed.
- Requirements found necessary but not projected in the budget on need base are incorporated.
- Wherever sharing of resources and equipment is possible by optimal utilization of funds.

File Description	Document
Any additional information	<a href="#">View Document</a>

## **6.5 Internal Quality Assurance System**

### **6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

#### **Response:**

The institution has a vibrant Internal Quality Assurance Cell (IQAC). The Cell comprises of dynamic faculty representatives from all the departments with Principal as its Chairperson, who is assisted by Director IQAC.

The IQAC has been trying to develop a system for conscious, consistent & catalytic action to improve the academic and administrative performance of institution and to promote measures for institutional

functioning towards quality enhancement through quality culture. It channelizes all efforts & measures of the institution towards promoting its holistic academic excellence.

To ensure efficient functioning of IQAC, Director of the Cell interacts with various functionaries and apprises Chairperson from time to time regarding the progress of various activities taken by the Cell. IQAC meets twice in a year. The deliberations/suggestions for improvements in academic/administrative functions are recorded and forwarded to the concerned for follow-up action.

**The Internal Quality Assurance Cell is set up to monitor the quality of institution by:**

- Arranging for periodic assessment of specific academic programmes or projects for accreditation.
- Stimulating the academic environment for promotion of quality of teaching-learning and research.
- Encouraging self-evaluation, accountability, autonomy and innovations.
- Undertaking quality-related research studies, consultancy and training programmes
- Collaborating with other stakeholders of higher education for quality evaluation, promotion and sustenance.

**Practices institutionalized**

- Fast and slow learners
- Mentor-mentee

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**

Internal Quality Assurance Cell of the institute ensures reviewing of the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. IQAC mechanisms are aligned with the requirements of AICTE and Kashmir University norms. The institution has structured mechanisms to continuously review the teaching learning process as mentioned below:

S.No	Mechanisms	Structure and methodologies of operation	Outcome
1	Course Review Committee (CRC) File	Lecture plan, Lecture details, Tutorial details, Lab details, attendance record, continuous assessment record, extra classes record is maintained in CRC File	It inculcates habit of maintenance of record in proper form and adhering to the faculty schedules

		for each course taught by the faculty.	
2.	Monthly students attendance (input taken from mapper)	The number of classes taken viz-a-viz number of working days gives a direct measure of teaching input.	The importance of timely completion of syllabus and seriousness of the students in the class gets evaluated.
3	Student Feedback	The Director (IQAC) with some team members undertake a surprise visit to the classes and obtain Student feedback for particular class in absence of concerned faculty. Besides student feedback forms are distributed at the end of semester. This is confidentially collected for review.	Faculty is identified for corrective measures.
4	Performance appraisal	Self-performance appraisal is done by the faculty. The HOD assesses through grade points.	Weakness are identified for improvement.
5	Result analysis	Result analysis is done for finding out the percentage of marks scored by the students in each of the subjects. This together is treated as a measure of the concerned faculty's teaching efficiency	Faculty gets insight about his/her weaknesses and takes corrective measures for improvement.
6	Management meetings with the faculty	Meetings with faculty are conducted by management representatives and head of the institute. Poor performers are identified and corrective measures are taken accordingly.	The faculty is made accountable.

The institute organises interactive meetings with all its stakeholders in order to strengthen its quality assurance policies, mechanisms and outcomes. The following are the stakeholders of the institute:

**Management:** Management representatives will interact with the faculty through meetings. These

meetings are aimed towards reaffirming the quality conducive of the institution and its compliances.

**Parents:** Parent-Teacher Meetings are conducted to inform them the initiatives taken by the institution to attain quality resulting in progress of their wards.

**Students:** The institute conducts Orientation Programme at the beginning of every semester to make the students understand the quality concerns and to reinforce the culture of excellence in all aspects.

**Alumni:** In the meetings with alumni quality mechanisms and their improvements are discussed.

**Industry:** Suggestions on revision of curriculum to include newer areas of knowledge and skill development as per industry requirement are incorporated to convince the employers on the commitment of the institution towards quality.

**University:** The local inspection committee which comes to inspect the quality standards maintained by the institute are convinced to obtain renewal of affiliation.

**Community:** dissemination of information which are part of admission campaign, information posted on the website and social service activities convey the quality policy, mechanisms and outcomes to the community.

### **Contribution of IQAC to Improve Teaching – Learning Process**

The following are the contributions of IQAC to improve the teaching-learning process based on following three categories:

#### **Providing Service:**

- Distribution of college academic calendar & teaching plan
- Providing Printed Study materials in each subject as per University Syllabus.
- Quality of teaching
- Use of teaching aides
- Periodic Assessments
- Time bound Assignments
- Review of Attendance
- Parent – Teacher Communication
- Counselling & Mentoring
- Additional Classes & Open book Test Papers
- Concurrent monitoring of classes through spot checking & Video monitoring
- Value addition chapters/topics in all subjects

#### **Collecting Feedback:**

Student feedback is collected on following parameters:

- Regularity in conducting classes
- Time –consciousness
- Preparation for the Classes

- Syllabus completion in time
- Competency in the subject concerned
- Presentation skill (Voice, Language, Clarity)
- Social networking sites (Face book) also provide student feedback.
- Feedback from students

#### Improving service based on Feedback:

- Faculty meetings are conducted based on student feedback.
- Appraisal of classroom situation by Course Coordinator/ Principal visiting classes periodically.
- The college regularly monitors social networking and print media and takes corrective actions in genuine cases.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 2.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	6	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification

**5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:****2014-2015**

- Approval for conducting M.Tech Programme in Mechanical Engineering from All India Council of Technical Education (AICTE).
- Approval for conducting M.Tech Programme in Electronics and Communication (E&C) Engineering from All India Council of Technical Education (AICTE).
- Placement training redesigned to start from the first year to instil employability skills in the students

**2015-2016**

- For the role of College in encouragement of Entrepreneurship ventures “Promising Entrepreneurs of India” award presented to Vice Chairperson of the college by Economic Times Flame of Entrepreneurship.

**2016-2017**

- Approval for conducting M.Tech Programme in Mechanical Engineering from University of Kashmir.
- In recognition of gradual progression of the College “Global Indian of the Year Award” presented

to Chairman SSM College of Engineering by the then President of India.

- Approval for conducting M.Tech Programme in Electronics and Communication (E&C) Engineering from University of Kashmir.
- In recognition to contribution towards development of technical education “Baba Sahib National Award” presented to Vice Chairperson of the college by Dr. B.R. Ambedkar International Foundation.

### 2017-2018

- IQAC reframed as per NAAC guidelines
- ICT enabled classrooms for all departments
- ISTE Student and Faculty chapter opened.
- “Global India of the Year Award” presented to Chairman SSM College of Engineering by the then President of India.
- Received “Certificate of Appreciation “from Global Association for Peace.

### 2018-2019

- For its achievement towards gender equality encouragement of entrepreneurship award titled “Bharat Vikas Award” received by the faculty member from Institute of Self Reliance.
- 1st, 2nd and 3rd Prize for “Women Wannapreneur” obtained in a programme titled “Start-up India” conducted through J&K Government EDI department.

File Description	Document
Any additional information	<a href="#">View Document</a>