YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   Government Degree College Samba

- Name of the Head of the institution   Dr. Naveen Anand

- Designation   Principal

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   01923241044

- Mobile No: 9419172092

- Registered e-mail   gdcsamba90@gmail.com

- Alternate e-mail   collegeiqac2005@gmail.com

- Address   Government Degree College Samba,
                                           Near Mansar Morh, Samba, J&K

- City/Town   Samba

- State/UT   J&K

- Pin Code   184121

2.Institutional status

- Affiliated / Constitution Colleges

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Jammu**
- Name of the IQAC Coordinator   **Dr. P. S. Manhas**
- Phone No.   **9419274237**
- Alternate phone No.   **01923241044**
- Mobile   **9419172092**
- IQAC e-mail address   **collegeiqac2005@gmail.com**
- Alternate e-mail address   **gdcsamba90@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://gdcsamba.in/IQAC2020/naac uploads/1638001770.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://gdcsamba.in/IQAC2020/naac uploads/1642142890.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.07**	**2019**	**01/05/2019**	**30/04/2024**

6.Date of Establishment of IQAC   **25/04/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GDC Samba	**Govt. Grant**	**UT J & K Govt.**	**2020, 365**	**74, 106, 671**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   `4`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`• Periodic Feedback from students collected for further enhancement of quality in academics and physical infra of the institution.`

`• Orientation sessions and Periodical meetings with the faculty members were conducted to collect the data pertaining to various activities of the institution.`

`• Encouraged staff to actively participate in research and faculty development programs that include workshops, seminars and conferences.`

`• Introduction of Home Science in the present curriculum with the aim of providing opportunity to the aspiring students to explore the avenues of food science and technology in future.`

`• Encouraged students for higher studies and other competitive exams. Also, organized co-curricular and extra- curricular activities to instill confidence building measures in among students.`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Organization of Webinars	Webinars have been organized from time to time to impart quality education amid the Covid-19 pandemic.
Organization of Career counselling programs	Various programs have been organized that provides job opportunities and career options to the students. Also, provide mental health promotions and psychosocial support under Manodarpan Scheme.
Introduction of Home Science in the present Curriculum	Home Science as a subject have been introduced in the curriculum with a total strength of 23 students.
Automation of Library	Data Entry of about 60 per cent of books over KOHA software is completed and remaining part under process. Enrollment of about 2000 students and 60 staff in NLIST to get access to e-sources of national digital libraries.
Establishment of Incubation Centre within the college premises	One day workshop was organized by HED in collaboration with GAIN, Gujarat to facilitate the students of college and other local budding youth to come up with innovative ideas and incubates them in the college incubation centre with the domain experts.
Enrichment of Sports infrastructure	Archery Equipment have been procured that complements the already existing sports infrastructure.
Introduction of Vocational Courses in the college	Computer courses namely • Data entry and office automation • Advanced diploma in computer application, accounting and

	publishing have been started
Development of e-content	Faculty Members have developed the e-content in their respective subjects so as to disseminate among the students during lockdown period.
Faculty participation in conferences, workshops, seminars etc	This will facilitate the faculty members to gain knowledge, present their research results and keep updated in their respective field.

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
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13.Whether the AQAR was placed before statutory body?	**No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**Nil**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:	

Extended Profile

1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**235**

File Description	Documents
Data Template	View File

2.Student	

2.1 Number of students during the year	**2967**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**866**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**474**

File Description	Documents
Data Template	View File

3.Academic	

3.1	**36**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**37**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**14**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**138.62**
4.3 Total number of computers on campus for academic purposes	**90**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Government Degree College, Samba is affiliated to University of Jammu and follows the curriculum as specified by the University. It frames its curriculum according to the guidelines issued by university with the objective of achieving excellence in education. The schedule of admissions, class work, exams of all the semesters are provided by university. Although, all the guidelines are followed by the institution but the college management committee also incorporate many innovative initiatives for the overall development of the students and the college.

The institution management ensures timely preparation of academic calendar, time table, distribution of workload, beginning of class work, the completion of syllabus, and the timely conduct of

internal exams and evaluation for the effective completion of a prescribed course. The external exams have also been conducted by the college during covid pandemic following the SOPs strictly.

The curriculum delivery and planning process in the college begin with the formation of admission committees for different Semesters. The admission to the students is given, keeping in mind, their merits, their aptitude, inclination as also the distribution of students in various streams and subjects in view of the intake capacity in each subject combination. Thereafter, a time table committee is framed in the college which prepares the time table of all the semesters and is posted on the college website for wider publicity. In addition, the sections of the classes are also formed for maintaining proper student-teacher ratio as per UGC norms.. The college has done everything possible to accommodate all the students across the semesters belonging to different courses, so that curriculum can be followed in letter and spirit.

In addition to theoretical classes, practical schedule is also prepared. The college has separate laboratories for the science subjects as well as the subjects in which practical are required. Along with the permanent staff, academic arrangement have also been engaged as per the work load of different departments. The teachers are required to maintain proper register of daily attendance to ensure that minimum attendance requirement of students is fulfilled, which act as a good disciplinary tool.

So, at Government Degree College, Samba, topmost priority is accorded to the delivery of quality education along with the other co-curriculum activities, which are pre-requisites for the all round development of the students.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college management prepares academic calendar for each session in accordance with the calendar provided by the University of Jammu. The academic calendar activities begin with the

preparations of class time table. Thereafter, teaching faculty is encouraged to prepare an active plan for their classroom teaching of each semester. These plans help in effective distribution of syllabus, clarity of curriculum and timely completion of the course.

Due to the Covid-19 pandemic, during this session, the teaching mode was online, so weekly and monthly reports of classes were taken from the teachers to ensure the timely completion of syllabus.

Along with teaching, the evolution is also considered as an integral part of the curriculum. The college has always ensured that the evaluation of Internal Assessment papers and subsequent preparation of the Award Rolls are completed within the stipulated time after duly checked by the Internal assessment checking committee and cross-checked by University Officials. Further, the college also runs various examinations centers for university and in this regard, the college was made one of the cluster examination centres by University of Jammu for the evaluation of BA/ B.Com/ BSc semester VI external examinations during current session 2020-21..

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

84

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

84

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution understands the relevance of integrating crosscutting issues with the curriculum for providing quality education and overall development of the students. As the College is affiliated to University of Jammu, and adhere to follows the curriculum prepared by the expert body consisting of teachers from various institutions. The members ensure that the issues of gender, environment, sustainability, human values, and professional ethics also get equal representation in the curriculum. Most of the programmes do have these issues addressed in their syllabi.

Human Value: The College has truly considered the importance of human values. Therefore, various issues on women empowerment, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, minority rights, etc,. are included in the syllabus of different courses offered under the discipline of sociology and political science.

Professional Ethics: Similarly, in the subjects of Commerce and Economics, topics on business ethics, professional etiquette and moral values, ethics in business, fair pricing and competition and moral business practices etc. are also included and taught in the institution.

Gender Sensitization: To strengthen the ideology of gender and social equality among student community, the college offered a course on gender sensitization of 4 credit as optional subject which sensitizes the students about the issues related to gender equality among all sexes.

Environment and Sustainability: The Science streams deal with

issues of environment, global warming, climate change, afforestation, flora and fauna and sustainability etc. under the discipline of EVS and other skill courses in the field of science. A course of 2 credit is introduced as a compulsory paper for all streams in the first year of UG program. Similarly, 2 credit course as optional subject for 2nd year students is also included. The above courses makes the students well conversant with the knowledge of the issues like Eco-system, Environment pollution, Disaster Management, Environment Treaties, Laws and Ethics. Bio-Diversity and their conversation, Natural resource and their conservation, Human health, solid waste management etc.

Apart from the above, the NSS unit of the college organized plantation and cleaniness drives from time to time to aware the students about the importance of clean and green environment.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gdcsamba.in/IQAC2020/naacuploads/1639550311.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2967

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

866

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution conducts the proficiency test of all the students at the beginning of every new session to assess the learning levels of the students. All the faculty members plan their teaching strategy keeping in view the learning levels of students. All the departments use monitoring and mentoring to keep track of advanced learners and slow learners. The advanced learners are motivated and encouraged to mentor the weak and slow learners by providing them explanation in the local tongue and notes.Special remedial classes are usually conducted for the slow learners after the college working hours. The class tests are being conducted on weekly basis and the marked assignments are shared with the students to enable them recognize their errors and problem areas. The faculty members always remain available to the students personally during free periods, over phone, whatsapp, email etc. Advanced learners are recommended to study standard books and they are given full opportunities to visit library during the working days and holidays. The students are encouraged to participate in the curricular and co-curricular activities being organized by the college. The students participating in these activities are presented certificates and trophies according to their performance. Moreover e-content and online learning resources are made available to the students through college website, online portals like teachmint, wiseapp, Zoom, and whatsapp groups framed for the purpose by the class teachers. The college has also established an incubation centre for the innovative minds so that they can incubate their ideas with the domain experts.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2967	36

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts student centered teaching methodology by motivating them to participate actively during the delivery of the lesson. The teachers plan their teaching approach keeping in view the learning levels of the students. All the departments provide an effective platform to the students in the teaching- learning process by encouraging presentations by the students on the current topics. All the departments organize the innovative programs in their respective subject in order to stimulate the creativity among students, develop the problem solving skills and ensure participative learning. The content of the lesson is planned in such a way that the students with diverse intelligence and comprehension ability may assimilate the content easily. The faculty members make efforts in making the teaching-learning process more interactive, participative and student friendly by adopting the following student centric methods:

   1. Experiential Learning:

1. Laboratory sessions are conducted with the content of the syllabus and sometimes beyond the syllabus content.

2. Guest lectures are organized by the departments on the important topics of the prescribed curriculum.

3. Training to the students regarding the effective use of ICT in the teaching -learning process.

4. Field visits by the departments to have first hand experience to the students regarding the important content of the syllabus.

5. Organizes the workshops and seminar/webinars on the main themes of the content and promote students participations.

6. Preparing the students for diverse curricular and co-curricular activities and ensure maximum participation.

7. Training the students in the latest technology by organizing courses in collabrations with NIELIT, University of Jammu, etc.

8. Assigning minor projects to the students on the specific topic of the contents in the subjects of EVS, Geography, Botany and Zoology.

9. Organizes symposia, debates and seminars on the various themes of environment and encourage student participation.

10. Students participate in filed surveys and community awareness programmes especially during COVID-19 Pandemic.

2. Participative learning:

    1. The students are encouraged to make presentations in the classroom situations on the topics learned.

    2. The debates & symposium are organized and students from the different department are encouraged to participate in them with their different viewpoints, thought process and reasoning skill to promote inter department learning skills with multiple understanding levels.

    3. The students are allowed to participate in the lesson delivery by the teachers. Full opportunities are given to the students to add their views and knowledge in the development of the lesson. The lessons are presented in a collaborative manner with full freedom to the students.

    5. Team spirit is promoted among the students by encouraging them to participate in different activities and sports events. The students are prepared to participate in different inter college competitions under display your talent and sports competitions.

    6. The students are also involved in the organization of various activities in the college like stage setting, making suitable seating arrangements and distributing of refreshments among the students.

7. The students extend full support to the district administration in organizing the national events like Independence Day, Republic

Day, National Constitution Day, National Voter Day and traffic weeks. The NSS Volunteers and NCC and Red Cross Cadets are always ready to help and support the college and district departments as and when required.

8. The students rendered full support in following the Covid-19 SOPs in the college premises throughout the session. The NSS/NCC volunteers also organized a number of programmes to spread the awareness regarding the Codid-19 Pandemic situation and motivated the students to follow appropriate behavior.

9. The students provided full assistance to the college in running the PMSSS facilitation centre in the college during the Covid-19 Pandemic.

10. The volunteers of the college helped the college administration in maintaining the discipline in the college.

3. Problem Solving Methods:

1. Students in different subjects are regularly assigned the problem based assignments to develop the problem solving skills among them

2. Classroom quizzes are organized in the class on the topics which are covered by the teachers. The students are given sufficient times to prepare the quiz. The students are also involved in the conduct of the quiz.

3. Discussion method is promoted in all the classes because it develops the power of expression among the students.

4. The classroom's presentation on the specific topics is promoted in all disciplines . The students are required to make presentation on the topic allotted by the teachers in front of other students.

5. Frequent classroom tests are conducted by the subjects' teachers to develop the problem solving skill among the students.

6. The students are also inducted in various committees of the college and they are consulted regarding various issues and problem in the college. The suggestions provided by them are always taken into consideration while taking the decision or framing the policy in the college.

7. The students are given responsibilities of organizing the academic and cultural activities in the college under the supervision of faculty members.

8. The students are involved in publication of college magazines and newsletters. The articles and thoughts of students of different languages are given prominence in the magazines.

9. The college organizes a number of career counseling, psychological counseling and placement activities for the college students. The career counseling cell under Manodarpan Initiative of GOI is fully operational in the college.

10. The students are prepared for inter-college level competitions and events throughout the session.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members are trained to take online classes during the Covi-19 Pandemic. The faculty members take classes on Zoom, Google meet, Teachmint and Wise App platforms. The college has established a computer centre with more than 40 computers with full Wi-Fi connectivity. Moreover high speed internet connectivity is provided to the faculty members in the college premises. The college also developed an app for the conduct of internal as well as external examinations. The facility for uploading the answer sheet is also provided to the students. The faculty members are also provided e-content prepared by the faculty members of different colleges of UT to share among students of the college through online mode. All the faculty members are highly efficient in using the ICT enabled tools in making the teaching learning process effective and interesting. The department of Computer Application in collaboration with college IQAC provides training to the faculty members from time to time for the proper use of ICT tools. Moreover the college deputes the faculty members to attend various refresher courses and orientation programmes for enhancing ICT tool applicability among them. A smart class room having capacity of 100 students with all the ICT tools is dedicated to

the faculty members for taking classes of students and for organizing various programmes for the students. All the classrooms are provided with Interactive Panels/smart digital boards with full internet connectivity and all the teachers are fully trained to use these boards effectively.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

36

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college conducts the internal assessment examination in a transparent manner. In every session, the internal assessment (both theory and practical) tests are conducted as per the academic calendar of the college. The tests are conducted after the completion of 50% of the syllabus in all the subjects. The date sheet for the conduct of tests is circulated among the students and faculty members 10 to 15 days before the conduct of tests. The HODs of all subjects are given the responsibility of setting and printing the question papers in their respective subjects and the secrecy is maintained. The duty roster of each exam date is prepared, circulated, signed by all the staff member

(teaching &non teaching) well before the exam day. All the staff members performed duties allotted to them on each exam day. For the smooth conduct of tests, two invigilators and one menial staff member are assigned to each room/hall. The subject teachers are not allotted exam duty on the day of examination of their respective subject. The examinations are conducted under overall supervision of examination committee. The answer sheets are submitted to the respective department for the evaluation purpose. The answer sheets after the evaluation are usually shown to the students. If any student reported discrepancy of any kind, it will be resolved immediately to the entire of satisfaction to the student. The retest date sheet is also sheheduled for the conduct of tests of those students who, due to some reason remained unsuccessful in appearing in the examination. Same procedure is followed to conduct the tests again. The examination committee consolidated the awards of students and submitted to the University well in time for the timely declaration of the result.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The grievance redressal mechanism regarding the internal assessment tests is very transparent, time bound and efficient. The answer sheets of internal assessment tests are evaluated by the teacher in charge and are verified by HOD concerned to ensure the standard of evaluation process. The duly evaluated answer sheets are shown to the students in the class room for the satisfaction of the students. Any genuine objection highlighted by the students regarding the evaluation is redressed immediately. The marks obtained by the students in the internal assessment tests are also displayed on departmental notice board for the information to the students. For lab courses, the marks/grades scored by the student in each experiment is indicated in the records prepared by the concerned teacher. The independent learning, practical approach to real time applications is tested by viva voce for laboratory courses. In case of any discrepancy in the awards after the declaration of the result, the students are just required to submit an application highlighting the objection to the Principal who in turn forwarded the same to the examination committee for the rectification and resolving the

same. The examination committee after getting input from the concerned department submit the same to University through e-mail and also depute an official of the college to the university to resolve the issue immediately for the ease of the students. Moreover the students are also communicated regarding the status of the grievance submitted by them.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Government Degree College Samba is affiliated to University of Jammu. It offers Undergraduate courses in Medical, Non-Medical, Arts and Commerce streams. For the programmes and courses, the institute follows the curriculum designed by Board of Studies of the affiliating University of Jammu. The teachers are well aware of programmes and their courses outcomes as they attend the board of studies meetings to frame the curriculum. The HODs of all the subjects from all affiliating colleges are invited to attend the Board of Studies meetings conducted by the University from time to time. Moreover at the time of admissions, the counseling cell is constituted in the college to aware the students about various programmes/courses offered by the college and the outcomes of all the programmes. The subject teachers also make the students aware about the outcomes of the programmes/course they have opted .The program and course outcomes are as under:

1. Bachelor of Sciences (B.Sc.): Medical and Non-Medical streams: The College offers the subjects like Physics, Chemistry, Zoology, Botany, Computer Application, Geography, Statistics, Mathematics and Home Science under Medical and Non-medical streams. These programs and courses help the students to attain comprehensive knowledge about various course contents based on various scientific discoveries, theories, laws, inventions and researches. These courses develop the scientific temper among the students and equip them with specific skills which help them to pursue jobs or higher studies according to their interest and likings. These UG level courses prepare the students for the Master

level P.G Courses in Physics, Chemistry, Botany, Zoology, Maths, Biochemistry, Geography, Computer Science and various other professional courses. These courses prepare the students for various jobs like Scientist, Scientific Assistant, Research Analyst, Science teachers, Technical writers/editors, Lecturers, Professors, Computer Professionals, Computer Operators, Chemists, Enumerators, Researcher, Biostatistician, Clinical Research Manager and Consultant etc. There are various employment areas for the B.Sc. students. These areas include Educational Institutions, Space Research Institutions, Hospitals, Health Care Providers, Pharmaceuticals and Biotechnology Industry, Chemical Industry, Environment Management and Conservation, Forensic Crime Research, Research Firms, Testing Laboratories, Geological Survey Department, Waste Water Plants, Aquariums, Forest Services, Oil Industry etc. The students with science background can also participate in the Competitive Exams like Civil, SSC or UPSC or Bank Exams.

2. Bachelor of Arts (B.A): Under Arts stream, the college offers the subjects like Education, Sociology, Political Science, History, Sanskrit, English, Hindi, Dogri Urdu, Statistics, Home Science and Economics. This program and course also prepares the students for a variety of courses like Master Degree Program in the subjects viz. Education, Sociology, Political Science, History, Economics, Law, Social Service/work, languages etc. It also offers various career options like Civil Services, Banking, Defense Services, Judicial Services, Advocates, Clerical jobs, Teaching, Fashion Designing, etc. Most of the competitive exams are based on graduation level and as such the students have ample opportunities to compete and seek the jobs of their choice and temperament. The students of this stream can also undertake the B.Ed./MED courses which help them to become teachers which is a noble profession.

3. Bachelor of Commerce (B.Com.): The college offers the subjects Viz. Financial Accounting, Business Organization and Management, Corporate Accounting, Entrepreneurship Development Programme, Business Communication, Indian Contract Act, Cost Accounting, Fundamental of Marketing, Public Finance, Statistics for Managers, Advanced Financial Accounting, Contemporary Management, Business Communication and Skill Development, Direct Tax Law, Corporate Law, Customer Relationship Management, Management Accounting, Business Environment, Financial Management, and Sales Management. This program and course helps the students to go for the Master Degree Program in Commerce (M.Com.).It also

prepares the students to compete in different competitive exams like Chartered Accountancy, Financial Analyst, Company Secretary, Human Resource Manager, Loans Executives, Economists, Auditor, Banking Executives, Tax Consultant, Cost and Work Accountant (CWA) and Event Management Business. There are ample job opportunities for the students of Commerce stream in BSE and NIFTY. A student with B.Com Degree can go for MBA and Professional Courses like CA, CS, CMA, CFA/ FRM, LLB, etc. The students can also participate in the Competitive Exams like Civil, SSC or UPSC or Bank Exams.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has developed the mechanism for the evaluation of attainment of the programme and course outcome.

1. The college followed the Academic Calender of the affiliating University and the Calendar prepared by the college for the time bound completion of all academic and examination related activities.

2. All the departments maintained the academic record of students of their respective subject class/semester wise in every session.

3. All the departments prepared the results of the students and submit it to the IQAC for keeping the overall record of results of the college.

4. The result percentage of individual subject teacher is also prepared by all the departments.The teachers showing the poor results are provided counseling and orientation regarding the techniques for the improvement of the result.

5. The examination committee analyzed the evaluation and prepares the result report. It also keeps the record of internal assessment awards of each subject (both theory and practical).Result

Gazettes' are also kept as the record of results of the students of all semesters.

6. The college also seeks the feedback from the parents and alumni during the Parent/Alumni meet regarding the attainment of programme outcomes(PO) and course outcomes(CO) and due consideration is given to the feedback received.

7. Career Counseling and Placement committee took the review of the students' progression to the higher studies and their placement.

8. The pass out students are also invited to various programmes and activities organized by the college and feedback from them also received regarding the attainment of courses/programmes.

9. The college has established a Tracing Cell to seek information regarding the higher studies and placements of the students who have recently passed out from the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

474

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gdcsamba.in/IQAC2020/naacuploads/1628753761.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

The college organized a number of extension activities in the neighborhood community to promote awareness and educate the neighbours regarding the use of latest technology in addressing the issues of their relevannce. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively NSS, NCC Units and Red Ribbon Club. Through these units and Club, the college undertakes various extension activities in the neighborhood community. NSS organizes camps in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness drive, tree plantation, water conservation through construction of various projects in the district Samba, Shramdan, Social interaction, Group discussion Eradication of superstition, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp, Drug de addiction etc. The aims of NCC units of the college, developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Ekta daud for health, Save fuel save country programme, Swachhta Abhiyan, National equality awareness. Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, and Anganwadi, Voters awareness, Blood group detection, Health check -up camps, Blood donation camps, Fundamental Rights and Duties of the citizen etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helped in grooming hidden personality of students and created awareness among students.

File Description	Documents
Paste link for additional information	https://www.jkhedinfo.in/gdcsamba/reportsupload/1632295329.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Govt. Degree College, Samba affiliated to University of Jammu was established in the year 2005, by the Govt. of Jammu and Kashmir. The college was started from the building of Higher Secondary School which is located at the heart of city with Arts domains. Later on it was shifted from that edifice to new constructed college complex- at the bank of the Basanter river. The entire campus expands into the area of 110 kanals surrounded with the flora of Manasar hills. College gives accommodation to students of Samba region includes the adjoining areas like Vijaypur, Ramgarh, Sumb, Supwal and adjoining areas. Now, College has emerged as a modern co-education institute that offers streams of arts, science and commerce. The college building is well-structured. The structure constitutes class-rooms, laboratories, smart class room, Conference hall, computer centre and a big playground. Apart from it, college has provided with separate toilet facility for male and female students of college. The college administration has installed garden benches in the college premises for the students to sit during leisure time. Around 13 class rooms and 5 laboratories are available that caters to the academic demand of the students.   The classrooms have the capacity to accommodate more than 80 students at a time. The architectural designing of the classrooms makes rooms more graceful, freely ventilated and the arrayed sitting arrangement on stairs gives a refined look to class rooms. Every class room is provided with blackboard/ whiteboard and adequate supply of electricity. As far as the science stream is concerned, the college has provided well- equipped laboratories with modern facilities. College has well established library. The library contains around 13797 books on various subjects, 162 books for Career counseling, 760 competitive books, 950 Reference books and 1417 books as book bank and are arranged in Almirah with labels. The timing of library facilities everyone it opens in the morning and remains open till 3'oclocks in the evening. The college library has a separate reading room of sitting capacity of about 50 at a time to facilitate students and staff to make optimum use of the library resources. In addition to all these, a well-established Computer resource Centre and Incubation Centre have been established in the college premises for the holistic development of the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Samba College has a big play ground located in front of college complex. The entire area of college is approximately 110 kanals. Out of this land, some area has been selected for play ground and rest is for college building and other purposes. The playground is very big and it gives aesthetic look to college. The college offers many games like Kho-Kho, Volley- ball, Football and Badminton to young players. For Volley Ball game, separate volley ball court is there for boys and girls. It has been established in 2016 with the grant of DC office Samba, now it is made open for students. The ground for football game was also constructed in 2016. For Badminton game, Badminton court has been established since 2016. The length of court is 44 feet and its width is of 20 feet. Similarly, Kho-Kho field which is of 29 mts long and 16 mts wide has been established in 2016. Recently, a gym cum fitness Centre was constructed at the college premises for the indoor recreation. It is very well equipped with modern day fitness equipment and machines. The aim of these games is to provide healthy environment and to develop students physically and mentally. In order to meet the expenses of sports, college generates fund from admission fees submitted by students at the time of admission. Moreover, RUSA has allocated one time grant of 30 lakhs for purchase of sports equipment. In cultural programmes, college does not have auditorium but a new classroom that has been constructed in 2017 is being under use as culture hall. This new hall accommodates more than 150 spectators at a time. Before the construction of hall, makeshift tents were pitched on the ground for the preparation of the events and inspite of all the limitations, students of the College never miss any chance to show case their talents in different cultural programmes. The college cultural committee hires some resource person to prepare the participants for cultural programmes especially for "Display your talents" in Jammu University. The expenses of cultural programmes are fulfilled by college authority. Similarly, the college students also participate in various cultural events on the Independence day and Republic Day which was celebrated at the district level.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

127.00

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College library is equipped with the state-of-art infrastructure. The college has a rich library with literatures available from Science, arts, commerce to linguistic to competitive exams along with the reading room facility. The automation work is going on in the library using KOHA software; Version: 16.05.0100 w.e.f. 2019-20 and 50% work of automation is nearing completion. The automation part remains in perpetual mode as every year/ session new books are being purchased. The college library has INFLIBNET (as NLIST) facility in which 50 staff and about 2000 students have already been registered and they have got the access to the e-content and e-learning resources. Meanwhile, the institution is working on establishing a browsing centre in the library to cater to the needs of the students of the college and young aspirant in the vicinity. The institution is also gearing up to install a Server for streaming of content in digital class rooms and establish a cloud based LMS e.g. Moodle like in the campus to meet the growing demands of the students to get access to the latest information and leading digital platforms and libraries.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

13.06

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution is frequently updating its IT facilities keep in view the growing demands of the students to get lectures and study material online especially during the lockdown period amid covid-19 second wave. During this year itself, the institution has purchased 12 "Digital Interactive Panels" and installed the same in the classrooms to deliver the content through online and blended mode. Institution has also installed three 10 KVAs online UPS and 02 high-end Gensets to ensure uninterrupted power supply. CCTVs are also installed to keep watch and ward on campus activities. All these facilities provide a boost to teaching, learning and evaluation process in the campus. The Institution is also upgrading and updating its website from time to time and presently, the college has a dedicated website. All notifications, circulars and information are being floated through the website to the staff, students, parents and other stakeholders. The internet facility is provided to each and every department through JIO-fibre networking to the tune of 100 MBPS so that the users can get hassle free streaming of content being provided in the classrooms and institution as well.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

138.62

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

In order to maintain physical, academic and other support facilities, college has framed college development committee. This committee is being set up to look the problems of college. The College Development committee assesses the requirements and tries to address the infrastructural related problems in college. The college has new constructed building. The entire complex comprising of classrooms, laboratories, Principal office, office, staff rooms, library and toilets. The college has large building, the building demands renovation or maintenance from time to time. In order to renovate any part of building certain mechanisms have to be followed. There is college repair and maintenance committee to look after day to day repair. Depending upon the requirement a market survey is conducted and the work is executed after completing all codal formalities at competitive rates at shortest possible time. In case of major infrastructural requirements the college development committee asks the Civil executing agencies to submit a DPR for a particular project. The DPR is submitted to the administrative department for approval. The approved DPR's are tendered by the Civil Executed Agencies and the work gets executed. The purchases of the college are mostly carried through Gem or approved agencies. The College adopts admission procedures off line and on line but before the commencement of Admission. Admission committee is framed that works on admission for new session. The admission process is open in case of Arts stream where as in science stream and B.Com the admission is based on intake capacity and merit. In order to maintain academic standards the college starts class work immediately after admission process is over. It is ensured that the Classes/Practical regularly as per timetable. In addition series of Lectures are arranged to give exposure to students in diverse fields including career planning. The teachers are encouraged to assess the Preparedness of students regularly by conducting tests and by making Presentations. The teachers are also encourages to use Modern teaching aids for effective communications. Govt. allocates grants and funds to college for its development and maintenance. Whatever grant has been allocated to college are spend on departments, labs, library and sports. Samba has well-equipped labs of Physics, Chemistry, Botany, Zoology, Geography and Computer. These labs have enough space to accommodate enough students in one practical session. These labs have been maintained from time to time with govt. aids, grants and self-regulatory methods. Numbers of times UGC has allocated fund to purchase apparatus of labs and other purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

270

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

116

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://gdcsamba.in/IQAC2020/naacuploads/1640943617.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

595

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

595

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

89

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The primary objective of any student at the Institute is his/her studies. However, for the overall development of well rounded personality, the Institute provides the students with various opportunities to learn and train themselves; to inculcate constructive leadership; to develop team spirit; to develop interpersonal relationship; to learn to sell ideas amongst themselves and outside; to learn about their culture; to develop citizenship with a sense of pride;and so on.

Every student is expected and encouraged to participate in curricular and extra-curricular activities. Every student is expected to cooperate and participate in promoting the objectives of the student bodies and Institute committees. However, it should be understood that the primary goal of student in the Institute is his/her studies and pursuit of academic achievements. Participation in student bodies and in the Institute Committees should be viewed as complementary to the academics and not as its substitute. It is believed that in general the quality of participation would be better if a student is comfortable with his/her academic performance.

Therefore, all the committees of the college are having active representation from the students. Students are picked up for different committees by the convenors and members of the committee.

Student members of the committees gain experience as social workers and hone their skills in a safe environment.The students are offered real life development of leadership, administrative, organizational, and capacity building skills while also offering experienced faculty support where ever it becomes necessary, and through this experience and exposure, the students developed high standards around accessibility and become quite confident in their approach and began to raise the issues of the college students with faculty and staff for amicable resolution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

90

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has framed an association of alumni and they participate in its activities and provide feedback/ inputs for the further progression of the institution from time to time. Meanwhile, the registration process of the alumni is underway and at verification stage in CID office. Once the verification process is completed by the above concerned agency, the Director Societies, Jammu will then issue the registration certificate in this regard.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision Statement:

The vision of the institution is to evolve through collective leadership into a centre of academic excellence which while retaining its regional roots is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and cocurricular responsibilities so that all stakeholders may benefit and students particularly, may develop to their fullest potential.

Mission Statement:

• To provide a holistic and enabling environment of study to young students hailing from diverse demographies.

• To expand the range of disciplines/subjects available to students at the under-graduate level.

• To introduce post-graduate programmes in a phased manner.

• To consistently upgrade its teaching-learning policy, methods and apparatus so as to be able to deliver its core services in a relevant and up-to-date manner.

• To incorporate value-added, vocational and technical courses in its curriculum.

• To continue to enhance its extension activities and outreach programmes.

• To partner with the government in the spread of continuing adult, mass education (through the Open and Distance Mode).

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body (Office of the Principal Secretary to Govt. Higher Education Department, UT of J&K) delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies

and implementing the same.

C. Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

1. Application for grants from government and non-government sources.

2. Extension of available area through expansion to accommodate more classrooms, laboratories, auditorium, staffrooms etc.

3. Renovations to revive the ageing infrastructure of the institution.

4. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.

5. Introduction of new subjects at the under-graduate level.

6. Application for Post-Graduate Courses.

7. Achievement of national recognition in the form of grants and awards.

8. Partnering with Research Institutes.

9. Mobilization of funds and projects through the alumni and other stakeholders.

10. Construction of Hostels for students of far flung areas in general and Girls students in particular.

11. Construction of Auditorium/ multi-purpose hall for college.

D. Participation of Teachers in Decision-Making Bodies.

• Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.

• Teachers influence the institutional polity through the Teachers' Council, through their representatives on the Governing

Body, the Advisory Committee, the College Development Committee, the Purchase committee, IQAC etc of the college.

• Besides, teachers are members and conveners of the various committees that are constituted for the day-to-day functioning of the college. Some of these committees are the Advisory Committee, College development Committee, Purchase Committee, the Examination Committee, the Admission Committee, the Library Committee, the IQAC, Career Counselling Committee, Discipline Committee the Seminar and Research Committee etc. Teachers, through their agency and autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine admission criteria, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

• Above all, teachers also discharge a pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NCC unit, NSS unit, the Eco Club, Red Ribbon club among other laudable cells and societies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - College Development Committee, Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non-teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management all are working

together for efficient functioning of the Institutions.

1. Administration:

Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

1. Faculty Members

Faculties maintains the healthy relationship with students, faculties, and community. The faculties effectively execute the Vision and Mission of the college through various policies and programs.

1. Departments

The Primary role of the department is to provide the academic excellence in all activities. The Departments and Head of the Department perform their role and responsibilities keeping the vision and mission of the college paramount.

1. Non Teaching Staff

In the administration, non-teaching staff plays crucial role in managing the day-to-day work. The assignment to non-teaching staff is to meet and accomplish operational and strategic objectives.

6.1.2 Case Study Showing Decentralisation and Participative Management

The Institution has adopted the decentralisation and participative management in the process of academic and administration. The Principal Secretary, Higher Education Department gives generous freedom and flexibility to the Principal to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and College Development

Committee and other statutory Committees continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Conveners and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the Principal for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day-to-day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal.

All Committee is headed by the Convener of the committee. All activities are monitors by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by Academic Committee and ensures the proper implementation of the academic calendar. Academic co-ordinator is responsible for confirmation and observation of academic activities. Heads of the department ensure the functioning of the departmental activities. Faculty members ensure academic activities. Faculties conduct the lectures, practicals, attendance, examination and result and provide the feedback for the further improvements.

Outcome :

The Principal of the Institution conducts the regular meets and discuss the issues and challenges with developmental aspect of the institute. Thus , Principal of the Institution encourages the teachers, students and non -teaching staff, alumni and co-ordinators to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback analysis are considered for the future decision making.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 16 years the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. Only then is the institution "Built to succeed". Both perspective and strategic plan documents are available in the institution. The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management.

Strategic Plan

- **Planned to introduce job oriented courses**

- **Offering certificate and diploma courses through various agenies**

- **Introduce skill development and value oriented courses**

Implementation

- **Extension activities were carried out through NSS, NCC .**

- **Staff Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff**

- **Students from the financially deprived society were given financial aid**

Strategic Plan

• **The college established functional memorandum of understanding (MoU) with various organizations for skill development training**

• **To Improve the employability skills of the students**

• **To encourage the students participating in co-curricular/ extracurricular activities**

• **To encourage the faculty for paper publishing in UGC approved national and international journals.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Administrative Set-up:-

 The Principal is the executive head of the institution. He is authorized to take decisions regarding academic, administrative and financial matters in accordance with the policy matters as per the rule and regulation of Government of Jammu and Kashmir and University Grant Commission. The Section Officer is head and custodian of the college office which includes three sections- Establishment, Accounts and UGC. Head clerk, senior clerks, junior clerks, assistants and peons assist him. Works like admissions, fee collection, scholarships and issue of various certificates, maintaining service records of the employees, keeping accounts and dealing with UGC schemes are maintained by the college office.

The Internal Quality Assurance Cell:-

IQAC plans for development and application of quality parameters for the various academic and administrative activities. It monitors teaching learning and evaluation processes. It also works for research promotion and a better student support system. It coordinates between the principal, the staff and the students.

The Librarian:-

The Librarian is a head of Library and Information Centre and is assisted by Library Clerks and Library Attendants. The Library Advisory Committee discusses the issues regarding the function of the library and information centre.

Supporting Committees:-

Various committees are constituted for smooth conduct of the institution administration. The convener of each committee develops action plan of the respective committee in concurrence with the college advisory committee.

Service and Promotion rules:-

The service rules decided by the UGC and the Government of J & K UT for the appointments and Promotions of the Teachers, Director of Physical Education and Librarian are followed. For the non-teaching staff, the rules of the Government of J & K UT are considered.

Grievance Redressal Mechanism:-

There are separate Grievance Redressal Committees for students and staff. If teachers and students have any issue/ grievance, they may appeal to the Grievance Redressal Committee of the college or ultimately to the College Governing Body. The College has set up a complaint box for faculty, staff and students. The grievance redressal committee discusses the complaints and takes decision accordingly. The mechanism for dealing with complaints is as follows:

The Principal receives complaints orally or in writing.

Received Complaints are discussed in the committee meeting and resolved to take action on the concerned issues.

A separate Anti-Sexual Harassment Committee is formed to prevent persecution and investigate girls' student complaints.

An Anti-Ragging Committee has also been set up to resolve the cases of demolition.

The organogram of the institution is as:

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

In our Institution, Staff welfare is given foremost importance. In this regard, the following welfare measures for teaching and non-teaching staff are adopted:

- **Health insurance.**
- **Medical Leave & Maternity leave for eligible staff members**
- **Child care leave to eligible female staff**
- **Faculty members are eligible for Earned Leave**
- **Refunds for the school fee.**
- **Gym is also accessible for the staff.**
- **As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.**
- **In and around campus, canteen food centers has been established which are accessible by staff during the working and extended hours.**

- ○ **Internet and free Wi-Fi facilities are also available in campus for staff**
- ○ **Teaching and Non-Teaching Staff Club organizes tour, and sports activities for the staff.**
- ○ **55 days - Summer and Winter Vacations for faculty members**
- ○ **Faculty development programs(FDP) for faculty members on regular basis**
- ○ **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- ○ **Automation of attendance and leave using biometric system.**
- ○ **Gratuity for the employees of the institution.**
- ○ **All the staff members are treated on par with each other in obtaining benefits from the institution.**
- ○ **Worker Engagement is a key perspective which helps to comprehend and portray, both subjectively and quantitatively, the nature of the connection between an association and its representatives.**
- ○ **Motivation through counselling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.**
- ○ **Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.**

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

GDC Samba is a governmental institution and strictly follows all the guidelines and regulations of Higher Education Department of J&K Govt. in consonance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010" (Regulation No. F.3-1/2009 dated June 30, 2010), together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows:

Teaching Staff

a) The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional

duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the IQAC and the Principal.

f) Faculty members whose promotions are due are recommended based on their API score and forwarded to Commissioner Secretary, Higher Education Department UT of Jammu and Kashmir.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The overall assessment is based on the cumulative grade by the Principal, which is then forwarded to the Director Colleges by the forwarding officer.

On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization
6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the principal. External audit is conducted once in every year by external agencies like State and central audit departments.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, Principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the Department of Higher Education, Govt. of Jammu and Kashmir.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the HED.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years.

Process of the external audit:

The accounts of the college are audited by AG Office on yearly basis as per the government rules. The auditors ensure that all payments are duly authorized after the audit, the report is sent

to the Principal for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the Principal and Auditors for the AG office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Department of Higher Education has designed some specific rules for the fund usage and resource utilization.

Mobilization of Funds

- State Govt Grants, UGC/RUSA Grants and the student admission fee are the major sources of income for the institute.

- Various government and non-government agencies sponsor events like seminars and workshops.

Utilization of Funds:

- A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

Resource Mobilization Policy and Procedure:

- Before the financial year begins, Principal and Heads of Departments prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the Finance department , Govt. of Jammu and Kashmir.
- Accounts department and Purchase department monitor whether expenses are exceeding budget provision.
- Statutory auditors are also appointed who certify the financial statements in every financial year.
- The grants received by the college are also audited by certified auditors.

Optimal utilization of resources:

- The college aims at promoting development, consultancy and such other activities, involving the faculty at various levels.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings.

- ○ **The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

The Institute has developed several quality assurance mechanisms under IQAC as under:-

- **Feedback analysis received from Students.**
- **Coordinates with all stakeholders for their opinions and advices for quality improvement.**
- **Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.**
- **Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.**
- **Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.**
- **Documentation of the various programs /activities leading to quality improvement.**
- **Maintenance of proper record of collected and analysed documents**
- **Planning and Support effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.**
- **Preparation of Academic Audit as per the guidelines.**
- **Implementation of green initiatives in the college.**
- **Use and enrichment of ICT infrastructure**
- **Placement cases of four faculty members for next higher grades**
- **Enrichment of sports infrastructure**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations through IQAC.

The IQAC holds meetings periodically:

- **With the Heads of the Departments every month under the chairmanship of principal to review the progress of academic activities such as, the number of classes held, syllabi covered in subject, Internal Examinations conducted and teaching diaries are verified with annual plan and also to identify, bottlenecks, if any, in administrating various programs.**
- **With administrative staff to review the progress in respect of college administration and steps taken / to be taken for improvement.**

IQAC conducts periodic review of the academic and administrative functioning. Further, the IQAC collects feedback information from students on Teaching – Learning performance at the end of each semester. The information obtained is analysed and steps to be taken for necessary improvements are passed on to the concerned departments.

The Learning - Outcomes are reviewed after conducting of Internal Examinations and it calls for a one-on one meeting with the faculty of each department to make an assessment of their performance.

It evolves mechanism to record and monitor the performance of each student through concerned departments of the institute.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcsamba.in/IQAC2020/naacuploads/1640670829.pdf
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Title of the Programme

Period from

Period to

No of Participants

Female

Male

Mask Designing Competition

12-08-2020

12-08-2020

8

6

One Minute Video Making Competition on HIV/Covid-19

12-08-2020

12-08-2020

8

4

International Mother Tongue Day

17-02-2021

17-02-2021

34

30

International Women's Day

09-03-2021

09-03-2021

70

26

Car Driving Training to Girl students under Beti Bachao Beti Padao

21-02-2020

Till date

156

Nil

Declamation on the theme of Human Rights

10-03-2021

10-03-2021

2

2

2. Gender Equality and Gender Sensitization is taught as a Skill Enhancement Course at UG Level in Semester 3rd in the Sociology subject duly approved by the BOS of the University of Jammu.
3. Separate committee has been constituted for the counselling of the female students.
4. In order to ensure the safety and security of the students in general and female students in particular CCTV cameras has been installed in the whole campus covering each nook and corner.
5. Security checkpoints at all campus entries and exits.
6. Rotational duty by all faculty members for discipline and security.
7. College has a dedicated Common Room for the girl students.
8. Under the initiative of 'Beti Bachao Beti Padao' a programme has been launched in collaboration with the District Administration to impart training of Vehicle Driving to the girl students to make them self-sufficient and independent.
9. Department of Home Science has been started in the college from the session 2020-21, and first batch of 13 female students have been enrolled for the UG course in Home Sciences.
10. College has also installed sanitary napkins dispensers in all the washrooms.

File Description	Documents
Annual gender sensitization action plan	The institution is ensuring equal concern for girls and boys in in all curricular, co-curricular and extracurricular activities. The institution, through its proactive faculty, staff and student programs, will look into the following: 1. Have regular meetings of anti-ragging/ women and student grievances redressal committees for monitoring and evaluation of gender equality in the institution. 2. Celebrate the International Women's Day – the 8th of March 3. Increased knowledge about the human rights of women and gender equality. 4. Provide maternity leave for women staff members as per the existing State/Central Government rules. 5. Ensure equal rights and participations in regular cultural activities, sports, NCC, debate, celebrations, and performing arts, girls students are to encourage by all means without any sign of gender discrimination. 6. Lady faculties and staff members are to be given equal participations in different activities performed throughout the year. All the committees formed, should include lady faculties and staffs in appropriate numbers. 7. To install CCTV cameras at all the prominent pouts in the institution for safety and security of the female students. 8. Security checkpoints at entries and exits. 9. Imparting training of vehicle driving to the girl students and forwarding their cases for the preparation of Driving Licenses after the driving test in collaboration with district administration. 10. Maintaining Health and Hygiene by installing sanitary napkin dispensers in the washrooms. 11. To introduce Gender Equality and Gender Sensitisation Course as a skill-based programme for the students.
Specific facilities provided for	

women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. CCTV cameras have been installed in the entire campus. AISHE committee is functional for the redressal of the grievances of the female students. I-cards have been issued to identify the bonafide students of the college. Discipline committee-cum- proctorial board of the faculty has been constituted to keep watch and ward. b) Counselling-cum-women development committee has been framed for the counselling of the female students. c) Common room for the female students is available in the college premises. d) Nil e) Anti-ragging and eve-teasing committee is functional in the college to check the menace of eve-teasing on the campus.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Institution key operations have very less impact on the environment as the institution is very conscious of generating less waste and nestled in nature lap amidst Nandni Hills and Basantar River. The institution has segregated waste into three parts:

1.Solid Waste

2.Liquid Waste

3.Hazardous Lab Waste

Solid Waste:

The waste so generated by routine activities carried out through experiments conducted in the labs especially in chemistry lab and other wastes in the form of papers, glass, metals, foods, is segregated and compiled in the dustbins (Green and Blue) provided at each floor. The Institution has a sort of MoU with the District Municipality who used to collect the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government.

Liquid Waste:

Liquid waste generated by the Institution are of two types:

1.Sewage waste

2.Laboratory and cafeteria effluent waste

The above waste is treated in composite pits and safety tanks in institution.

The Hazardous Lab & other Waste Disposal: For disposal of hazardous wastes, institution has a specially designated dispersal composite pit in the remote corner.

E-Waste Management:

The e-waste generated from hardware (Computers and Laboratories) which cannot be reused or recycled is being collected by District Municipality.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1zv7TilbfA MiUfOVVxvSfFPuitsKvBaPx/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction | `C. Any 2 of the above`

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Item Facilities

YES/No

Number of Beneficiaries

Physical facilities

Yes

Nill

Provision for lift

No

Nill

Ramp/Rails

Yes

Nill

Braille Software/facilities

No

Nill

Rest Rooms

Yes

Nil

Scribes for examination

Yes

Nill

Special skill development for

differently abled students

No

Nill

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Activity

Duration From

Duration To

Number of participants

One Minute Video Making Competition on HIV/Covid-19

12-08-2020

12-08-2020

12

Independence Day

15-08-2020

15-08-2020

9

Intercollegiate Online Poster making Competition on 150th Birth Anniversary of Mahatma Gandhi on theme "Cleanliness in next to God"

02-10-2020

02-10-2020

33

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Celebrated Constitution Day

26-11-2020

26-11-2020

38

NSS Winter Camp

11-01-2021

19-01-2021

65

Declamation on the theme of Human Rights

10-03-2021

10-03-2021

4
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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Title of the Programme

Period from

Period to

No of Participants

International Yoga Day

21-06-2020

21-06-2020

37

Independence Day

15-08-2020

15-08-2020

9

Intercollegiate Online Poster making Competition on 150th Birth Anniversary of Mahatma Gandhi on theme "Cleanliness in next to God"

02-10-2020

02-10-2020

33

Celebrated Constitution Day

26-11-2020

26-11-2020

38

International Mother Tongue Day

17-02-2021

17-02-2021

34

International Women's Day

09-03-2021

09-03-2021

70

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. The college believes in producing socially sensitive people

which is achieved through academic, co and extra-curricular activities performed in the institution. The College universalizes the slogan NOT ME BUT YOU through its two NSS units, one each for boys and girls, working under able supervision and guidance of NSS Programme Officers. The aim of the scheme is to develop the personality of the students and enrich their experience through community service. Under Go Green initiatives the college organized a variety of environmental and socially sensitive activities such as Cleanliness Drive, Plantation drive, Anti-polythene Drive, World Water Day.

2. To encourage and to make Girls self-dependent, Car Driving Training has been imparted to around 200 female students under Beti Bachao Beti Padao in collabration with RTO Samba during the academic session 2020-21 . Those female students who have undergone training and passed driving test conducted by RTO, Samba shall be issued car driving licenses subject to the terms and conditions laid down by the conerned department. viz. RTO, Samba. This whole excercise will make the girls of this institution self-sufficient so that they can pursue their studies indepndently without the help of pick and drop facility.

Besides this, the institution also adopted the following measures as part of its best practices:

1. Updating and maintenance of college website software.

2. Preparation of Academic Calendar annually.

3. Green energy initiatives by Installing power- efficient 4 & 5 star rating technology and replacing incadescant bulbs by LEDs to save the electricity.

4. Automation of the college Library to the optimum level has been done.

5. To inculcate Gender quality among students, a specific dress code is decided for both male and female students.

6. Incorporation of practical, student projects, seminars, in the curriculum to give hands on experience to students so that they learn to apply their knowledge to real-world. Centre for Innovation established recently provides opportunity of Learning by- Doing to science students.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Government Degree College Samba has played a pivotal role in providing the quality education to its students especially belonging to rural and border areas. The College has promoting excellence in the field of education since its inception. This Institution has earned its reputation for being a premier Institution in the District Samba which is well known for academics, sports and other extra- curricular activities.

Government Degree College, Samba is driven on the ideals of holistic education which emphasis on character building to create good citizens who can contribute effectively towards nation building. The college aspires and envisions producing learned and skilled youth fit for the competition that awaits them outside the campus. The college endeavors to impart skill enhancement courses besides routine prescribed curriculum. In this regard, the college keeps organizing exposure programmes that help students get the hands-on knowledge. Besides tours, field visits, seminars and awareness programmes, the college arranges talks from learned and reputed resource person of fields. The college not only imparts quality education and skilled knowledge but also arranges campus recruitment drives from time to time. The college has established Innovation and Incubation centre and Computer Resource Centre along with introduction of new undergraduate courses like Home Science, Statistics in addition to its existing curriculum of Arts, Commerce and Science streams. The institution has also applied for post graduate courses of M.Sc. Maths and M.A. Hindi. Thus, the college has kept pace with the growing demands for the introduction of new relevant courses. Furthermore, the college is also in process of attaining the affiliation of various other Honours and Post Graduate courses in near future. In order to improve IT infrastructure and teaching methodology, the College has also installed 10 Interactive Digital Panels along with wifi connectivity in the different class rooms and Science labs. The College also offers part time carrier oriented (ADD-ON) courses on Information Technology and computer literacy.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

Outline of Plan of Action to be adopted in the propective year 2021-22

1. Organization of seminars, online classes, examinations, evaluation and periodic meetings mostly in online mode in the wake of outbreak of second wave of covid-19.

2. Admination process in blended mode keeping in view the SOPs/CAB issued by the concerned authorities from time to time.

3. Developing and designing e-content: e-content will be developed by the teaching faculty as per the curriculum and distribtribution of the same among the students through online mode.

4. Enrichment of sports infrastructure: The institution will enhance the infra to ensure maximum participation of the students in general and the staff in particular for the overall wellness.

5. Introduction of PG courses; PG courses will be introduced in the subjects of Maths and Hindi,

6. Computer literacy programs in perpetual mode The institution will continue to conduct courses on computer literacy and soft skills on regular basis as part of add-on courses.

7. Campus placement of students