



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Govt. Degree College Samba</b>
• Name of the Head of the institution	<b>Dr. Ravender Kumar Tickoo</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>01923241044</b>	
• Mobile No:	<b>9419172092</b>	
• Registered e-mail	<b>gdcsamba90@gmail.com</b>	
• Alternate e-mail	<b>collegeiqac2005@gmail.com</b>	
• Address	<b>Near Mansar Morh, Samba, Jammu and Kashmir</b>	
• City/Town	<b>Samba</b>	
• State/UT	<b>Jammu and Kashmir</b>	
• Pin Code	<b>184121</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated College</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Semi-Urban</b>	

• 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	8713021179				
• 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)	<a href="https://gdcsamba.in/IQAC2020/AQAR1.pdf">https://gdcsamba.in/IQAC2020/AQAR1.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://gdcsamba.in/IQAC2020/AC2122.pdf">https://gdcsamba.in/IQAC2020/AC2122.pdf</a>				
<b>5.Accreditation Details</b>					
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.	2021, 365	82626805	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>All the staff are encouraged to attend seminars, workshops, conferences, etc., and they attended state-level and national-level workshops, conferences, and seminars accordingly during the current academic year.</li> </ul>		
<ul style="list-style-type: none"> <li>Organization of One-week Faculty Development Program on "National Education Policy 2020: Different Dimensions"</li> </ul>		
<ul style="list-style-type: none"> <li>Feedback has been collected from various stakeholders for further improvement in academics and the physical infrastructure of the institution.</li> </ul>		
<ul style="list-style-type: none"> <li>Encouragement of the faculty members to actively participate in research and various Faculty Induction Programs to explore the vision and evolution of higher education in India along with global perspectives.</li> </ul>		
<ul style="list-style-type: none"> <li>The IQAC of the college encourages ICT-enabled learning in regular classrooms to ensure quality teaching to the students.</li> </ul>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Webinars & interactive sessions to be conducted through current academic year.	Webinars, online symposium and outreach Programmes were organised during the current session
Organization of Career counselling programs	Different programs under Career Counselling Cell were organised in collaboration with SEBI and other agencies that provides job opportunities and career options to the students.
Setting up of Innovation and Incubation Centre	The Innovation and Incubation Centre was established in the College campus to cater demands of the students interested in pursuing innovations in their chosen field.
Enrichment of Sports Infrastructure	Weight-Lifting Set up with platform and Field Mower tractor has been procured that complements the already existing sports infrastructure.
Automation of Library	Data Entry of about 70 per cent of books over KOHA software is completed and remaining part under process. Enrollment of about 2500 students and 40 staff in NLIST to get access to e-sources of national digital libraries.
Faculty participation in FIP, conferences, workshops, seminars etc	Faculty members participated in different FIP, Conferences, Workshops and Seminars that help them to learn new aspects, and skills besides having collaborative work in future.
Organization of Interactive meetings with the stakeholders	Parents-Teacher Meet and Alumni Meet were organized in the college to get feedback and further improvement in the functioning of the institution.

Promotion of research opportunities for faculty members	Faculty members were continuously encouraged to opt for research avenues. As a result, research papers in reputed national and international journals were published by some faculty members of college during the current academic session. Some books were also published by faculty members.
Developing and Promoting Innovation in Teaching- Learning	Various initiatives were taken such as classes in online mode, sharing of e-content and subject materials among the students during second wave of covid-19 pandemic.
Setting-up of browsing centre	The institution has established a browsing centre in the college library to cater to the needs of the students, staff and other aspirants in the vicinity.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	17/02/2022
15. Multidisciplinary / interdisciplinary	
The institution intends to transform itself into a holistic multidisciplinary institution in line with NEP 2020 policy which will be operational in the next academic session. The curriculum design, research ecosystem, and accreditation process of the	

institution will be initiated in consultation with the affiliating University and will be implemented in letter and spirit. The institution will strive for the integration of humanities and science with STEM as deliberated in the Board of studies of different streams conducted by Affiliating University and MOU will be signed with the concerned agencies thereof. The detail of the programs will however be finalized toward the end of this academic year. The institution offers flexible credit-based courses/projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of holistic and multidisciplinary education through the prescribed curriculum approved by the affiliating University. Community engagement and service are being provided through the incubation and innovation center established in the college. The institution plans for offering a multidisciplinary flexible curriculum and multiple entries and exit points at the end of 1st, 2nd, and 3rd year according to the syllabi outlined by the affiliating university as stipulated in the UGC draft: Curricular Framework and Credit System. The institution adopts awareness/orientation/induction programs for the stakeholders, especially students and parents underlying the importance of a multidisciplinary approach in view of NEP 2020. In the orientation programs, the policy pertaining to the multidisciplinary approach in FYUG programs along with multiple entries and exits is explicitly explained to the students seeking admission to the institution.

#### **16.Academic bank of credits (ABC):**

As the institution is affiliated with the University of Jammu, and MoUs vetted by HeD with different agencies, the mobility of student credits shall be carried out through ABC by providing the student's unique code by the concerned authority. National schemes like SWAYAM, NPTEL etc. shall be also considered for credit transfer and accumulation in this provision. Higher Education Department being the parent Deptt. of this college, instituted the mechanism of ABC with Indian and Foreign institutions for seamless collaboration and internationalization of education. The faculty members are encouraged to design their own curricular and pedagogical approaches by involving them in the Board of Studies meeting organized from time to time by the affiliating University.

#### **17.Skill development:**

Educational opportunities and effective skilling are the driving force of economic growth and societal development for any nation. In this context, the institution has established a Skill Development Committee to ensure the implementation and integration of skill

courses in letter and spirit to strengthen vocational education and soft skills in alignment with NSQF. The course design in the format of (12+18) credits including vocational courses has been formulated to ensure the involvement of the students at least in one vocational course before completion of graduation. The main purpose of starting the skill courses is to impart hands-on training to the students in addition to the theory part by entering an agreement in the form of a letter of intent (LOI)/ MoU with the training partners recognized by the NSDC. This will in a way generate employability among trainees and enable them to start their own small business units and enterprises that will lead the way to start-ups in the long run.

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

The institution has already a policy in place to ensure multilingual language pedagogy in line with the Indian Knowledge System. The course work in Hindi, Urdu, Dogri, and Punjabi besides English is designed by the concerned faculty with the help of the affiliating university, and class lecture is also imparted by the teaching faculty in local dialect besides English and Hindi language so that the students do not face any difficulty in comprehending the subject matter. Students were taught Indian arts, culture, and traditions through the prescribed curriculum, and debates, symposiums, and skits were also organized to keep them abreast with our traditions.

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

The institution endeavors to transform its curriculum towards outcome-based education by training the students in different trades like IT, Computer literacy, adoption of Energy conversation techniques, and soft skills among others. The institution has also established an innovation and incubation center to impart hands-on training in various trades through experts in the domain.

#### **20.Distance education/online education:**

The practice of teaching in blended mode is already in vogue after the outbreak of Covid-19. The institution has installed smart boards/ interactive panels to facilitate teaching in online mode besides offline mode. The window for vocational courses through ODL has been opened up in consultation with NIELT Jammu & Centre University of Jammu and the institution is also exploring the possibility of starting the Study Centre of IGNOU on the college campus in near future to facilitate the open distance learning, keeping in view the demand of stakeholders.

### **Extended Profile**

<b>1.Programme</b>	
1.1  Number of courses offered by the institution across all programs during the year	<b>304</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1  Number of students during the year	<b>3332</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2  Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>866</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3  Number of outgoing/ final year students during the year	<b>651</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1  Number of full time teachers during the year	<b>39</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>37</b>



Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	22.91
4.3 Total number of computers on campus for academic purposes	110

## 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 rechristened in 2021 as Prem Nath Dogra Government Degree College Samba is affiliated with the University of Jammu and follows the curriculum as prescribed by the University. The institution teaches its curriculum according to the guidelines issued by the university with the objective of achieving excellence in education. The schedule of admissions, class work, and exams for all the semesters are provided by the University of Jammu.

Accordingly, the institution management ensures timely preparation of the academic calendar, timetable, distribution of workload, beginning of class work, the completion of syllabus, and the timely conduct of internal exams, etc. for the effective completion of a defined and prescribed course.

Admission is given in various streams and subjects according to the intake capacity of the college. A timetable committee is framed in the college which prepares the timetable for the theory and practical classes for all the semesters and ensures timely upload on the college website. In addition, the workload of the teaching faculty is also prepared in each subject by the concerned HoDs and

academic arrangement teachers were also engaged as per the workload of different departments according to UGC guidelines.

So, here at Pt Prem Nath Dogra Government Degree College, Samba's topmost priority is accorded to delivering quality education along with the other co-curricular activities which are a pre-requisite for the all-round development of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcSamba.in/IQAC2020/T11.pdf">https://gdcSamba.in/IQAC2020/T11.pdf</a>

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

The college management prepares the academic calendar for each session in accordance with the calendar provided by the University of Jammu. The academic calendar activities begin with the preparation of the class timetable. Thereafter faculty are encouraged to prepare an action plan for their classroom teaching in each semester. These plans help in the effective distribution of the syllabus, clarity of curriculum, and timely completion of the course.

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

Along with teaching, evaluation is also considered as an integral part of the curriculum. The college has always ensured that Internal Assessment papers and their evaluation, and subsequent preparation of the Award Rolls are completed within time and timely cross-checked by the University Officials. Further, the college also runs various examination centers for universities, in this regard during this session, the college was made the examination hub for the evaluation of external examinations of BA/BSc./ B.COM undergraduate courses.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">00</a>

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 cross-cutting issues with the curriculum for providing quality education and the overall development of the students. As the College is affiliated with the University of Jammu and adheres to follows the curriculum prepared by the expert body consisting of teachers from various institutions. The members ensure that the issues of gender, environmental 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.

Apart from the above, the students of the college in general, and the NSS unit, in particular, participated in plantation and cleanliness drives from time to time to keep the campus neat and

clean thereby underlining the importance of a clean and green environment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

00

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://gdcsamba.in/IQAC2020/FDR142.xlsx">https://gdcsamba.in/IQAC2020/FDR142.xlsx</a>

**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**

**3332**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

1213

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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 the session to assess the learning levels of the students and all the faculty members plan their teaching strategy accordingly. All the departments use the mechanism of 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 with explanations in the local tongue and notes. Special remedial classes are usually conducted for slow learners after the college timetable hours. The class tests are conducted on regular basis and the marked assignments are shared with the students to enable them to identify their errors and problem areas. The faculty members always remain available to the students during their free time, over the phone, WhatsApp, email, etc. Advanced learners are recommended to study standard books and they are given full opportunities to visit the library during 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 with certificates and trophies for their performance. Moreover, e-content and online learning resources are made available to the students in the browsing center established in the college.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3332	39

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

## 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 a 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 by organizing curricular and co-curricular activities. The faculty members make extra efforts in making the teaching-learning process more interactive, participative, and student-friendly by adopting the following student-centric methods.

### 1. Experiential Learning:

Laboratory sessions, guest lectures, ICT training, field visits, workshops and seminars/webinars, participation in curricular/co-curricular activities, assigning projects, organizing symposia & debates.

### 2. Participative learning:

Organizing classroom presentations & debates, participating in lesson delivery, promoting team spirit through games and sports, involvement in the organization of events, support to the district administration to organize national events, Covid-19 awareness to masses, assisting in running the PMSSS facilitation center, and support to maintain discipline in the college.

### 3. Problem-Solving Methods:

Assigning problem-based assignments, organizing quizzes, promoting discussion in the classroom, classroom presentations, membership in college committees, responsibility for organizing academic and cultural events, frequent classroom tests, participation in the publication of magazines and newsletters, preparing students for inter-college level events and continuous psychological, career and



**placement counseling.**

File Description	Documents
Upload any additional information	No File Uploaded
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 were trained to take online classes during the Covid-19 Pandemic. The faculty members conducted classes on Zoom, Google meet and Wise App. 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 on the college premises. The college also develops apps 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 also provided e-content prepared by the faculty members of different colleges to students 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 provides training to the faculty members from time to time for the proper use of ICT tools. Moreover, the college deputed the faculty members to attend various refresher courses and orientation programmes for enhancing ICT tool applicability among them. A smart classroom having a capacity of 100 students with all the ICT tools is dedicated to the faculty members for taking classes and for organizing various programmes for the students. All the classrooms are provided with full internet connectivity.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

19

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

### 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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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. The internal assessment (both theory and practical) tests are conducted as per the calendar of the college. The tests are conducted after the completion of 50% of the syllabus in all subjects. The date sheet for the conduct of tests is circulated 10 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 subject and secrecy is maintained. All the staff members performed the duties allotted to them on every exam day. For the smooth conduct of tests, invigilators and menial staff are assigned to each room/hall as per the roll of students. The examinations are conducted under the overall supervision of the examination committee. The answer sheets are usually shown to the students after the evaluation. If any student reported a discrepancy of any kind, it will be resolved to the entire satisfaction of the student. The retest date sheet is also circulated for the conduct of tests of those students who, due to some reason remained absent in the said examination. The examination committee consolidated the awards for submission to the University for timely declaration of results.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 the concerned HOD to ensure the standard of the evaluation process. The marked answer sheets are shown to students in the classroom for their satisfaction and verification of discrepancies if any and are redressed on spot. The marks obtained by the students in the internal assessment tests are also displayed on the departmental notice board for their information. For lab courses, the marks/grades scored by the student in each experiment are indicated in the attendance register/assessment records. The independent learning and practical approach to real-time applications are tested by viva voce for laboratory courses. For the grievance after the declaration of the result, the students are just required to submit an application highlighting the dissatisfaction to the Principal who in turn forwarded the application to the examination committee for rectification and resolving the issue. The examination committee after getting input from the concerned department immediately submits the case to University and also deposes an official of the college to the university to resolve the issue immediately for the convenience of the students. Moreover, students are also communicated about the resolution of their grievances by the concerned authority

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

- Bachelor of Sciences (B.Sc.): Medical and Non-Medical streams:**  
These courses develop the scientific temper & specific skills among students which help them to pursue jobs or higher studies. These UG-level courses prepare the students for the Master level P.G Courses in Physics, Chemistry, Botany, Zoology, Mathematics, Biochemistry, Geography, Computer Science, and various other professional courses. These courses prepare the students for various jobs like Scientists, Scientific Assistants, Research Analyst, Science teachers, technical writers/editors, Lecturers, Professors, Computer Professionals, Computer Operators, Chemists, Enumerators, Researcher, Biostatistician, Clinical Research Managers and Consultant.

2. **Bachelor of Arts (B.A.):** This program and course prepare the students for courses like Master Degree Program in the subjects viz. Education, Sociology, Political Science, History, Economics, Law, Social Service/work, languages, B.Ed./M.Ed. etc. It offers career options like Civil Services, Banking, Defense Services, Judicial Services, Advocates, Clerical jobs, Teaching, Fashion Designing, etc.
3. **Bachelor of Commerce (B.Com.):** This program and course prepare students for the Master Degree Program in Commerce (M.Com.) & MBA and Professional Courses like CA, CS, CMA, CFA/ FRM, LLB, etc. & 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), Event Management Business, SSC or UPSC or Bank Exams, BSE and NIFTY.

File Description	Documents
Upload any additional information	No File Uploaded
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.

1. The college followed the Academic Calendar 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.

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

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

6. The college also seeks feedback from the parents and alumni during the Parent/Alumni meeting 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 reviews of the student's progression to higher studies and their placement.

8. Feedback regarding attainment, of course, received from passed-out students.

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

File Description	Documents
Upload any additional information	No File Uploaded
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

651

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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://www.jkhedinfo.in/gdcsamba/reportsupload/1659341805.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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 various extension activities in the vicinity to aware and educate the neighborhood regarding the use of the latest technology. The students of the 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 clubs, the college undertakes various extension activities in the neighborhood community. NSS organizes camps in the nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include a cleanliness drive, tree plantation, and water conservation through the construction of various projects in the district Samba. The NCC and NSS units are involved actively in social interactions and group discussions on the eradication of superstition, Beti Bacho Beti Padhao, environmental awareness, Women empowerment, National Integrity, Aids awareness, blood donation camp, health checkup camp, drug de-addiction, etc. All these activities have a positive impact on the students and inculcate leadership skills and self-confidence among students. It also helped in grooming the hidden personality of students and creating awareness among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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)	<a href="#">View File</a>
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

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

115

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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	<a href="#">View File</a>

## 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.

The structure constitutes an Administrative section, classrooms, laboratories, a smart classroom, a Conference hall cum Computer Resource centre, a library along with a reading room, an Innovation and Incubation centre, computing equipment, enriched sports infrastructure, and a big playground. The college has provided separate toilet facilities for male and female students of the college. The college administration has installed 75 iron benches in the ground for the student's leisure. Around 13 classrooms and 5 laboratories are available in good condition that caters to the academic demand of the students. The classrooms have the capacity to accommodate more than 80 students at a time. Every classroom has a blackboard and an adequate supply of electricity. As far as the science stream is concerned, the college has provided well-equipped laboratories with modern facilities. The college has a 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 a book bank and is arranged in well-mannered in Almirah. The timing of the library facilitates everyone as it opens in the morning and remains open till 3 o'clock in the afternoon. A spacious reading room cum browsing centre has been constructed in the library block for the students with the support of the RUSA grant. ICT-enabled classrooms are defining feature of GDC Samba which is required for the holistic development of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

Govt. Degree College Samba has a big playground located in front of the college complex. The college offers many games like Archery, Kabaddi, Kho-Kho, Volleyball, Football, and Badminton to young players. A separate volleyball court is maintained for boys and girls. The Badminton court has been established since 2016. The length of the court is 44 feet and its width is of 20 feet. Similarly, the Kho-Kho field which is 29 meters long and 16 meters wide has been established in 2016. A gym cum fitness Centre was constructed at the college premises for indoor recreation. It is very well equipped with modern-day fitness equipment and machines. Table-tennis tables have been procured on the demand of students. Furthermore, Archery equipment and Field Mower Tractors have also been procured to enhance the existing infrastructure. In cultural programmes, the college does not have an auditorium but a new classroom that has been constructed in 2017 is being used as a cultural hall. The college cultural committee hires some resource persons to prepare the participants for cultural programmes, especially for "Display your talents" at Jammu University. The expenses of cultural programmes are meted out by the college authority.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

22.91

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College library is equipped with state-of-art infrastructure with a 24 X 7 backup facility. The college has a rich library with literature ranging from Science, arts, and commerce to linguistics to competitive exams. The library has been automated up to 70% using KOHA software; Version: 16.05.0100. The automation part remains in perpetual mode every year/ session as new books are being purchased and entered into the KOHA software. The college library has an INFLIBNET (as NLIST) facility in which 60 staff and around 2450 students have been registered and have got access to the e-content and e-learning resources. Meanwhile, the institution has established a browsing center in the library to cater to the needs of the students of the college, staff, and other aspirants in the vicinity. The institution is also gearing up to install a cloud-based LMS on 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	<a href="#">View File</a>
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** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

### 9.03

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

**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**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The institution is frequently updating its IT facilities to 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. In this regard, the institution has already installed 13 "Digital Interactive Panels" in the classrooms and laboratories to deliver the content seamlessly backed with an uninterrupted power supply. CCTVs are also installed to keep watch and ward on-campus activities and to curb any outside interference. All these facilities provide a boost to the teaching, learning, and evaluation process on 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 also is provided to each and every department through BSNL-fibre networking so that the users can get hassle-free streaming of e-content.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

22.91

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The College development committee is framed to maintain the physical, academic, and other support facilities of the college. The committee assesses the requirements and tries to address the infrastructural-related problems in college. The college building comprises classrooms, laboratories, a Principal office, an account office, staff rooms, a library complex, toilets, an Incubation and Innovation center, Computer Resource Centre. Certain mechanisms have been followed for the renovation of the building from time to time. The college repair and maintenance committee has been framed for the said purpose. Depending upon the requirement, the renovation work has been executed after completing all the codal formalities in the shortest possible time through GeM. For major infrastructural requirements, the college development committee asks the Civil executing agencies to submit a DPR for the particular project. The DPR is submitted to the administrative department for approval. All the purchases of the college are carried out through Gem. The



College adopts the blended mode of admission procedures amidst the Covid-19 pandemic. Different admission committees were framed for the smooth functioning of the admission process. Encouragement to use modern teaching aids for effective teaching and communication was also proposed and demonstrated by IQAC from time to time. For this purpose, Interactive panels were installed in most of the classrooms, practical laboratories, and a Computer resource center. Govt. allocates grants and funds to colleges for their development and maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

519

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

76

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://gdcsamba.in/IQAC2020/513.pdf">https://gdcsamba.in/IQAC2020/513.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**121**

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

**121**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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	<a href="#">View File</a>
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

22

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.

46

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 institution believes in the active participation of the students and gives representation by involving them in different college committees such as IQAC, Library, Picnics and Tours among others. Their feedback is sought for the improvement of the teaching-learning process and for making it student-centric. It is thus necessary to impress upon the students the idea of being active participants rather than mere passive recipients. They are given exposure to administrative skills, leadership qualities, co-curricular, and extracurricular activities by making them independent decision-making individuals. They actively participate in different committee meetings and involvement in the overall development of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

10

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

## 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 Institute has framed an Alumni Association for building a strong bond between alumni and present students. They give support to the incumbent students through interaction, guidance, sharing their experiences about the institutions, and various placement opportunities for further progress of the students from time to time. The institution also held Alumni meet annually in this regard.

An Alumni Association was constituted of the following members on board:

1. President: Dheeraj Sharma
2. Vice-President: Gulshan Sharma & Karuna Verma
3. Treasurer: Seema Devi
4. Secretary: Rupam Singh & Shalini Choudhary

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

#### I. Vision and Mission Statement:

##### Vision Statement:

The vision of the institution is to evolve through collective leadership into a center of academic excellence. 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 full potential.

#### Mission Statement:

- To provide a holistic and enabling environment to young aspiring students with the introduction of inter and multidisciplinary courses in line with NEP-2020
- To introduce post-graduate programmes in a phased manner.
- To consistently upgrade its teaching-learning policy by incorporating value-added, vocational, and technical courses in its curriculum.
- To continue to enhance its extension activities and outreach programmes.
- To partner with governmental/non-governmental agencies by signing MoUs to generate employment among the students.

#### B. Nature of Governance:

The institution follows a democratic and participatory mode of governance. The Governing Body (Principal Secretary, Govt. HED, UT of J&K) delegates authority to the Principal who, in turn, shares 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 play an important role in determining the institutional policies and implementing the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Institutions always believe in the practices of decentralization and participative management. The practice of Decentralisation is having own significance in management. It reflects policy decision-making, planning and administration, and office management. The administration is responsible for quality initiatives 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, and all the stakeholders involved in

the decentralization and participative management are working together for the efficient functioning of the Institutions.

#### 1. Administration:

Institution firmly believes to provide quality education to society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiatives. The administration ensures smooth functioning in all areas like Admissions, Accounts, and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

#### 1. Faculty Members

Faculties maintain a healthy relationship with students, the community, and among themselves.

#### 1. Departments

The primary role of the department is to provide academic excellence in all fields. 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, the assignment to non-teaching staff is to meet and accomplish operational and strategic objectives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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 by the top administration management.

#### Strategic Plan

- To introduce job-oriented courses
- Offering certificate and diploma courses through collaboration with different agencies
- Introduce skill development and value-added courses
- Developing Research eco-system in the institution

#### Implementation

- Extension activities were carried out by the NSS volunteers and NCC cadets.
- 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 incentivized with financial aid

#### Strategic Plan

- The college established a functional Memorandum of Understanding with various organizations for skill development training
- To Improve the employability skills of the students
- To encourage the students to participate in co-curricular/ extracurricular activities
- Encourage faculty to involve in research work and publish in UGC-approved national and international journals.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 runs the administration with the help of the Establishment Section which looks after the administrative work of the college.

**The Internal Quality Assurance Cell:-** IQAC plans for the development and application of quality parameters for 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 the head of the 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 center. In addition, the advisory committee also suggests textbooks, competitive exams books, encyclopedias, and journals be purchased for the overall benefit of the students.

**Supporting Committees:-** Near Thirty-seven committees are constituted for the smooth functioning of the institution. The convener of each committee develops the plan and work of the respective committee.

**Service and Promotion rules:-** The service rules as laid down by the UT govt are effective on the employees.

**Grievance Redressal Mechanism:-** A full proof Grievance Redressal Mechanism is there in the college in the form of various committees like grievance redressal cell, CASH committee, anti-ragging committee, and eve-teasing committee to tackle any untoward incidents happening in the college.

The organogram of the institution is as:

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 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 accorded top priority. In this regard, the following existing welfare measures for teaching and non-teaching staff are adopted and implemented in letter and spirit:

- 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 to the staff.
- As Institution has a multicultural environment on campus, the management ensures the celebration of all the festivals together.
- In and around campus, canteen food centers have been established which are accessible by staff during working and extended hours.
- Internet and free Wi-Fi facilities are also available on the

**campus for staff**

- Teaching and Non-Teaching Staff Club organizes tours 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
- Biometric attendance and availing leave online on the J&K Attendance portal.
- Gratuity for the employees of the institution.
- All the staff members are treated on par with each other in obtaining benefits from the institution.

In a nutshell, the Institution strives hard to keep our staff happy and healthy so that they can do justice with their work and family.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **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**

12

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

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

**GDC Samba strictly follows the UGC Regulations for its teaching and non-teaching staff as approved by the Govt. of JK UT**

**The performance of each employee is assessed annually after the completion of one year of service. The objective is not only to 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) which is based on the API score.
- c) 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.
- d) Faculty members whose promotions are due are recommended based on their API score and forwarded to the Commissioner Secretary, Higher Education Department UT of Jammu and Kashmir.

#### Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisals.

The overall assessment is based on the cumulative grade by the Principal, which is then forwarded to the Director of Colleges for further necessary action for speedy and timely disposal of cases.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

#### Response:

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

- Before the commencement of every financial year, the 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:

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 six years.

#### Process of the external audit:

The accounts of the college are audited by the AG Office and State Finance Department Officials deputed by Govt. of Jammu and Kashmir regularly as per the government rules. The auditor ensures that all payments are duly authorized after the verification of the documents and prepare a comprehensive report in the form of paras and the same report is sent to the Principal for review and further necessary action if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

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

The process of mobilization of funds and resources involves various committees of the institute as well as Department Heads and the Accounts office. Department of Higher Education has designed some specific rules for fund usage and resource utilization.

- **Mobilization of Funds:** As this institution is govt-aided, the bulk of funds are allotted by the administrative department of J&K Govt. from time to time in order to carry out developmental works. Student fees at the time of admission as notified by J&K HED and the affiliating university is also a source of income for the institute.

#### 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.
- Open bidding is done through GeM which invites competition and results in reduced cost.

#### Resource Mobilization Policy and Procedure:

- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- 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.



**Optimal utilization of resources:**

- The college aims at promoting quality, consultancy, and other related activities, involving the faculty at various levels.
- The optimal utilization is ensured by encouraging innovative teaching-learning practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

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

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 advice for quality enhancement.
- Getting updated on the latest information on various quality parameters of higher education through various articles, workshops & visiting institutes of repute.
- Analysis of the feedback received from all stakeholders and informing the concerned about its outcome and correction thereof.
- Institute appreciates, encourages, and provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Collection, maintenance and analyzed documents are prepared and maintained.
- Planning and Supporting 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
- Forwarding placement cases of eligible faculty members for the next higher levels through a career advancement scheme to the concerned authorities viz., Higher Education Department, Govt.

of J&K.

- Enrichment of sports infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms 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 the principal to review the progress of academic activities such as the number of classes held, syllabi covered in a subject, Internal Examinations conducted and teaching diaries are verified with the annual plan, and also to identify bottlenecks, if any, in administering 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 reviews of 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 analyzed and steps to be taken for necessary improvements are passed on to the concerned departments.

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

It evolves mechanisms to record and monitor the performance of each student through Concerned Departments and the mentor-mentee groups are framed for their effective functioning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://gdcsamba.in/IQAC2020/Annual%20Report.pdf">http://gdcsamba.in/IQAC2020/Annual%20Report.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

The institute organizes various programmes on women's empowerment and well-being. The institution always remains under CCTV surveillance to ensure the safety, especially of female students.

The institute ensures the safety and security of the girl students during their stay on the campus as well as provides them with specific facilities such as a common room, and restroom.

There are security checkpoints at all campus' entries and exits and rotational duty is being performed by all faculty members for

discipline and security.

The institute ensures equal opportunity for female students in sports activities as well as other co-curricular activities.

The institute every year organizes programmes on eve of international women's day, as well as invites legal luminaries as well as eminent resource persons for enlightening women about their rights.

The institution has a CASH Committee which looks after the issues pertaining to women, in particular, run efficiently by the Principal, convener of the committee, and women faculty members.

The institution organizes counseling programs to help students in improving decision-making skills, self-esteem, and motivation as well as to encourage the elimination of sex bias and stereotyping.

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

The institution has also installed sanitary napkins dispensers in all the washrooms.

The institution provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

File Description	Documents
Annual gender sensitization action plan	<p><u>Objective: To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff The institution is ensuring equal concern for girls and boys in in all curricular, co-curricular and extracurricular activities. The institution, through its buoyant 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, 2022 3.To enhance 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 more CCTV cameras at all the prominent pouts in the institution for safety and security of the female students. 8. Security checkpoints at all entries and exits of the campus. 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 Promoting activities related to health, nutrition, self-defense and entrepreneurship among the female students. 11. Conduct workshops related to cybercrime, safety and security</u></p>

	<u>in hotels and career enhancement for female students. 12. Mentorship in college to be provided where faculty and students can approach in matters of gender-related issues</u>
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	<u>CCTV cameras have been installed in the entire campus. CASH committee is functional for the redressal of the grievances of the female students. Compulsory uniform with identity card for all the students and employers to ensure that only legitimate student should enter into the campus by checking identity card and the student properly. Discipline committee-cum proctorial board of the faculty has been constituted to keep watch and ward. Common room for the female students is available in the college premises. Anti-ragging and eve teasing committee is functional in the college to check the menace of eve-teasing on the campus. Orientation Program is being organized every year for fresh graduates to help them to cope up from school life to a life of responsible adult along with the motto to introduce them with new higher education system.</u>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Being situated amidst Nandini Hills and River Basantar, the institution is very cognizant of generating less waste and thus, the**

institution's key manoeuvres have very less impact on the environment. Moreover, 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 the chemistry lab and other wastes in the form of papers, glass, metals, and 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 which is used to collect the waste from the designated place, segregate them, recycle them and dispose of 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 the institution.

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

**E-Waste Management:**

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1lKlyYThRwgeSGy3s1HWbz5iySY1f3zMI/view?usp=sharing">https://drive.google.com/file/d/1lKlyYThRwgeSGy3s1HWbz5iySY1f3zMI/view?usp=sharing</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

**C. Any 2 of the above**



following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**  
**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**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).**

**The institution provides an inclusive environment for everyone with**

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities. Commemorative days like Women's day, Yoga day, and AIDS along with many festivals like Palashotsav (Battle of Plassey Tree) are celebrated in the college to establish positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like the Student grievance redressal cell, CASH committee, and Anti-ragging Committee cell which deal with grievances without considering anyone's racial or cultural background. Institute has a code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic, and other diversities. The institute also reaches out to the community for Covid-Vaccination Doses during the pandemic. Blood Donation Camp and Poshan Maah have been organized by the institution for the purpose of spreading awareness and providing the necessary education to the needy. The institution also provides scholarships to students who are orphans, handicapped, or with low family income as well as it acts as a Facilitation cum Document Verification Centre under PMSSS to cater to the needs of the whole Samba District irrespective of their caste, creed, and colour.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution takes pride in the fact that apart from preparing a sound academic foundation for the student community as it constantly works to develop them as better citizens of the country. The institution ensures that the students participate very enthusiastically in all such activities.

A list of various activities conducted in the Institute for inculcating values for being responsible citizens as reflected in the Constitution of India is given below:

S.No

Title of the programme

Activity Duration

1

Slogan Writing Competition on Ek Bharat Shreshth Bharat

08.08.2021

2

Singing Competition on the theme "National Anthem"

10.08.2021

3

Interaction with Retired Army Officer: Inculcating and Developing Patriotic Values

13.08.2021

4

Independence Day

15.08.2021

5

National Voters day

25.01.2022

6

Republic Day: The Constitutional Commitment

26.01.2022

7

Seminar on Saheed Diwas: Saheed-e-Azam Bagat Singh

23.03.2022

8

Ambedkar Jayanti

15.04.2022

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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** C. Any 2 of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded

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

**The institute celebrates national and international events and festivals each and every year with maximum participation of students and faculty. Following is the list of national and international commemorative days, events and festivals that was organized during**

the current session:

S.No.

Name of the Activity

Duration

1

International Youth Day

10 August, 2021

2

Independence Day

15 August, 2021

3

Teachers Day

05 September, 2021

4

Gandhi Jayanthi

02 October, 2021

5

National integration Day

19 November, 2021

6

World Aids Day

1 December 2021

7

Republic Day

26 January, 2022

8

International Women's Day

8 March, 2022

9

World Water Day

22 March, 2022

10

World Earth Day

22 April, 2022

11

International Labour Day

1 May, 2022

12

World Environment Day

05 June, 2022

13

International Yoga Day

21 June, 2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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 institution is a self-sustainable green campus that manages its waste and is energy efficient. The campus has composite pits, water tanks, and bunds and has a wide expanse of green cover. It also organizes cleanliness drives and plantations toward its commitment to a cleaner and greener environment. NSS volunteers actively participate in the outreach programmes by sensitizing villagers on issues of environmental sensitivity, hygiene, and sanitation. Energy efficient gadgets are installed in the institution for zero carbon emission and a safe environment by taking into consideration star rating and replacing incandescent bulbs with LEDs. Consequent to adopting such practices, the institution has been awarded the "District Green Champion Award 2021-22" by the Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India.
2. The college has undertaken umpteenth digital initiatives for the students as well as teachers for up-skilling, re-skilling, and skilling besides giving impetus to quality education. Such efforts will lead to a great repository of resources that can not only impart quality education and accessibility but also stimulate creativity and innovation among young students, catalyzing them to attain their true potential in building the nation. The college has also adopted paperless practices and relies on digitized documents like Biometric Attendance of employees and staff, purchases through GEM, Salary maintained on JKpaySys, and Budget on BEAMS, among others.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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

The Vision, Mission and Objectives of the institution clearly point towards a value-based education based on the curriculum of the affiliating university combining it with the core values attached to the College. The students of the college are not only guided to achieve excellence in their education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability through its various schemes like energy conservation, waste management, plantation drives, etc. College provides the ambiance of creativity, innovation, and good learning experiences and constantly updates its infrastructure as per requirement. College also follows transparent administrative practices, in all its transactions with students and faculty and endeavours to inculcate a strong sense of discipline among them. Moreover, an inclusive education policy works through Remedial Courses, Certificate Courses, and extension lectures that help students from weaker sections of society to cope with their academics. The college has established an Innovation and Incubation center, and Computer Resource Centre along with well-equipped science laboratories and has also applied for postgraduate and honors Courses in order to meet the growing demand for new relevant courses. To improve IT infrastructure and innovative teaching methodology, the College has also installed 13 Interactive Digital Panels in the different classrooms and Science labs. The College also offers part-time carrier-oriented (ADD-ON) courses on IT and computer literacy.



## 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 rechristened in 2021 as Prem Nath Dogra Government Degree College Samba is affiliated with the University of Jammu and follows the curriculum as prescribed by the University. The institution teaches its curriculum according to the guidelines issued by the university with the objective of achieving excellence in education. The schedule of admissions, class work, and exams for all the semesters are provided by the University of Jammu.

Accordingly, the institution management ensures timely preparation of the academic calendar, timetable, distribution of workload, beginning of class work, the completion of syllabus, and the timely conduct of internal exams, etc. for the effective completion of a defined and prescribed course.

Admission is given in various streams and subjects according to the intake capacity of the college. A timetable committee is framed in the college which prepares the timetable for the theory and practical classes for all the semesters and ensures timely upload on the college website. In addition, the workload of the teaching faculty is also prepared in each subject by the concerned HoDs and academic arrangement teachers were also engaged as per the workload of different departments according to UGC guidelines.

So, here at Pt Prem Nath Dogra Government Degree College, Samba's topmost priority is accorded to delivering quality education along with the other co-curricular activities which are a pre-requisite for the all-round development of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcsamba.in/IQAC2020/T11.pdf">https://gdcsamba.in/IQAC2020/T11.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

## Internal Evaluation (CIE)

The college management prepares the academic calendar for each session in accordance with the calendar provided by the University of Jammu. The academic calendar activities begin with the preparation of the class timetable. Thereafter faculty are encouraged to prepare an action plan for their classroom teaching in each semester. These plans help in the effective distribution of the syllabus, clarity of curriculum, and timely completion of the course.

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

Along with teaching, evaluation is also considered as an integral part of the curriculum. The college has always ensured that Internal Assessment papers and their evaluation, and subsequent preparation of the Award Rolls are completed within time and timely cross-checked by the University Officials. Further, the college also runs various examination centers for universities, in this regard during this session, the college was made the examination hub for the evaluation of external examinations of BA/BSc./ B.COM undergraduate courses.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">00</a>

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

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 cross-cutting issues with the curriculum for providing quality education and the overall development of the students. As the College is affiliated with the University of Jammu and adheres to follows the curriculum prepared by the expert body consisting of teachers from various institutions. The members ensure that the issues of gender, environmental 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.

Apart from the above, the students of the college in general, and the NSS unit, in particular, participated in plantation and cleanliness drives from time to time to keep the campus neat and clean thereby underlining the importance of a clean and green environment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

00

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://gdcsamba.in/IQAC2020/FDR142.xlsx">https://gdcsamba.in/IQAC2020/FDR142.xlsx</a>

**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**

**3332**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**1213**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 the session to assess the learning levels of the students and all the faculty members plan their teaching strategy accordingly. All the departments use the mechanism of 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 with explanations in the local tongue and notes. Special remedial classes are usually conducted for slow learners after the college timetable hours. The class tests are conducted on regular basis and the marked assignments are shared with the students to enable them to identify their errors and problem areas. The faculty members always remain available to the students during their free time, over the phone, WhatsApp, email, etc. Advanced learners are recommended to study standard books and they are given full opportunities to visit the library during 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 with certificates and trophies for their performance. Moreover, e-content and online learning resources are made available to the students in the browsing center established in the college.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3332	39

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

## 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 a 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 by organizing curricular and co-curricular activities. The faculty members make extra efforts in making the teaching-learning process more interactive, participative, and student-friendly by adopting the following student-centric methods.

### 1. Experiential Learning:

Laboratory sessions, guest lectures, ICT training, field visits, workshops and seminars/webinars, participation in curricular/co-curricular activities, assigning projects, organizing symposia & debates.

### 2. Participative learning:

Organizing classroom presentations & debates, participating in lesson delivery, promoting team spirit through games and sports, involvement in the organization of events, support to the district administration to organize national events, Covid-19 awareness to masses, assisting in running the PMSSS facilitation center, and support to maintain discipline in the college.

### 3. Problem-Solving Methods:

Assigning problem-based assignments, organizing quizzes, promoting discussion in the classroom, classroom presentations, membership in college committees, responsibility for organizing academic and cultural events, frequent classroom tests, participation in the publication of magazines and newsletters, preparing students for inter-college level events and continuous psychological, career and placement counseling.



File Description	Documents
Upload any additional information	No File Uploaded
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 were trained to take online classes during the Covid-19 Pandemic. The faculty members conducted classes on Zoom, Google meet and Wise App. 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 on the college premises. The college also develops apps 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 also provided e-content prepared by the faculty members of different colleges to students 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 provides training to the faculty members from time to time for the proper use of ICT tools. Moreover, the college deputed the faculty members to attend various refresher courses and orientation programmes for enhancing ICT tool applicability among them. A smart classroom having a capacity of 100 students with all the ICT tools is dedicated to the faculty members for taking classes and for organizing various programmes for the students. All the classrooms are provided with full internet connectivity.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

19

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

**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****5**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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. The internal assessment (both theory and practical) tests are conducted as per the calendar of the college. The tests are conducted after the completion of 50% of the syllabus in all subjects. The date sheet for the conduct of tests is circulated 10 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 subject and secrecy is maintained. All the staff members performed the duties allotted to them on every exam day. For the smooth conduct of tests, invigilators and menial staff are assigned to each room/hall as per the roll of students. The examinations are conducted under the overall supervision of the examination committee. The answer sheets are usually shown to the students after the evaluation. If any student reported a discrepancy of any kind, it will be resolved to the entire satisfaction of the student. The retest date sheet is also circulated for the conduct of tests of those students who, due to some reason remained absent in the said examination. The examination committee consolidated the awards for submission to the University for timely declaration of results.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 the concerned HOD to ensure the standard of the evaluation process. The marked answer sheets are shown to students in the classroom for their satisfaction and verification of discrepancies if any and are redressed on spot. The marks obtained by the students in the internal assessment tests are also displayed on the departmental notice board for their information. For lab courses, the marks/grades scored by the student in each experiment are indicated in the attendance register/assessment records. The independent learning and practical approach to real-time applications are tested by viva voce for laboratory courses. For the grievance after the declaration of the result, the students are just required to submit an application highlighting the dissatisfaction to the Principal who in turn forwarded the application to the examination committee for rectification and resolving the issue. The examination committee after getting input from the concerned department immediately submits the case to University and also deputed an official of the college to the university to resolve the issue immediately for the convenience of the students. Moreover, students are also communicated about the resolution of their grievances by the concerned authority.

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

- Bachelor of Sciences (B.Sc.): Medical and Non-Medical streams:** These courses develop the scientific temper & specific skills among students which help them to pursue jobs or higher studies. These UG-level courses prepare the students for the Master level P.G Courses in Physics, Chemistry, Botany, Zoology, Mathematics, Biochemistry, Geography, Computer Science, and various other professional courses. These courses prepare the students for various jobs like Scientists, Scientific Assistants, Research Analyst, Science teachers, technical writers/editors,

Lecturers, Professors, Computer Professionals, Computer Operators, Chemists, Enumerators, Researcher, Biostatistician, Clinical Research Managers and Consultant.

2. Bachelor of Arts (B.A.): This program and course prepare the students for courses like Master Degree Program in the subjects viz. Education, Sociology, Political Science, History, Economics, Law, Social Service/work, languages, B.Ed./M.Ed. etc. It offers career options like Civil Services, Banking, Defense Services, Judicial Services, Advocates, Clerical jobs, Teaching, Fashion Designing, etc.
3. Bachelor of Commerce (B.Com.): This program and course prepare students for the Master Degree Program in Commerce (M.Com.) & MBA and Professional Courses like CA, CS, CMA, CFA/ FRM, LLB, etc. & 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), Event Management Business, SSC or UPSC or Bank Exams, BSE and NIFTY.

File Description	Documents
Upload any additional information	No File Uploaded
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.

1. The college followed the Academic Calendar 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.

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

5. The examination committee analyzed the evaluation and prepares the result report. It also keeps a record of internal assessment

awards of each subject (both theory and practical). Result Gazettes' are also kept as a record of results.

6. The college also seeks feedback from the parents and alumni during the Parent/Alumni meeting 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 reviews of the student's progression to higher studies and their placement.

8. Feedback regarding attainment, of course, received from passed-out students.

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

File Description	Documents
Upload any additional information	No File Uploaded
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

651

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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://www.jkhedinfo.in/gdcsamba/reportsupload/1659341805.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)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
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

**1**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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****10**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 various extension activities in the vicinity to aware and educate the neighborhood regarding the use of the latest technology. The students of the 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 clubs, the college undertakes various extension activities in the neighborhood community. NSS organizes camps in the nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include a cleanliness drive, tree plantation, and water conservation through the construction of various projects in the district Samba. The NCC and NSS units are involved actively in social interactions and group discussions on the eradication of superstition, Beti Bacho Beti Padhao, environmental awareness, Women empowerment, National Integrity, Aids awareness, blood donation camp, health checkup camp, drug de-addiction, etc. All these activities have a positive impact on the students and inculcate leadership skills and self-confidence among students. It also helped in grooming the hidden personality of students and creating awareness among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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)	<a href="#">View File</a>
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**

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

115

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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	<a href="#">View File</a>

## 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.

The structure constitutes an Administrative section, classrooms, laboratories, a smart classroom, a Conference hall cum Computer Resource centre, a library along with a reading room, an Innovation and Incubation centre, computing equipment, enriched sports infrastructure, and a big playground. The college has provided separate toilet facilities for male and female students of the college. The college administration has installed 75 iron benches in the ground for the student's leisure. Around 13 classrooms and 5 laboratories are available in good condition that caters to the academic demand of the students. The classrooms have the capacity to accommodate more than 80 students at a time. Every classroom has a blackboard and an adequate

supply of electricity. As far as the science stream is concerned, the college has provided well-equipped laboratories with modern facilities. The college has a 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 a book bank and is arranged in well-mannered in Almirah. The timing of the library facilitates everyone as it opens in the morning and remains open till 3 o'clock in the afternoon. A spacious reading room cum browsing centre has been constructed in the library block for the students with the support of the RUSA grant. ICT-enabled classrooms are defining feature of GDC Samba which is required for the holistic development of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

Govt. Degree College Samba has a big playground located in front of the college complex. The college offers many games like Archery, Kabaddi, Kho-Kho, Volleyball, Football, and Badminton to young players. A separate volleyball court is maintained for boys and girls. The Badminton court has been established since 2016. The length of the court is 44 feet and its width is of 20 feet. Similarly, the Kho-Kho field which is 29 meters long and 16 meters wide has been established in 2016. A gym cum fitness Centre was constructed at the college premises for indoor recreation. It is very well equipped with modern-day fitness equipment and machines. Table-tennis tables have been procured on the demand of students. Furthermore, Archery equipment and Field Mower Tractors have also been procured to enhance the existing infrastructure. In cultural programmes, the college does not have an auditorium but a new classroom that has been constructed in 2017 is being used as a cultural hall. The college cultural committee hires some resource persons to prepare the participants for cultural programmes, especially for "Display your talents" at Jammu University. The expenses of cultural programmes are meted out by the college authority.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

13

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

22.91

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College library is equipped with state-of-art infrastructure with a 24 X 7 backup facility. The college has a rich library with literature ranging from Science, arts, and commerce to linguistics to competitive exams. The library has been automated up to 70% using KOHA software; Version: 16.05.0100. The automation part remains in perpetual mode every year/ session as new books are being purchased and entered into the KOHA software. The college library has an INFLIBNET (as NLIST) facility in which 60 staff and around 2450 students have been registered and have got access to the e-content and e-learning resources. Meanwhile, the institution has established a browsing center in the library to cater to the needs of the students of the college, staff, and other aspirants in the vicinity. The institution is also gearing up to install a cloud-based LMS on 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	<a href="#">View File</a>
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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**9.03**

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

#### 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

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution is frequently updating its IT facilities to 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. In this regard, the institution has already installed 13 "Digital Interactive Panels" in the classrooms and laboratories to deliver the content seamlessly backed with an uninterrupted power supply. CCTVs are also installed to keep watch and ward on-campus activities and to curb any outside interference. All these facilities provide a boost to the teaching, learning, and evaluation process on 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 also is provided to each and every department through BSNL-fibre networking so that the users can get hassle-free streaming of e-content.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

110

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

22.91

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>



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.

The College development committee is framed to maintain the physical, academic, and other support facilities of the college. The committee assesses the requirements and tries to address the infrastructural-related problems in college. The college building comprises classrooms, laboratories, a Principal office, an account office, staff rooms, a library complex, toilets, an Incubation and Innovation center, Computer Resource Centre. Certain mechanisms have been followed for the renovation of the building from time to time. The college repair and maintenance committee has been framed for the said purpose. Depending upon the requirement, the renovation work has been executed after completing all the codal formalities in the shortest possible time through GeM. For major infrastructural requirements, the college development committee asks the Civil executing agencies to submit a DPR for the particular project. The DPR is submitted to the administrative department for approval. All the purchases of the college are carried out through GeM. The College adopts the blended mode of admission procedures amidst the Covid-19 pandemic. Different admission committees were framed for the smooth functioning of the admission process. Encouragement to use modern teaching aids for effective teaching and communication was also proposed and demonstrated by IQAC from time to time. For this purpose, Interactive panels were installed in most of the classrooms, practical laboratories, and a Computer resource center. Govt. allocates grants and funds to colleges for their development and maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

519

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

76

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 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	<a href="https://gdcsamba.in/IQAC2020/513.pdf">https://gdcsamba.in/IQAC2020/513.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

121

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

121

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**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	<a href="#">View File</a>
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**

22

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

46

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 institution believes in the active participation of the students and gives representation by involving them in different college committees such as IQAC, Library, Picnics and Tours among others. Their feedback is sought for the improvement of the teaching-learning process and for making it student-centric. It is thus necessary to impress upon the students the idea of being active participants rather than mere passive recipients. They are given exposure to administrative skills, leadership qualities, co-curricular, and extracurricular activities by making them independent decision-making individuals. They actively participate in different committee meetings and involvement in the overall development of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

10

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

#### 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 Institute has framed an Alumni Association for building a strong bond between alumni and present students. They give support to the incumbent students through interaction, guidance, sharing their experiences about the institutions, and various placement opportunities for further progress of the students from time to time. The institution also held Alumni meet annually in this regard.

An Alumni Association was constituted of the following members on board:

1. President: Dheeraj Sharma
2. Vice-President: Gulshan Sharma & Karuna Verma
3. Treasurer: Seema Devi
4. Secretary: Rupam Singh & Shalini Choudhary

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### I. Vision and Mission Statement:

##### Vision Statement:

The vision of the institution is to evolve through collective leadership into a center of academic excellence. 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 fullpotential.

##### Mission Statement:

- To provide a holistic and enabling environment to young aspiring students with the introduction of inter and multidisciplinary courses in line with NEP-2020
- To introduce post-graduate programmes in a phased manner.
- To consistently upgrade its teaching-learning policy by corporating value-added, vocational, and technical courses in its curriculum.
- To continue to enhance its extension activities and outreach programmes.
- To partner with governmental/non-governmental agencies by signing MoUs to generate employment among the students.

#### B. Nature of Governance:

The institution follows a democratic and participatory mode of governance. The Governing Body (Principal Secretary, Govt. HED, UT of J&K) delegates authority to the Principal who, in turn, shares 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 play an important role in determining the institutional policies and implementing the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Institutions always believe in the practices of decentralization and participative management. The practice of Decentralisation is having own significance in management. It reflects policy decision-making, planning and administration, and office management. The administration is responsible for quality initiatives 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, and all the stakeholders involved in the decentralization and participative management are working together for the efficient functioning of the Institutions.

#### 1. Administration:

Institution firmly believes to provide quality education to society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiatives. The administration ensures smooth functioning in all areas like Admissions, Accounts, and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

#### 1. Faculty Members

Faculties maintain a healthy relationship with students, the community, and among themselves.

#### 1. Departments

The primary role of the department is to provide academic excellence in all fields. 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, the assignment to non-teaching staff is to meet and accomplish operational and strategic objectives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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 by the top administration management.

#### Strategic Plan

- To introduce job-oriented courses
- Offering certificate and diploma courses through collaboration with different agencies
- Introduce skill development and value-added courses
- Developing Research eco-system in the institution

#### Implementation

- Extension activities were carried out by the NSS volunteers and NCC cadets.
- 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 incentivized with financial aid

## Strategic Plan

- The college established a functional Memorandum of Understanding with various organizations for skill development training
- To Improve the employability skills of the students
- To encourage the students to participate in co-curricular/ extracurricular activities
- Encourage faculty to involve in research work and publish in UGC-approved national and international journals.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 runs the administration with the help of the Establishment Section which looks after the administrative work of the college.

**The Internal Quality Assurance Cell:-** IQAC plans for the development and application of quality parameters for 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 the head of the 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 center. In addition, the advisory committee also suggests textbooks, competitive exams books, encyclopedias, and journals be purchased for the overall benefit of the students.

**Supporting Committees:-** Near Thirty-seven committees are

constituted for the smooth functioning of the institution. The convener of each committee develops the plan and work of the respective committee.

**Service and Promotion rules:-** The service rules as laid down by the UT govt are effective on the employees.

**Grievance Redressal Mechanism:-** A full proof Grievance Redressal Mechanism is there in the college in the form of various committees like grievance redressal cell, CASH committee, anti-ragging committee, and eve-teasing committee to tackle any untoward incidents happening in the college.

The organogram of the institution is as:

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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 accorded top priority. In

this regard, the following existing welfare measures for teaching and non-teaching staff are adopted and implemented in letter and spirit:

- 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 to the staff.
- As Institution has a multicultural environment on campus, the management ensures the celebration of all the festivals together.
- In and around campus, canteen food centers have been established which are accessible by staff during working and extended hours.
- Internet and free Wi-Fi facilities are also available on the campus for staff
- Teaching and Non-Teaching Staff Club organizes tours 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
- Biometric attendance and availing leave online on the J&K Attendance portal.
- Gratuity for the employees of the institution.
- All the staff members are treated on par with each other in obtaining benefits from the institution.

In a nutshell, the Institution strives hard to keep our staff happy and healthy so that they can do justice with their work and family.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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)	<a href="#">View File</a>

### 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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

12

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

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

GDC Samba strictly follows the UGC Regulations for its teaching and non-teaching staff as approved by the Govt. of JK UT

The performance of each employee is assessed annually after the completion of one year of service. The objective is not only to 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) which is based on the API score.

c) 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.

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

#### Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisals.

The overall assessment is based on the cumulative grade by the Principal, which is then forwarded to the Director of Colleges for further necessary action for speedy and timely disposal of cases.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

### Response:

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

- Before the commencement of every financial year, the 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:

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 six years.

### Process of the external audit:

The accounts of the college are audited by the AG Office and State Finance Department Officials deputed by Govt. of Jammu and Kashmir regularly as per the government rules. The auditor ensures that all payments are duly authorized after the verification of the documents and prepare a comprehensive report in the form of paras and the same report is sent to the Principal for review and further necessary action if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

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

The process of mobilization of funds and resources involves various committees of the institute as well as Department Heads and the Accounts office. Department of Higher Education has designed some specific rules for fund usage and resource utilization.

- **Mobilization of Funds:** As this institution is govt-aided, the bulk of funds are allotted by the administrative department of J&K Govt. from time to time in order to carry out developmental works. Student fees at the time of admission as notified by J&K HED and the affiliating university is also a source of income for the institute.



**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.
- Open bidding is done through GeM which invites competition and results in reduced cost.

**Resource Mobilization Policy and Procedure:**

- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- 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.

**Optimal utilization of resources:**

- The college aims at promoting quality, consultancy, and other related activities, involving the faculty at various levels.
- The optimal utilization is ensured by encouraging innovative teaching-learning practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

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

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

advice for quality enhancement.

- Getting updated on the latest information on various quality parameters of higher education through various articles, workshops & visiting institutes of repute.
- Analysis of the feedback received from all stakeholders and informing the concerned about its outcome and correction thereof.
- Institute appreciates, encourages, and provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Collection, maintenance and analyzed documents are prepared and maintained.
- Planning and Supporting 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
- Forwarding placement cases of eligible faculty members for the next higher levels through a career advancement scheme to the concerned authorities viz., Higher Education Department, Govt. of J&K.
- Enrichment of sports infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms 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 the principal to review the progress of academic activities such as the number of classes held, syllabi covered in a subject, Internal Examinations

conducted and teaching diaries are verified with the annual plan, and also to identify bottlenecks, if any, in administering 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 reviews of 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 analyzed and steps to be taken for necessary improvements are passed on to the concerned departments.

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

It evolves mechanisms to record and monitor the performance of each student through Concerned Departments and the mentor-mentee groups are framed for their effective functioning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://gdcsamba.in/IQAC2020/Annual%20Report.pdf">http://gdcsamba.in/IQAC2020/Annual%20Report.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The institute organizes various programmes on women's empowerment and well-being. The institution always remains under CCTV surveillance to ensure the safety, especially of female students.

The institute ensures the safety and security of the girl students during their stay on the campus as well as provides them with specific facilities such as a common room, and restroom.

There are security checkpoints at all campus' entries and exits and rotational duty is being performed by all faculty members for discipline and security.

The institute ensures equal opportunity for female students in sports activities as well as other co-curricular activities.

The institute every year organizes programmes on eve of international women's day, as well as invites legal luminaries as well as eminent resource persons for enlightening women about their rights.

The institution has a CASH Committee which looks after the issues pertaining to women, in particular, run efficiently by the Principal, convener of the committee, and women faculty members.

The institution organizes counseling programs to help students in improving decision-making skills, self-esteem, and motivation as well as to encourage the elimination of sex bias and

stereotyping.

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

The institution has also installed sanitary napkins dispensers in all the washrooms.

The institution provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

File Description	Documents
Annual gender sensitization action plan	<p><u>Objective: To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff The institution is ensuring equal concern for girls and boys in in all curricular, co-curricular and extracurricular activities.</u></p> <p><u>The institution, through its buoyant 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, 2022 3.To enhance 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 more CCTV cameras at all the prominent pouts in the</u></p>

	<p><u>institution for safety and security of the female students. 8. Security checkpoints at all entries and exits of the campus. 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 Promoting activities related to health, nutrition, self-defense and entrepreneurship among the female students. 11. Conduct workshops related to cybercrime, safety and security in hotels and career enhancement for female students. 12. Mentorship in college to be provided where faculty and students can approach in matters of gender-related issues</u></p>
<p>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</p>	<p><u>CCTV cameras have been installed in the entire campus. CASH committee is functional for the redressal of the grievances of the female students. Compulsory uniform with identity card for all the students and employers to ensure that only legitimate student should enter into the campus by checking identity card and the student properly. Discipline committee-cum proctorial board of the faculty has been constituted to keep watch and ward. Common room for the female students is available in the college premises. Anti-ragging and eve teasing committee is functional in the college to check the menace of eve-teasing on the campus. Orientation Program is being organized every year for fresh graduates to help them to cope up from school life to a life of responsible adult along with the motto to introduce them with new higher education system.</u></p>
<p><b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy</b></p>	<p><b>C. Any 2 of the above</b></p>

**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Being situated amidst Nandini Hills and River Basantar, the institution is very cognizant of generating less waste and thus, the institution's key manoeuvres have very less impact on the environment. Moreover, 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 the chemistry lab and other wastes in the form of papers, glass, metals, and 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 which is used to collect the waste from the designated place, segregate them, recycle them and dispose of 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 the institution.

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

**E-Waste Management:**

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1lKlyYThRwgeSGy3s1HWbz5iySY1f3zMI/view?usp=sharing">https://drive.google.com/file/d/1lKlyYThRwgeSGy3s1HWbz5iySY1f3zMI/view?usp=sharing</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

**A. Any 4 or All of the above**



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

  

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>C. Any 2 of the above</b>

  

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

  

<b>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</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

The institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities. Commemorative days like Women's day, Yoga day, and AIDS along with many festivals like Palashotsav (Battle of Plassey Tree) are celebrated in the college to establish positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like the Student grievance redressal cell, CASH committee, and Anti-ragging Committee cell which deal with grievances without considering anyone's racial or cultural background. Institute has a code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic, and other diversities. The institute also reaches out to the community for Covid- Vaccination Doses during the pandemic. Blood Donation Camp and Poshan Maah have been organized by the institution for the purpose of spreading awareness and providing the necessary education to the needy. The institution also provides scholarships to students who are orphans, handicapped, or with low family income as well as it acts as a Facilitation cum Document Verification Centre under PMSSS to cater to the needs of the whole Samba District irrespective of their caste, creed, and colour.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution takes pride in the fact that apart from preparing a sound academic foundation for the student community as it constantly works to develop them as better citizens of the country. The institution ensures that the students participate very enthusiastically in all such activities.

A list of various activities conducted in the Institute for inculcating values for being responsible citizens as reflected in the Constitution of India is given below:

S.No

Title of the programme

Activity Duration

1

Slogan Writing Competition on Ek Bharat Shreshth Bharat

08.08.2021

2

Singing Competition on the theme "National Anthem"

10.08.2021

3

Interaction with Retired Army Officer: Inculcating and Developing Patriotic Values

13.08.2021

4

Independence Day

15.08.2021

5

National Voters day

25.01.2022

6

Republic Day: The Constitutional Commitment

26.01.2022

7

Seminar on Saheed Diwas: Saheed-e-Azam Bagat Singh

23.03.2022

8

Ambedkar Jayanti

15.04.2022

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

**C. Any 2 of the above**

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	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute celebrates national and international events and festivals each and every year with maximum participation of students and faculty. Following is the list of national and international commemorative days, events and festivals that was organized during the current session:

S.No.

Name of the Activity

Duration

1

International Youth Day

10 August, 2021

2

Independence Day

15 August, 2021

3

Teachers Day

05 September, 2021

4

Gandhi Jayanthi

02 October, 2021

5

National integration Day

19 November, 2021

6

World Aids Day

1 December 2021

7

Republic Day

26 January, 2022

8

International Women's Day

8 March, 2022

9

World Water Day

22 March, 2022

10

World Earth Day

22 April, 2022

11

International Labour Day

1 May, 2022

12

World Environment Day

05 June, 2022

13

International Yoga Day

21 June, 2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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 institution is a self-sustainable green campus that manages its waste and is energy efficient. The campus has composite pits, water tanks, and bunds and has a wide expanse of green cover. It also organizes cleanliness drives and plantations toward its commitment to a cleaner and greener environment. NSS volunteers actively participate in the outreach programmes by sensitizing villagers on issues of environmental sensitivity, hygiene, and sanitation. Energy efficient gadgets are installed in the institution for zero carbon emission and a safe environment by taking into consideration star rating and

replacing incandescent bulbs with LEDs. Consequent to adopting such practices, the institution has been awarded the "District Green Champion Award 2021-22" by the Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India.

2. The college has undertaken umpteenth digital initiatives for the students as well as teachers for up-skilling, re-skilling, and skilling besides giving impetus to quality education. Such efforts will lead to a great repository of resources that can not only impart quality education and accessibility but also stimulate creativity and innovation among young students, catalyzing them to attain their true potential in building the nation. The college has also adopted paperless practices and relies on digitized documents like Biometric Attendance of employees and staff, purchases through GEM, Salary maintained on JKpaySys, and Budget on BEAMS, among others.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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

The Vision, Mission and Objectives of the institution clearly point towards a value-based education based on the curriculum of the affiliating university combining it with the core values attached to the College. The students of the college are not only guided to achieve excellence in their education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability through its various schemes like energy conservation, waste management, plantation drives, etc. College provides the ambiance of creativity, innovation, and good learning experiences and constantly updates its infrastructure as per requirement. College also follows transparent administrative practices, in all its transactions with students and faculty and endeavours to inculcate a strong sense of discipline among them. Moreover, an inclusive education policy works through Remedial Courses, Certificate Courses, and extension lectures that help students from weaker sections of society to cope with their academics. The college has established an Innovation and Incubation center, and Computer Resource Centre along with well-



equipped science laboratories and has also applied for postgraduate and honors Courses in order to meet the growing demand for new relevant courses. To improve IT infrastructure and innovative teaching methodology, the College has also installed 13 Interactive Digital Panels in the different classrooms and Science labs. The College also offers part-time carrier-oriented (ADD-ON) courses on IT and computer literacy.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Implementation of National Educational Policy 2020 on the basis of curriculum design by the affiliating university
2. Admission process in blended mode by inviting applications from aspiring candidates and preparing a merit list subject to the intake capacity of the institution in different disciplines.
3. Students induction programmes and constitution of mentor-mentee groups.
4. Introduction of Skill courses and Vocational Skill courses in line with NSQF by inking MoUs with the training partners.
5. Development of a Research eco-system with an institute of excellence to imbibe research culture among teachers and students
6. The institution will emphasize to enhance Sports infra to ensure maximum participation of the students so as to excel in inter-university and inter-district competitions.
7. Introduction of PG courses
8. The institution will continue to conduct courses on computer literacy and soft skills on regular basis as part of the add-on and value-added courses.
9. Campus placement of students