



INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander
Chairperson IQAC/Principal

INSTITUTIONAL POLICY DOCUMENT OF GOVT. DEGREE COLLEGE UDHAMPUR

1. Policy towards Record Keeping:

Keeping Record for any public sector institution is mandatory so there is clear cut policy regarding the record keeping for every activity, action, procedure, outcome and achievement of the institution/staff/students. Every effort is made and there are clear instructions on the part of college administration and IQAC to keep updated record for any type of activity so that the same can be reflected as and when required. Policy towards record keeping is always prioritized for effective and transparent administration. Any activity on the part of Department/students/teaching/non-teaching staff/ or committee is always documented with proper supporting documents and filed properly.

It is the responsibility of every faculty member to deposit the record of every activity/achievement in IQAC just after completion so that it shall remain available for use even in his/her absence. Every department is instructed to keep proper record of its activity, management, achievement, time table, question banks, awards, field trips, projects, or any other type of assignment for ready reference.

2. Policy towards Curricular Planning and Implementation:

Since our institute is Govt. run institution and is governed by University of Jammu statutes, hence it is following the overall curricular frame work provided by the university. There is manipulation at institutional level keeping in view the human resource and other resources for effective implementation of curricular aspects, however major initiatives of the University in this regard are followed in letter and spirit with minor deviations wherever required depending upon its resource potential,

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



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Chairperson IQAC/Principal

institutional goals and concerns. Generally the institute prepare the academic calendar in the beginning of the session to work out different curricular aspects required for the welfare of the students, some of the measures at institutional level involves:

- a. Planning of different activities at the beginning of every session through its academic calendar that how and when different activities shall be carried out.
- b. The academic calendar is made available on the college website as well as in the admission brochure and shall be adhered in letter and spirit.
- c. The institute always focus on the outcomes of different programme and course specific activities.
- d. To follow the curriculum in its letter and spirit admission, examination and evaluation is carried out on set norms.
- e. The college always focus on introduction of market oriented or job oriented major courses or add on courses for the benefits of the students and welfare of the society. In this regard expert opinions are always sought from academicians, alumni or other stake holders.

3. Policy towards Academic Flexibility:

Keeping in view the topography and academic disparity at +2 level, Institution provide freedom in the use of the time-frame of the courses, horizontal mobility, inter-disciplinary options etc. In this regard major initiatives includes:

- a. Maximum choices in the curriculum to opt different combinations in Science, Arts, Commerce, BBA and BCA.
- b. New major courses or programmes, or skill oriented courses are added from time to time and scope of adding more such courses is always worked out.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



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Chairperson IQAC/Principal

4. Policy towards Curriculum Enrichment and Learning Process:

As University of Jammu frame a common curriculum for its affiliating institutions, the college tries its level best to introduce courses as per their demand and applicability in the market to enable the students for experimental learning, participative learning, problem solving methodologies so that quality education can be imparted. For achieving the desired goals different departments assign project work/ field work/ field visit report/ internship in such a way that the desired outcome of the course can be achieved. The students are always encouraged for any effort towards curriculum enrichment and learning process. The departments and teachers are always encouraged and supported for carrying out these practices.

5. Policy towards Feedback system

The college believe in collecting feedback from its stake holders for the sake of institutional betterment in different spheres. In this regard feedback system is there for students as well as other stakeholders so that the strength of college in any sphere can be exploited in a more effective manner and improvement efforts must be focused on weaknesses. Feed-back is collected from its stakeholders on scientific lines, it is analysed, interpreted and implemented for achieving the excellence in overall functioning of the College along with action taken report. Therefore, it is a mandatory exercise at institutional level to collect feedback every year form all of its stakeholders. Thus the process of revision and redesign of curriculum always involvestherecommendations of the feedback collected from students, alumni, teachers based on recent developments in different sectors and changing education trend. The feedback from stakeholders play an important role in shaping the society in general and college in particular.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



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6. Policy towards Catering to the Student Diversity

Institution always undertake necessary steps to address the diversity issues of students by following the below mentioned steps:

- a. Admission process involves the implementation of reservation rules framed by Govt. from time to time so that due representation must be given to every section of the society as per safe guards provided in the constitution
- b. The college has accommodation facility for students belonging to far flung areas as well as students belonging to different categories. There are two boys' hostels at present to cater the demand of accommodation for students who get enrolled in the college. The allotment is made in accordance with the rules and regulations for such allotments
- c. At Departmental level students are assessed regularly and categorized as slow learners and advance learners, accordingly the care is taken for their academic wellbeing.
- d. There are number of options for economically weaker students through different Govt. schemes to augment their financial needs.

7. Policy towards Effective Teaching and Learning system.

For effective teaching learning process following initiatives are on priority in the institution:

- a. All the teachers are encouraged towards ICT based effective delivery system.
- b. Institution shall try to have effective ratio of mentor and mentees.
- c. Teachers should be encouraged for achieving higher qualification like Ph.D.
- d. Teachers shall be encouraged for taking research projects and take active part in research.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



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Chairperson IQAC/Principal

- e. The programmes and course outcomes shall be made available on website.
- f. Attainment of course outcomes must be evaluated through various means like class tests, quizzes, student seminars, symposiums, debates etc.

8. Policy towards Evaluation process and Reform

A transparent and effective evaluation system is must for healthy growth of education in any institution, to which our institution is following with more scope of improvement. Such reforms can be effective by following some of the below mentioned steps:

- a. Any institute is supposed to explain the mechanism of evaluation for students/staff etc. in a proper way and also display the schedule for the same in advance on college website/notice board in the beginning of the session under its examination policy so that evaluation can be made in a transparent and time bond manner.
- b. Strict departmental evaluation mechanism is there and students are made aware of their mistakes and are also suggested for improvement in a proper guided manner besides other measures for making the evaluation more accountable, effective and transparent.
- c. Students are allowed to see their marked answer sheets and be given chance for improvement.
- d. Final achievements/grading of students is being displayed to the students through website, notice boards etc. for inviting any objection.
- e. Their grievance pertaining to examination and evaluation are addressed well in time and in hassle free manner.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

9. Policy towards Resource Mobilisation for Research

Mobilization of resources and focus on research is of utmost importance for an institution like ours, which is very old and having the potential of becoming research hub. As an Institution, focus must be on following points for research and innovation however, not much has been done on this front and there is need to explore more options in this parameter.

- a. Need of the hour is to encourage the departments and faculty for taking research projects.
- b. Provisions for organising workshops, seminars, conferences and other programmes at regular intervals.
- c. Encouraging the teachers towards research and book publications.

Keeping in view the above points some of the initiatives are already a routine feature however making this institution a research hub, there is need of more initiatives for promoting good research through projects along with dedicated researchers with least disturbance to them in terms of frequent transfers etc.

10. Policy towards Extension Activities

This is obligatory for an institution of Higher Education to explore the scope of extension activities. Institutions are supposed to remain responsive to the external environment and societal obligations. There is wide scope of extension activities in different fields for the holistic development of the society by focusing on burning issues like:

- Extension activities in the neighbourhood community in terms of Education, pollution, ill effect of drugs, benefits of different Govt. welfare schemes etc.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

- Sensitizing the students to social issues in their localities and preparing them to act as ambassadors for resolving these issues through possible means.
- Recognition of social workers, exhibition of their work, appreciation through certification and organizing different programmes for getting maximum benefits of their lifelong experiences and ultimately preparing the student community for achieving such marvels as and when possible.
- There are number of issues on which Institution can conduct following types of extension and outreach programs through NSS/NCC/Red cross/ Eco-club/ Nature Club/Heritage club etc.
- Programmes toward swachata/ cleanliness
- AIDS Awareness
- Different type of pollutions
- Global warming
- Entrepreneurship
- Self-help groups/NGOs
- Gender issues
- Drug abuse
- National Integration
- Knowing our Culture or heritage
- How to tackle unemployment
- Mental Health

Institution shall give preference in organising such programmes in collaboration with industry, community and NGOs. For the maximum benefits of the society and individuals. Our institution is very much successful in such endeavours, however there is need of more innovative initiatives in this regard.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



ProfSubhashChander

Chairperson IQAC/Principal

11. Policy towards Collaboration

To achieve the vision and mission of the Institute there is need of collaborations with number of agencies/institutes. Collaborative approach is possible in number of areas for idea exchange, for innovation, for adoption of new trends and for mitigating the societal issues through innovative approach as institution cannot grow in isolation. For proper utilization of different resources and expertise available with different institution collaboration is the only solution. Through collaboration the HEIs can maintain a closer contact with different agencies for practical solutions of the problems and realistic scope of learning experience of the students in tune with academics requirements. Therefore, institution shall work in collaboration with national and international institutions, universities, industries, corporate houses etc. through MoUs, Faculty exchange, Student exchange, Internship, Field trip, on-the-job training, research etc. Some of the targets have been achieved however lot of targets are to be achieved in near future.

12. Policy towards Infrastructure and Learning Resources

Higher Education Institutes are known for their contribution in the society through its research, extension activities, out-reach programmes and trained human resource, however good infrastructure is also important for achieving the desired goals. Ensuring the availability of Infrastructure and its optimal utilization is must for maintaining the quality of academics and other programmes on the campus.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

Therefore, the institution shall strive to achieve this goal by undertaking following initiatives:

- i. Ensuring sufficient number of classrooms, laboratories, computing equipment's and other requirements are always prioritized in the Institute however, with the increase in the enrolment there is need of more such infrastructure for which college is committed and has added or improved in the existing infrastructure. Adequate infrastructure and physical facilities are must for teaching- learning process.
- ii. Adequate facilities for cultural activities, sports/games (indoor, outdoor), gymnasium etc. are there but there is need of more improved facilities for providing the best possible exposure to the students.
- iii. Keeping in view the previous NAAC committee recommendations more ICT-enabled smart classrooms and labs are added during the assessment period and more such advance facilities will be added in future to the existing facilities.
- iv. It shall make use of Learning Management System (LMS) software application which the college is following in the form of "Deevika Cloud" which proves very helpful in administration, documentation, tracking, reporting and delivery of educational courses or training Programmes for its stake holders. This system will further help the instructors to deliver material to the students, administer tests and other assignments, track student progress, and manage record-keeping in user friendly manner.
- v. Addition of new reference Books in different subjects on periodic basis.
- vi. Automation of library using KOHA has been done and through the use of more such softwares further improvement can be done for achieving the purpose of Library automation.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

vii. Efforts are made to provide the learning resources by having subscription for different e-resources like:

- e-Journals.
- e-ShodhSindhu
- Shodhganga Membership
- e-books
- Databases
- Remote access to e-resources

However the above list can be updated and increased through more such facilities in near future keeping in view the demand and application of the same.

VII. The college has always encouraged the usage of different learning resources through library either in the form of e-resources by providing adequate facility of internet with increased bandwidth and Wi-Fi facility in the campus or by ensuring the access to hard copies of possible required material. College is always committed for improving such facilities as and when required as per the demand of stake holders.

Above all, the target is to ensure the optimal utilization of available resources and to addition of more resources in existing one.

13. Policy towards Student Support.

There are number of student support system at Institutional level like; Insurance to the tune of 7 lakh in case of accidental death against a premium of 100 rupees, different scholarships for students belonging to SC/ST/OBC/Pahari Speaking/ BPL under various scholarship schemes of the Govt. in accordance with the rules and regulations applicable to such schemes. In addition to this, college shall also extend financial

Prof. Subhash Chander



INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

aid/free-ship scheme to the needy and poor students during the academic session. College has "Financial Aid Committee" whose task is to identify the needy students on the basis of documents and other feedback mechanisms and then recommendation for the financial aid. Proper record is always maintained for such financial support to the needy students.

Capacity building and skill enhancement initiatives shall remain the important and continuous feature of the curriculum. So, the institution shall introduce the courses like:

- Soft Skill
- Language and communication Skills (Language Lab. in English Department)
- Life Skills (Yoga, Physical Fitness, Health and Hygiene)
- ICT/Computing skill.
- Thrust on more market/job oriented skill courses

14. Establishment of Career Counselling Cell.

Our college has well establish career counselling cell to offer guidance to the students for competitive examination, progression in higher education and advancing in their career. This cell is tasked to keep the record of the students in terms of their placement in different jobs and qualifying competitive examinations and invitation to different companies for providing the opportunities to the student for different jobs where education requirement is under graduation or passing out batches. The role of career counselling cell is also important in maintaining the healthy links with industrialists/ companies/ or different organizations for supporting the students of college in securing different type of jobs or skill based trainings.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



ProfSubhashChander

Chairperson IQAC/Principal

15. Establishment of Grievance Redressal Cell.

The task of this cell is to ensure a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. In order to achieve the objective of this cell some steps are required or already has been taken:

- Informing students for such cell through college website/ notices so that they can come forward for registering any issue or grievance.
- Monitoring of grievances received and action taken accordingly.
- Implementation of guidelines of statutory/regulatory bodies as issued from time to time with respect to the subject matter.
- Organisation of wide awareness programmes on gender and ragging issues.
- Following UGC guideline in toto regarding ragging and gender issues.
- Devising of mechanisms for submission of online/offline students' grievances.
- Timely redressal of the grievances through appropriate committees.

The role of such cells is successful only when the grievances are addressed in a transparent manner and properly recorded.

16. Policy towards Student Progression

Tracking student progression is very important for any Institution as this is the responsibility of concerned departments/teachers or Institute to keep the record of their pass out students in different fields. These fields may include PG. M.Phil., Ph.D. Post-doctoral and qualifying NET, GATE, SLET or any Job etc. In order to have an all-inclusive record following strategies are required to be adopted:

- a. By recording the student details while issuing degree is one of such steps for effective monitoring the progress of the students.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof SubhashChander

Chairperson IQAC/Principal

- b. Collection of information is carried out through "Deevika Cloud", Google forms, alumni feedback or through Social media and they are of utmost importance in collecting such information. The college is having all such mechanism in place and more efforts have been made or being made to collect the information in effective manner.
- c. Student progression is also being monitored through subject teacher by maintaining the record of students who made remarkable progress in different fields is a regular feature.

17. Policy towards Student Participation

Students are important stake holders in any policy making process, its implementation and success. In order to ensure these objectives student's participation in overall functioning of the institution is ensured through some of the following initiatives;

- Due representation of students in different decision making processes is ensured through student council and class representatives in the beginning of any academic session.
- Due representation of students is ensured in different committees as per UGC guidelines for smooth functioning of the college administration, due representation is ensured in some committees like discipline committee, IQAC, grievance redressal committee, picnic committee etc.
- There is free environment in the college for students to suggest any constructive step for the welfare of the institution through their class teachers even if they are not the part of any committee.
- Student feedback is also an important step toward student participation in different policies.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



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Chairperson IQAC/Principal

18. Policy towards Alumni Engagement

Being very old Institution of Higher Education in this belt, this institute has very rich alumni base, moreover this institute has contributed towards the society through its alumni in different fields like; Administration, teaching, politics, business, social workers, writers, philosophers and thinkers. The contribution of alumni in different walks of life is not limited to J and K UT but their contribution is at National as well as International level. The Alumni are a strong support of any institution and are capable of contributing in the development of the institution through different mediums. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources - both financial and non-financial, for this aspect there is an active alumni association which is contributing in different ways. Alumni meetings are arranged for receiving their inputs for the upliftment of the institution is carried out frequently and more steps are suggested in this regard from time to time.

19. Policy towards Governance, Leadership and Management

Governance, Leadership and Management of an institution is its identity. It revolves around planning of a policy, its implementation and refinement from time to time for better results. Planning is not restricted to teaching or administration but it focus on overall development of all the parameters required for the upliftment of the institution. There are number of parameters like recruitment, training, performance appraisal, financial management etc. where there is requirement of regular monitoring. The focus must be on

- Achieving the vision and mission goal of the institution.
- Vibrant IQAC for planning and monitoring of overall functioning of the institution.
- Pre-defined code of conduct for administrator, teaching as well as non-teaching staff and students.
- Focus on decentralisation and participative management through students, teachers, non-teaching staff and administration.

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Prof Subhash Chander

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- Adherence to the rules and regulation governing the service ethics.
- Emphasis on use of ICT for better management and administration.
- Focus on welfare measures of staff and students.
- Focus on professional development of staff and overall grooming of the students.
- Performance appraisal system for teaching and non-teaching staff and monitoring of student progression.
- Monitoring of financial health of the institution and adherence of codal procedures required at different levels.

20. Policy towards Institutional Values and Best Practices.

Being a co-educational institution much focus has been given to some of the following aspects, however more initiatives are always taken keeping in view the demand of the stake holders. The key aspects which are focused on includes

- Ensuring gender equality
- Organising programmes that sensitise the gender issues.
- Ensuring security through Installation of CCTV surveillance.
- Resolving of student issues related to University through Liaoning officer.
- Community outreach through NCC and NSS
- Promotion and adoption of modern ICT.
- Initiatives related to clean campus and green campus.
- Health awareness initiatives.
- Infrastructure improvement
- Creation of girls common room.
- Separate female washrooms.
- A female attendant.
- Setting up of women development cell.
- Focus on Environmental Consciousness and Sustainability
- Focus on clean energy
- Energy auditing and planning for further improvement.

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, UDHAMPUR



Prof Subhash Chander

Chairperson IQAC/Principal

- Use of alternate source of energy and power efficient equipments.
- Solid waste management
- Vernicompost
- MoU with Udhampur Municipal Committee for non-degradable waste.
- Rain water harvesting in addition to awareness on saving water bodies.
- Efficient water distribution system to prevent loss of water.
- Initiatives under Green campus.
- Ban on smoking and plastic in the campus.
- Environmental audit from time to time.
- Demarcation of college land

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