YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Govt. Degree College Udhampur
• Name of the Head of the institution	Prof. Subhash Chander
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01991270239
• Mobile No:	9419160428
• Registered e-mail	iqac@gdcudhampur.in
• Alternate e-mail	principal@gdcudhampur.in
• Address	Near PWD Dak Bunglow Udhampur J&K-182101
• City/Town	Udhampur
• State/UT	Jammu and Kashmir
• Pin Code	182101
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Jammu**
• Name of the IQAC Coordinator	**Prof. Gurvinder Raj Verma**
• Phone No.	**01913559581**
• Alternate phone No.	**01991270239**
• Mobile	**9419253303**
• IQAC e-mail address	**iqac@gdcudhampur.in**
• Alternate e-mail address	**hod.sericulture@gdcudhampur.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gdcudhampur.in/notifications/aqar-2019-20/226
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gdcudhampur.in/notifications/academic-calender/279

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.73**	**2016**	**19/01/2016**	**18/01/2021**

6.Date of Establishment of IQAC — **25/05/2006**

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
GOVT. DEGREE COLLEGE UDHAMPUR	**RUSA**	**Higher Education Department Civil Secretariat, Srinagar, Govt. of Jammu and Kashmir**	**2020, 365**	**4500000**

8.Whether composition of IQAC as per latest NAAC guidelines — **No**

• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	**14**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Due to Covid 19 restrictions and closure of educational institutions by the administration, IQAC with college NSS and other units have arranged the celebrations of important days such as World Population Day, world statistics Day, world AIDS day, world Environment day and International Yoga day through online mode for students to aware them besides academic persuasion. Inter-college Essay writing competition on mental health of students during Covid 19 pandemic was held to get rid of psychological, social, mental stress and anxiety during the lockdown period. Workshop cum awareness camp for students on Innovation, Incubation & Training was organized to promote the young minds for innovation and sustainable enterprises and Start-ups, in Collaboration with Coordination Cell JKHED and Gujarat Grassroots Innovation Augmentation Network (GIAN) J&K Chapter. Our college in its Digital initiatives, becomes the first in UT to start Cloud-spacing and to Launch of LMS for online digital Learning.

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

Plan of Action	Achievements/Outcomes
To start new skill courses in different areas in order to provide a platform for students to enhance their skill	Different Skill courses started with an objective to make the students skill oriented
To focus on online admission, student friendly online class work due to Covid 19	For maintaining Covid appropriate behavior, college streamlined online admission and Online Learning teaching.
To develop e-content of various subjects	As an initiative of Higher Education Department, E-content has been developed in all the subjects.
To establish browsing centre in the college	For facilitating students and staff to have an internet assessability in the college, browsing centre was established.
To establish an e content development studio	To develop quality E-content material, a studio was established.
To add up more ICT enabled class room.	To shift traditional teaching aids to ICT enabled one, 5-6 laboratories converted into ICT enabled lab./classrooms.
Digitization of college library	To furthering the college library into fully digital various steps have been initiated such as subscribing online journals, issuance of Identity cards etc.
Conduct of online awareness programmes.	Due to covid pandemic restrictions, various awareness programmes were arranged for students. World Population Day, world statistics Day, world AIDS day, world Environment day and International Yoga, Inter-college Essay writing competition on mental health of students and Workshop cum

	awareness camp for students on Innovation, Incubation & Training were conducted during the period.
13.Whether the AQAR was placed before statutory body?	**No**

- Name of the statutory body

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

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019	**26/02/2019**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**31**

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

2.Student

2.1 Number of students during the year	**3051**

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

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

File Description	Documents
Data Template	View File

2.3	**824**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**58**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**65**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**29**
Total number of Classrooms and Seminar halls	

4.2	**94361122**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**129**
Total number of computers on campus for academic purposes	

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

Our institution is committed to deliver an efficacious program of studies to our students. Every department undergoes a revision of curriculum after a period of two or three years wherein Jammu University convenes a board of studies meeting for finalization of syllabi. The participation of departmental head of each subject is mandated as one of the stakeholder in each course. It is always proposed to have a new content of course that is actually required in academic up gradation of students. To ensure an effective curriculum delivery, college has to adopt new methods especially online strategies due to the Covid 19 pandemic restriction of students in to the institution. For this IQAC in association with different departments has to plan, develop, implement and evaluate the strategies during this unprecedented situation. All the heads of departments in the beginning submit the academic staff requirement if any to the chair. The departments in consultation with the IQAC collected the student data from the information cell so that they can be contacted online through LMS. It is for the first time that college develops the e-learning academic resources by utilizing the services of faculty. Based on thisit has been planned to ensure the follow up of academic schedule, academic calendar, date of conducting internal assessment and covering of the syllabus as per the instructions and guidelines issued by the University of Jammu. Online time table for commencement of classes have been framed and its timely operation is ensured. For effective curriculum delivery, faculty awareness programmes cum hands on training is organized in conducting online classes. The more focus is given on online teaching by sharing the content on screen. The students are given time to interact with teachers. As it is not possible to arrange subject tours and industrial visits but many departments have shared link to students for attending webinars, guest lectures. Students are also encouraged to use various online portals like MOOC, Digital library portal to access the course material and content. To add more in developing the skill of students other than their academics, they are also exposed to some skill bases job oriented courses for their benefits this year with the help of National Institute of Electronics & Information Technology and other technical institutions. These are certificate courses in Tourism Management/THSC, Computer Application, Tally, Internet of Things and Data Entry & Office Automation. Students who have not internet access in their area or due to poor network to attend the online classes through various online applications, college has established Browsing Centre for them so that they could easily access and prepare the academic and profession related content electronically.

Besides, college has also established studio for developing e-content for effective and quality delivery of e- content through Online Learning Portal devikacloud.in.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://gdcudhampur.in/notifications/link-for-additional-information/283]()

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

The college is committed to adhere to the academic calendar every year. But this year, due to Covid 19 pandemic the entry of students and staff in the college was restricted as per the Govt. guidelines and directions. The class work was conducted in an online mode for all the students. As per the Jammu University guidelines, students of Semester-II & IV were promoted on the previous semesters performance in August 2020 where as Semester VI term end examination was conducted offline with certain concession due to Covid 19. The Class work of all the odd semesters first started offline and in January 2021 students were allowed to attend classes through offline mode for both theory and practical. Internal assignments of theory papers and practical tests of both internal and external of all the classes were completed as per the academic calendar and as per the CBCS guidelines and statutes of Jammu University but due to increase in Covid 19 cases in the region the authorities have again imposed restrictions. Educational institutions were closed from April, 2021 to till date. As per the instruction of Jammu University, semester end examinations of B.A / B.Sc./B.Com / BBA/BCA Sem- I,III & V were conducted online as open book examinations during May, 2021 and students were asked submit hard copies of the answer sheets through post for its evaluation and compilation of result. As per Govt. Order no. 192-JK(HE) of 2021 dated 07-06-2021, in view of the extraordinary circumstances and also in view of the suspension of in person academic activities as well as completion of the syllabus of even semester, no summer break from 1 st June to 15 th of July were ordered and academic activities for the period were conducted in an online mode.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

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

1.2 - Academic Flexibility

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

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

0

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

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

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

02

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

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

07

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

07

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

1.3 - Curriculum Enrichment

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

Gender Equality:

Gender equality and equal opportunity for women are necessary in the institution. Every activity and program of the circular of the institute should provide equal opportunity for the development of the girl students and the female staff. For maintaining the equality among the staff and students the Women development cell and Anti ragging cell are active. These committees take utmost care and provide support to girl students and the female staff. Meetings are conducted on regular basis and issues are discussed over to find solution for making a better environment forthe women. Also various programmes are conducted to aware the students about gender

equality. Women development seminars also conducted which includes teaching them self-defence and riffle shooting.

Environmental Awareness:

Environment awareness is inculcated in students. Environment study is a part of the curriculum of the institution. Environment day is celebrated with enthusiasm. NSS students along with other college students participate in tree plantation and cleanliness programs. It is also a part of the curriculum of the college. Various awareness activities is conducted in the college to sensitize the students about environment. We make student aware about the importance of preserving the environment.

Human rights:

Human rights are the basic rights enjoyed by all. We at institute make sure that no violation human rights takes place. We celebrate 10thDecember as 'Human Rights Day' to spread awareness of Human Rights and motive everyone to make the proper use of basic rights.

Professional ethics:-

Professional ethics are taught to students as part of their holistic development. Importance for group work and imbibing leadership is being taught.

Moral and ethical values:

Moral and ethical values are integral part of education of the students. Out teachers put their best efforts to groom students and make them responsible citizen. We celebrate day of National importance in the college which imbibes the nation values in the students. Independence day, Republic day, Gandhi Jayanti, Teacher`s day, Voters Awareness Day, International Yoga Day, World Environment Day, Youth Day etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

26

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1sHkvafDHzzLpGpiudz45izHljJU1nsjj/view?usp=sharing

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

3051

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

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

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

1465

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners.to assess the learning levels of the students, class tests, classroom interactions, quizzes, group discussions, practical performances and previous board results are reviewed by the concerned teachers. This help in assessing the number of slow learners and quick learners from the classes.

Provisions for Slow Learners :

Special attention is given to the students in the class rooms and remedial classes, who are identified as the weaker students/ slow learners. Doubts and personal difficulties regarding the subject are resolved in the special classes. For the better understanding of the subject by the students, concepts are built from lower levels to higher with feedback of the students understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes. Slow learners are specially advised and counselled by the teachers for their better learning.many interactive online methods like videos, animations , and slow easy to understandable content is provided and explained to these students especially during COVID online method of teaching.

Moreover, Mentoring System for students helps to minimize dropouts through Personal Counselling by the career counselling cell of the College. Better results in the Examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students are the evidences.

Provisions for Advanced and quick Learners

Advanced and quick learners are motivated and encouraged to strive

for higher goals. They are provided with additional inputs for better career planning and growth like: Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum and deliver lectures on specific topics. Well placed Alumni and other renowned and subject experts are regularly invited to deliver guest lectures for skill development and ability enhancement for better placement. The different departments organize online student seminars, group discussions, quizzes to develop problem solving abilities in learners and thereby, to improve their presentation skills and also encouraging them to obtain University ranks. They are often motivated with awards and prizes by conducting many online departmental activities. For independent learning, digital library facility is provided. Motivation to appear for competitive exams is given and with that purpose in mind the college library is also well equipped with books related to competitive exams. Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning is provided in the whole campus. A separate reading well equipped with all modern facilities like computers with internet can be easily accessed by these students to feed their talent. Conferences, Seminars and workshops are regularly held to motivate and encouraged advanced learners.

File Description	Documents
Link for additional Information	https://gdcudhampur.in/notifications/link-for-additional-information-2/284
Upload any additional information	View File

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

Number of Students	Number of Teachers
3051	58

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

For enhancing learning experiences of the students, Methods adopted by the faculty members include Lecture method, Interactive method, project method, demonstration method, computer-assisted learning, experiential learning and problem solving method etc. Learning activities are made more effective through illustration and special lectures. For online mode of teaching, various platforms like Google Meet, Google Classroom, Zoom, Wiseapp, WhatsApp groups etc are used and lectures were delivered via Powerpoint Presentations, Youtube Videos, Animations And Live Streaming to make teaching effective. Various online tests, seminars and talks were also organised. To acquire first hand knowledge on the subject, students are engaged in field study and subject tours.

Various Departments of the institution organize different programmes and activities to make sure that the students actively participate and experience themselves to get first hand knowledge of the concerned field. Like, Department of Zoology, Botany, Geography, EVS, Geology, etc. have the provision to organize field trips/ subject tours of all classes to inculcate scientific temperament among the students. Guest lectures, Seminars etc. are organized where experts from various Universities and institution are invited to deliver their deliberations so that our students get maximum benefit with less spending. Various skill enhancement courses have already been started in the College campus such as Beekeeping, Sericulture, Gardening and Floriculture, Public health and Hygiene, Personality Development, Cosmetics, Aquarium Fish Keeping, Tourism Management, and many others so that the students actively participate in activity based learning. Various short term and Addon courses are also started by various departments like Basic computer course and to enhance skills in students. Inter-college and intra-college competitions are also arranged so that the students actively participate in different competitions and problem solving situations.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

Different ICT tools that are used in effective teaching learning

process are:

ALearning management system(LMS) "devikacloud.in" is being developed for the administration, documentation, tracking, reporting, automation and delivery ofeducationalcourses and learning and development of various programs. Windows Office (Word, Excel, Power point) is used for making presentation and for delivering lectures. Local Area Network is available in the college for easy access of internet as and when required by the faculty. Smart classrooms and Interactive boards are used for effective teaching. There are 16 smart classrooms and 05 LED panels for cariying out maximum use of ICT enabled tools while teaching. Computer and Mobile Apps like Wise app that was used for conducting online classes during Corona Pandemic. Digital Cameras/ Scanners/ Printers and Online Courses are provided to students as and when required. Social Networks like facebook, whatsapp, youtube is used for promotion and circulation of various events and activities. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience .All the departments conduct seminars, workshops and guest lectures in online as well as offline mode on the new developments in the core subjects for effective teaching and learning by the faculty members and students in each semester by using various ICT tools available in the College. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

58

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

2.4 - Teacher Profile and Quality

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

27

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

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

2.4.3.1 - Total experience of full-time teachers

250

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

2.5 - Evaluation Process and Reforms

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

This College is running two types of Degree Programmes: the Undergraduate Programme (UG) and the(PG) Postgraduate Programme, there are two levels at which the internal assessment is carried out at the College: postgraduate in Chemistry , English and Hindi and the undergraduate level in all Arts, Science and Commerce streams. The college follows the examination pattern prescribed by the affiliating university, i.e University of Jammu, all the undergraduate departments conduct Continuous Internal Evaluation for 20/10 marks for every paper in each semester. This system of evaluation includes a variety of test-types such as class tests, surprise tests, quizzes, presentations, assignments, projects, viva, etc. The students are informed about the pattern of the internal examinations and examination notices are displayed well in advance and sufficient time is given to the students for preparation. The complete guidelines and rules regarding examinations are provided in the College Prospectus /Syllabus and announced by the teachers in their classes as well. The continuous internal evaluation conducted by the departments provides an excellent opportunity to the students not only to showcase their learning but also to develop their academic skills. After the internal evaluation, student's performance is discussed with the students and necessary suggestions are given for further improvement. Practical experiments are conducted regularly and according to a well-planned and properly communicated schedule. All prescribed experiments are conducted and the students are given sufficient training in carrying them out. Thus, students are prepared to perform well in the practical examinations. Term-end examinations are held at the end of the first term. Term-wise syllabus as prescribed by the affiliating university is completed in each term. Due to COVID pandemic, examination pattern was modified to online open book type of examination which was carried out via college LMS - devikacloud.in which was time bound, transparent and efficient method of examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

Since Our College is affiliated to University of Jammu and hence the academic exercise is divided between the two executives chambers. Certain power stand entrusted to the College whereas the major chunk of decision making powers is lying with University. Hence, grievances of the students related to examinations or any other academic issues are addressed at two levels—College and the University—depending upon the nature of the grievances. Grievances related to the internal assessment are handled by the examination section of the College itself whereas grievances related to the external or general examinations are forwarded to the University. In case of any grievance, the College collects the applications from the students and forwards the same to the authorities concerned. The facility for rechecking and re-evaluation of the internal Assessment Test is the prerogative of the College Management whereas that of the main or term end examination has been retained by the University itself. Students are free to approach teachers and Heads of departments to resolve their queries related to the marks obtained in internal assessment, if any. If the student concerned is not satisfied by the procedure mentioned above, they may meet the Controller of Examination of the College or the Principal. Students with any grievance regarding evaluation are not only given clarifications, but on demand, they are provided with photocopies of their answer sheets for cross checking. Thus, grievance redressal with reference to examinations is transparent. All complaints are attended to with utmost clarity and resolved in a short time. As for the grievances related to University examinations, the time taken depends on the policies of the University of Jammu. All the Internal examination related grievances are first of all taken up by the concerned teacher ,which is followed by Convenor Examination, the issue is taken up immediately and matter is sent to the concerned for the necessary action without delay.

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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.

NIL

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcudhampur.in/notifications/link-for-additional-information-2/284
Upload COs for all courses (exemplars from Glossary)	View File

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

NA

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

824

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/16ImFDn4lPiPiIfNjzOYkWZynnujrJ1v6bWj AIxzz1Bc/edit?ts=61a5c56a#responses

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

0

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

3.2 - Research Publications and Awards

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

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

12

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

07

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college through different units organised extension programmes on social awareness, health and hygeine, historical, cultural and literary awareness as also exposed them to the community and social work through NSS and NCC. The students did the task like cleaning the statues of the martyrs, took part in clean Devika campaign. The students were also took on Heritage sites to acquaint them with the local culture, heritage and gain the optimum experience thereof.

File Description	Documents
Paste link for additional information	https://www.gdcudhampur.in/
Upload any additional information	View File

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

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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

04

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

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

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

510

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

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning:

- **Classrooms: 28nos. of classrooms spread over the area of 20736 Sq.ft (1926.44 sq.m).**
- **Seminar Halls: Conference Hall measuring 1120 sq.ft (1926.44 sq.m) of 150 capacity.**
- **Lecture Theatres: 05 nos. measuring 1134sq.ft (1926.44 sq.m).**
- **Technology enabled Learning Space:**

Conference Hall & Smart Class room for ICT enabled Teaching-learning (1926.44 sq.m).

- o **Tutorial Space: Class rooms are used for tutorial purposes.**
- o **Laboratories:**

Department No. of Laboratories

Botany 2

Chemistry 3

Physics 02

Zoology 02

Biotechnology: 01

Sericulture 01

Electronics 01

Statistics 01

Music 01

Geology 01

Geography 02

Psychology 01

Functional English 01

Computer Application 02

EVS 01

- o **Botanical Garden: Botanical Garden has many special/ rare species; it also houses a green house, Water harvesting tank (Area…..) and Aloe vera corner.**
- o **Animal houses: Nil**
- o **Specialized facilities and equipment for teaching, learning and research etc.**

A language software has been installed in a computer Laboratory for language students. Updated equipment has been purchased under DST & Star Scheme of DBT. All the Teaching Departments have been provided Internet Connections.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

- **Sports: Outdoor and indoor games: Multipurpose Hall measuring 2632 Sq.Ft for indoor games, Cricket Pitch, Volleyball courts, Shooting Range, Badminton Court.**
- **Gymnasium: Established with the financial support by the UGC; has the necessary infrastructure.**
- **Auditorium: Multipurpose hall measuring 2632 Sq.Ft. is used as Auditorium at times.**
- **Cultural activities: The stage of the Multipurpose hall is adequate to host the cultural activities like Dance, Painting & Drama. Conference Hall is also used for Farewell Parties. And other programs.**
- **NSS: NSS Activities are carried on the conference Hall, Multipurpose Hall or outside on the College Campus as per the nature of the activity.**
- **NCC: Regular paradise/ Practice is held on the College Ground. Special meet is held in activities like Dance, Painting & Drama. Conference Hall is also used for farewell parties and other programs.**
- **Yoga Centre: Gymnasium and multipurpose hall is available for regular yoga activities.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information-2/284
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

20776302

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

4.2 - Library as a Learning Resource

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

Data requirement for year. Upload a description of library with,

- **Name of ILMS software: Koha**
- **Nature of automation: Partially**
- **Version:4.1**
- **Year of automation: 2017**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://gdcudhampur.in/notifications/link-for-additional-information/283

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	**D. Any 1 of the above**

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

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

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

496192.70

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

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

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

678

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

4.3 - IT Infrastructure

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

The institution has a dedicated Optical Fibre Internet Connection with speed upto 300Mbps.

The college has built its own dedicated WiFi Network designed and implemented by the Computer Science Department and IT Department. The network consists of Dedicated Firewall and Switches, and more than a dozen D-Link High Power Access points which cover the entire campus. Authentication and Access for both faculty and students is provided through a Central Gateway Portal. Security is maintained by a firewall device which restricts access.

Entire college campuses including all the departments are covered by the network. Each department is additionally provided with network connected PCs and printers. A central Xeon Server with 64GB of RAM is also installed in the college which hosts the ILMS (KOHA) and provides access to students to the library database both locally and through the internet. For this purpose, access points (PCs) are provided to the students in the reading room as well as a space in the library designated for this purpose.

The Backbone of the entire network is High Speed Fibre Connection taken from Airtel which provides up to 300Mbps speed. Additionally, a 20Mbps connection and five BSNL broadband connections have been taken as backups in case the main connection fails. The Principal chamber is equipped with a BSNL broadband connection which provides backup for official purposes in case the main connection is not available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information-2/284

4.3.2 - Number of Computers

129

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

24.176

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

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

All the affairs of the institute are managed by various committees headed by the Principal. The Principal of the college convenes meeting of IQAC Coordinator, convener of Advisory, Academic, Purchase and Development committees appraising the quorum about

status of financial position of the institute. The college Development committee headed by the Principal monitor the civil works carried in the institute and is entrusted with maintenance, upkeep and upgradation of infrastructure. Funds are sought from Administrative Department for the same. The convener Development committee conducts periodic checks to ensure the maintenance of the infrastructure. All HODS and conveners of different committee are informed to submit requisition for items required for smooth conduct of affairs of the institute for the academic year. After thorough deliberations, budget is prepared and funds received are allocated keeping in view students' strength of each department. Purchase is done through proper tendering or on GEM portal following all codal formalities. The HODS are accountable to the Principal who organize efficiently workforce, maintaining duty files containing details about their individual fixed responsibilities etc. Every department maintains. Every department maintains a stock register of the available equipment. Annual verification of the stock is carried out at the end of year. The Lab. Assistants under the supervision of concerned HODS maintain the efficiency of the college computers, accessories and other lab. equipment. In order to maintain the hygiene, adequate in-house staff is employed so as to provide a congenial learning environment. Daily cleaning and maintenance of classrooms, laboratories, staffrooms, and washrooms is assigned to supporting staffdesignated for each floor. Two full time gardeners assisted by groundstaff maintains the green cover of campus. The campus is monitored through CCTV surveillance cameras. Every year the Department of Physical education prepares a yearly calendar of the sports activities to be held in the college and tries to meet the set target in line with the sports calendar prepared by the University of Jammu. Our College has a well-furnished library accessible to the students and the staff throughout the year. The staff deployed for its maintenance is well trained and the functioning is coordinated by a professional Librarian.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gdcudhampur.in/notifications/systems-and-procedures-/281

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

188

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

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

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

188

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to institutional website	www.gdcudhampur.in
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

42

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
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.

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

The participation of the students in the all round development of the institution is always remain integrel and paramount. The student council is a regular feature of the institution. The College student council consist of nominated as well as elected members from the existing student strength. The aim of student council is to provide a platform to the student community to particiapte in the allround development of the institution. The main purpose of the student council is to develped leader ship as well as administrative qualities in the student. It also helpful for College authority to know about various difficulties that faced by student and also

putforth different types of solution that the concerned authorities can do to redress the problem of student community. The council also involve in various inititative for the enhancement of student personality and organizational skills throgh co-curricular and extra curricular activites, workships, seminar and conferences in the college. Students of this institution are also represented in various academic bodies of the institute too. The institue also suppliment the curriculum with incoporating content beyond the syllabus and add on courses. Students through the student coucil play significant role in this. Student participate in various seminars and inter Collegiate competition like other cultural activites, NSS, NCC etc for allround development. The women's development cell look after the grievences and well being of the women students of the college. The library commitee looks into the library requirements. The students coucil also celebrate various national and other cultural festivals like Gandhi Jayanti, Teacher's Dad and Budh Purnima. The Council also played an important role in the organizing various sports events. The sutdent councila has the significant role to play in ademic and administrative working of an institution. The college has a student council which is actively involved in setting academic and adminstrative culture of intitution. The whole body of council has been constitued on form of the basis of election. The student has been choosed class reprentatative and class representtative choose their secretary. In this way, the institute follows the democratic procedure. the council member has been actively involed of the self study of the institute hosting various social cultureal events in the premises. Apart from it the student council has registered a number of innovative suggestion form a smooth day today administrative system.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Epv_HVO1n_cNBvXmdXjdbdUdN7TONS7B/view?usp=sharing
Upload any additional information	View File

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

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

110

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

5.4 - Alumni Engagement

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

The college has an Alumni Association with Sh. Balwant Singh Mankotia Ex MLA Udhampuras its President. The association is yet to register. The college has a number of alumni who have excelled in many fields. The college arrange alumni meeting once in a year but this year we could not arrange such meeting due to Covid 19 pandemic.

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

5.4.2 - Alumni contribution during the year (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

Objective and Approach:The objective of the institution is to have a

proactive approach and be ready for every situation. To have ready action plans to establish the institute as a center of excellence and have a proper platform for students as well as faculty to achieve the institutional goals. To raise educational aspirations of the students, the College operates extensive programs related to academics and overall development of the students and society. It includes number of programmes for students as well as teachers like, visits of students from different educational institutions in the campus for exchange of knowledge, workshops, training programs etc.The aim of all activities mentioned earlier is to produce such human resource who is not only educated but civilized as well as skillful asset for the society. Major focus for achieving the excellence in governance revolves around administration, discipline, punctuality,different facilities for students and teachers, hostel facility, welfare schemes, financial management, campus enrichment and many more. For achieving the said goals different committees are constituted every year in the beginning and are assigned with different assignments for achieving the desired goals.The institution stresses upon the professional skills of teaching and non-teaching staff and grooming of the students keeping in view qualitative improvement rather than quantitative aspect. Every set of resources are utilized optimally like human resources, financial resources, infrastructure etc. in a transparent manner. Necessary steps are always taken to improve and maintain the efficiency and effectiveness of the whole system.

Strategic implementation

Every year the blueprint of strategic plan is documented in advance which isimplemented and executed for the achievement of organizational objectives as per its requirement. The focus remain on various aspects like

- UGC/NAAC guidelines are implemented properly.
- Introduction of vocational as well as skill enhancement courses which can benefit the society at large.
- To start post graduate courses in major subjects in phases.
- To focus and accord greater importance on information technology and library sectors to foster students capability.
- To create a benchmark by maintaining quality in every academic activity.
- To maintain the wellbeing of faculty, staff and students through the provision of adequate sources of recreation for students/teachers etc.
- To provide improved hostel facilities, sanitation/toilet etc. to the students.

- To maintain the campus cleanliness and beautification through ban on plastics in the campus premises.
- Proper mobilization of additional resources.

The vision of the Institute:

Govt. Degree College, Udhampur envisions to commit itself as a dynamic institution of Higher learning for the intellectual enrichment of minds to produce valuable and harmonious human resource suitable to serve the community.

The mission of the Institute:

To grow as a centre of generating intellectual wealth by offering high quality, varied and relevant academic programs that foster critical thinking among the youth to create a knowledge society.

To promote and instill the ethics of social, cultural, national and global significance among the youth through higher social interactions and extension programs that make them enlightened and responsible citizens.

To ceaselessly audit, introspect and evaluate the existing mechanisms, upgrade them to make them relevant and innovating to achieve educational excellence.

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283
Upload any additional information	View File

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

Leaders and well trained trainers are the primary need of the society. Long-term leadership is essential and emphasis is being laid on human values to produce leaders with understanding of the society. The concept of worker participation as well as employee empowerment is of prime importance in the institution. Interaction with faculty and students took place periodically throughout the year to understand their issues. Decentralization and participative management in academics and in administration is imperative for overall development of any Institution and our institution is

practicing the same. The institution promotes the culture of participative management in policy-making, framing guidelines, rules and regulations. The Principal, HODs and staff members actively follow the policies and procedures already framed regarding the smooth functioning of institution in various areas, it may pertain to admission, discipline, grievances, counseling, training & development, and library services etc. Staff members are also involved in deciding curricular and co-curricular activities to be conducted at institutional level.

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. At operational level all the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the institution. Office staff is involved in executing day to day support services for students and faculty. Also, interactions with parents took placeat the start of the session through different electronics platforms keeping in view the Covid-19 crisis. Alumni are actively involved in several aspects periodically. Industry interactions happen through specific events as well as engagements. The institution tries to strive towards excellence in teaching, research, and outreach to various sections.Various activities like evaluations, reviews, and planning efforts took place periodically to ensure organizational needs and fulfilling of the same accordingly.Inputs of students through HOD's and teachers are taken into consideration while framing any developmental policy for the institution to meet the standards of quality education at par with any National level institution. To execute the plans during the academic session the Principal in consultation with staff council appoints various committee members and conveners for planning, implementation and review of decisions taken towards the academic and administrative development of the college. Thus, the decentralization practice of the college has a significant impact in academics and overall development of the student's to attain the motto of the College i.e. to provide quality education and overall grooming of the students.Ultimately based on the Vision and Mission of the Institution, Quality Policies are framed and driven by the needs of the stakeholders.

The staff council meets frequently and the deliberations are kept on records by the Secretary of the Staff Council. The institution has various committees with specific functions to facilitate participative management. The composition of the different committees is changed every year in order to provide equal

opportunities towards academic and professional development of all faculty members. The College has the following functional committees during the year 2020-21:

1. College Advisory Committee

2. College Development Committee

3. College Purchase Committee

4. Academic Arrangement /Local Fund/Daily Wagers Committee

5. RUSA Committee

6. Discipline/ Anti-Ragging Committee

7. UGC/DBT Committee

8. Picnic/Tour Committee

9. Printing of Magazine /Prospectus /Newsletter etc. Committee

10. Examination/Award Roll Committee

11. Transport & Gen Set Committee

12. Scholarship Committee

13. Library Committee

14. Hospitality & Protocol Committee

15. Conference Hall/Smart Classes /Edu -Sat /Virtual classroom

16. Hostel Committee

17. Sports/Gym Committee

18. Red Ribbon Club

19. College Beautification/ Green Audit Committee

20. Self- Defense / Disaster Management Committee

21. Women Empowerment /Development Cell

22. Career Counseling Committee

23. College Canteen Committee

24. Heritage Club

25. Medical Aid Committee

26. Nature Club

27. Science Club

28. Cultural Committee/ Display Your Talent

29. NSS/NCC Advisory Committee

30. Committee against sexual Harassment (CASH) and Equal Opportunity Cell

31. Media Cell

32. Counseling Centre for Drug De-addiction

33. Admission/Time Table Committee

34. Committee for Skill Development

35. Committee for Counseling of students

36. College of IQAC Committee

37. Science Material Purchase Committee

38. Debate /Symposium Committee

39. AatamNirbhar Bharat Abhiyan Committee

40. PMSSS Committee

41. Financial Aid Committee

42. College Placement Cell

43. AISHE/ NRF (N-LIST Officer) Committee

44. Stock Verification Committee

45. Website/ Internet Maintenance Committee

46. Literary Club

47. SWAYAM Committee

48. SWEEP Nodal Officer

49. Students Welfare Committee

50. Committee to monitor the observance of SOPs for COVID-19 by students

The institution has a conducive environment among various constituted committees for achieving the goal of excellence. Monitoring by IQAC for ensuring the implementation of prioritized areas regularly required for the betterment of the Institution and also suggestions to different committees and department for improving their related fields is a regular feature. For ensuring the systematic growth of the institute decentralization practices and participative management at various level is a regular feature as explained above. Vision and mission of the Institute which is futuristic in nature is translated into action at different level under the suggestions and guidance of IQAC. This approach is need of the hour to satisfy the needs of society through involvement of each one in the process. Student's surveys and feedback from all the stakeholders plays vital role in framing and revising policies.

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/notifications/list-of-college-committees-for-the-session-2021-2022/249
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Govt. Degree College, Udhampur has a well prepared strategic plan to fulfill the infrastructure of college, academic development, extra curriculum activities, sports, NCC, NSS and other academic developments. The targets have been set up with the extensive consultation with all the stakeholders including, faculty, alumni, industry etc. The development plans have resulted into the creation

of smart class rooms, up-gradation of all the class-rooms, creation of a spacious and well-furnished auditorium/ multipurpose hall, internet facility to all the departments, well-maintained central park dedicated for girl students and a very rich botanical garden. The up-gradation and improvement of Laboratories, departmental infrastructure, hostel facility, College canteen, College landscape and other developmental activities are carried out regularly in consultation with different committees as per their domain. The library and reading room facility with rich collection of books along with internet facility has been kept at the disposal of students where the students can have access to different study material. Availability of Journals, Magazines and Newspapers in the library is also ensured for overall grooming of the students. The NSS and NCC Units of the College play a crucial role in community outreach programs. Keeping in view their importance institutional level help is always extended to the students for better outcome.

The College has started an English Language Lab,although with a small infrastructure but is likely to be developed into a complete Lab. very shortly. The College has a comprehensive IQAC, student counseling cell, Incubation center, Women Cell for redressal of the day to day problems of the girl students as well as female staff members and an Anti-Ragging Committee to put a check on the obnoxious cult of ragging the students. For ensuring the discipline and overall monitoring of the students college has enriched the CCTV facility during the year. Different type of facilities required by the students and staff are also prioritized during the reported period.

The institute has set a strategic plan to make it as one of the top institutes globally.

The vision and mission of this institute focuses on high impact and excellence.

? Teaching and learning: Keeping in view the emerging trends in education, student teacher ratio and trained faculty is always prioritized and this remain an integral part of developmental plan. Teaching training is always prioritized and this routine exercise helped the student community during regular class work as well as during Covid-19 pandemic in the form of online classes.

?Community engagement: NCC and NSS has great social impact on the society by working with other colleges, schools and different government agencies. The volunteers of NCC and NSS are always on forefront during any volunteer activity required by society.

? Human resource planning and development: Well-trained faculty is a great asset for the institute in particular and society in general. Faculty training inside the institute and outside the institute both online and offline mode is always prioritized for better results and institute has a proper mechanism for the same.

Industry interaction: The institute has industry interaction in some streams, but have plans to make them deeper in specific areas like computer science, electronics, Environmental Science, Chemistry, Sericulture, Applied Zoology and Botany etc. in coming years which is going to make biggest impact through different products that are adapted quickly by diverse users. Ideas regarding some startups will be also worked out in near future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	(http://jkhighereducation.nic.in/)(https://www.gdcudhampur.in)
Upload any additional information	No File Uploaded

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.

Quality and excellence are constant endeavors at the institute. There are robust steps that ensure high quality in teaching, research, and governance at the institute. These are reviewed periodically by different bodies. Course feedback, annual appraisals, etc., are some of the formal mechanisms to ensure quality.

The hierarchy of organizational structure: The Higher Education Department of Jammu and Kashmir is headed by Commissioner/Secretary to Government Higher Education Department, who is supported by Special Secretary, Additional Secretary, Financial Advisor, Joint Director, Director Colleges and Law Officer, which are further subordinated with Under Secretaries. The Principal works under the supervision of Higher Education Department. The work of Principal is to administer the college who is further assisted by Teaching staff, Non-teaching staff, Library staff and Hostel staff. The teaching staff in each department is headed by the senior most faculty member. Besides, the college has constituted many committees to support the college operations. There are many committees headed by

a convener/ coordinator who can delegate decisions in its standing committee with an overall supervision of the chair. These functionaries include number of committees which are responsible for ensuring smooth functioning of the college.

The institute pays attention to:

- Impart education in such a way which enlightens the students like the rising Sun, protects and grooms as the Banyan Tree and provides vast knowledge like the infinite sky.
- Inculcate self-confidence, which when combined with disciplined study, leads to faith in one's strength and conviction.
- Develop talent for sustainable growth in academics, administration, business and research by laying emphasis on organised thought, self-discipline and discriminative faculty.
- Encourage inter-disciplinary focus, and also collaborative research with leading Institutions aimed at the optimum development of human resource and integration of new ideas and innovations.
- Provide a modern, environmentally sustainable, healthy and vibrant Campus in consonance with the principles of the Green Technology.
- Play participatory role in the affairs of the people of surrounding areas in particular and civil society in general.

Following is the list of committees formed in the year 2020-21 which worked well to maintain Institutional strategic /perspective plan:

College Advisory Committee

2. College Development Committee

3. College Purchase Committee

4. Academic Arrangement /Local Fund/Daily Wagers Committee

5. RUSA Committee

6. Discipline/ Anti-Ragging Committee

7. UGC/DBT Committee

8. Picnic/Tour Committee

9. Printing of Magazine /Prospectus /Newsletter etc. Committee

10. Examination/Award Roll Committee

11. Transport & Gen Set Committee

12. Scholarship Committee

13. Library Committee

14. Hospitality & Protocol Committee

15. Conference Hall/Smart Classes /Edu –Sat /Virtual classroom

16. Hostel Committee

17. Sports/Gym Committee

18. Red Ribbon Club

19. College Beautification/ Green Audit Committee

20. Self- Defense / Disaster Management Committee

21. Women Empowerment /Development Cell

22. Career Counseling Committee

23. College Canteen Committee

24. Heritage club

25. Medical Aid Committee

26. Nature Club

27. Science club

28. Cultural Committee/ Display Your Talent

29. NSS/NCC Advisory Committee

30. Committee against sexual Harassment (CASH) and Equal Opportunity Cell

31. Media Cell

32. Counseling Centre for Drug De-addiction

33. Admission/Time Table Committee

34. Committee for Skill Development

35. Committee for Counseling of students

36. College of IQAC Committee

37. Science Material Purchase Committee

38. Debate /Symposium Committee

39. AatamNirbhar Bharat Abhiyan Committee

40. PMSSS Committee

41. Financial Aid Committee

42. College Placement Cell

43. AISHE/ NRF (N-LIST Officer) Committee

44. Stock Verification Committee

45. Website/ Internet Maintenance Committee

46. Literary Club

47. SWAYAM Committee

48. SWEEP Nodal Officer

49. Students Welfare Committee

50. Committee to monitor the observance of SOPs for COVID-19 by students

File Description	Documents
Paste link for additional information	[nil](nil)
Link to Organogram of the Institution webpage	https://docs.google.com/document/d/1lZVWj9iX ZYQGWQctHHvQCE0MUx-yTPWC/edit?usp=sharing&ou id=109580591993094236518&rtpof=true&sd=true
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

There are some welfare schemes in the Institute for teaching and non-teaching staff as per Govt. guidelines applicable for the staff through controlling department, it includes medical reimbursement provided to employee and his/ her dependents, provision of withdrawing GPF whenever required, medical and health care facility covered under any Govt. scheme, teacher welfare schemes introduced by the University of Jammu for the welfare of needy teachers, different types of leaves etc. Besides, the College has in-campus residential facility for Principal, hostel warden as well as to limited number of teaching and non-teaching staff. Gym facility along with indoor games and outdoor games facility is also kept at the disposal of college staff and students. Multipurpose hall is also kept at the disposal of teaching and non-teaching staff for organizing different types of activities related to them.Women

Empowerment Cell meant for redressal of grievances and other needs of girl students and female staff members is functional for any type of grievance.

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/documents.php?page=browsingcenter
Upload any additional information	**No File Uploaded**

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)	**No File Uploaded**

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

02

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

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

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

The faculty has undergone for different development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year as per the detail enclosed.

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Self-appraisal: The faculty submits self-appraisal report in the form of Annual Performance Report (APR's) in the prescribed Performa at the end of every academic year which is evaluated by the Principal of the College and lateron the same is reviewed by the

higher authorities.The teacher maintains records of teaching,examination and evaluation,record of different committees of the college in which he/she is member,research and publications if any during the reported period to calculate API scores and the same is then filled in the APR's/API. These APR's/API are considered for clearing probation as well as for next placement of the faculty. These APR's/API are forwarded to J and K Higher Education Department for further analysis as per required parameters for determining the level of satisfaction for that particular post. Overall performance of non-teaching staff is also forwarded to J & K Higher Education Department as per required formatonce submitted by concerned official. However, Principal of the college collect the feedback from HOD's of different departments before forwarding the self-appraisal report of the concerned employee.

Student feedback on teaching and overall functioning of the college: At the end of every semester students give feedback/suggestionson different parameters required under quality assurance like, teaching methodologies by their subject in-charge, infrastructure required for teaching, and overall exposure in curricular and extra-curricular activities, which are later on analyzed by the IQAC and report is prepared accordingly on different parameters and submitted to the Principal for further action wherever required.

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college has constituted different committees to monitor and utilize different types of funds received under different grants/schemes. The college receive various grants from UT Govt. or any other Govt. agency under different heads/schemes/grants to develop the infrastructure and to meet the college expenses. The utilization of the same is ensured in a transparent manner as per laid down procedures, such expenditures are subjected to verification by auditing agency of the UT. The university grants commission also releases funds under different developmental grants,

as the college is recognized under section 2(f) and 12(B) of UGC. The funds released are utilized in the College through different committees under the supervision of Principal who is the Drawing and Disbursing Officer. College duly submit the utilization certificates after utilizing any such grant released by UGC as per required format. The Audit and Finance department of the UT Government audits the accounts regularly, If any discrepancy is found, the explanation for the same is asked by auditing agency and the clarifications if any is required, the same is submitted as per laid down procedures. The latest audit report is enclosed herewith.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lzBuK14RuWAJ0SyYzY6_U8CZpcMfyJpA/view?usp=sharing
Upload any additional information	No File Uploaded

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)	No File Uploaded

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

Efforts are being made to generate the funds by conducting seminars, conferences, workshops, short term courses etc. for fulfilling the different requirements of the college. Other sources of funds generation includes, building usage charges from IGNOU, Examination being conducted by agencies other than College or university examinations. Funds are also generated by auctioning of dead stock if any during the year.The other sources of income generation includes payment seats of P.G. Courses, admissions in different

classes which are the main sources of collecting local funds for the college, funding from the Higher Education Department, Govt. of J&K and University Grants Commission New Delhi play an important role in the smooth functioning of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1f-7tLzsXkM6qJn0ZHnEfhRcKjo1C1Y37/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of the college tries to improve the teaching learning environment along with overall grooming of students by taking new initiatives as well as refining the existing practices. This whole process involves chalking out of new goals for any academic session in the beginning and effective implementation of the same in rest of the session. IQAC ensure all such efforts by following a well-defined mechanism to promote all academic and administrative aspects. The important initiatives includes:

Enrichment of ICT infrastructure for improving the Academics: The use of ICT tools has become an integral part in teaching learning process. Govt. Degree College Udhampur is quite committed to maintain quality of teaching learning process. Apart from that it focuses on the personality development of the students through skill development, different training programmes, mutual interactions, cultural exchange as well as certain other curricular and extra-curricular activities that expand the horizon of the knowledge, wisdom and experience of the students. IQAC always encourage teachers to utilize these tools in class room teaching and laboratories. IQAC prepare the plan to include the use and enrichment of ICT infrastructure expecting from each department. The IQAC has advised the administration to enrich the ICT infrastructure by purchasing and installing advance ICT tools, broadband internet, Wi-Fi facility etc. This initiative results in creation of Virtual class room, creation of more smart class rooms and enrichment of existing ICT tools. Periodically teaching and Non-teaching staff are trained to use these tools. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning the feedback system is implemented

to take the review of reliability and uses of ICT facilities.

CONTRIBUTIONS OF IQAC TO IMPROVE TEACHING LEARNING PROCESS:

Some of the major contributions of IQAC to improve teaching learning process are as under:-

1. Addition of more Smart class-rooms equipped with modern technology.
2. Use of Advance Teaching Ideas and brain storming sessions for students and teachers.
3. Periodic/time bound Assignments
4. Review of Attendance
5. Counselling and Monitoring
6. Motivational lectures for competitive examination.
7. CCTV monitoring.
8. Regularity, Punctuality and Accountability
9. Students Feedback
10. Addition of more Skill programmes.
11. Frequent interaction with the students by faculty members.
12. Focus on enrichment of Library by addition of more books.
13. Well-equipped Library with Wi-Fi facility and speeding up of automation process
14. Internet facility to the students in the campus
15. Regular Faculty Meetings
16. Appraisal of class-room situation

Redressal of student grievances on regular basis

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Quality of Teaching Learning process along with grooming of the students: In order to ensure quality education and proper grooming of the students IQAC ensure effective teaching learning mechanism by following the monitoring of teaching

process as well as examination process in a centralized manner in consultation with different Departments. IQAC ensure organization of different programmes for the students in consultation with different departments and committees. Regular exposure visits and organization of informative programmes in the college as well as outside the college is ensured. The role of NSS, NCC, cultural committees, career counselling cell and number of other committees is very important in achieving the goal of overall development of the students. In this regard academic calendar is prepared in consultation with different departments in the beginning of the session and later on the same is followed during rest of the period. Minor changes are incorporated in the schedule of different activates as and when required. Periodic feed- back is routine practice. All newly admitted students have to attend compulsorilyorientation programme in whichmade them aware of the philosophy, the uniqueness of the education system, the teaching learning process, the system of continuous evaluation, curricular and co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities available in the college.Further students are also appraised of the time table, programme structure, syllabi of the courses and mode of evaluation before the commencement of the semester.

2. **Feedback from students on Teachers efficiency:**

IQAC ensure the quality of teaching through feedback from students. Monitoring as well as evaluation of class teaching is a regular practice of this Institution. In order to ensure promising learning output, the IQAC regularly collects feedback from the students on teachers' performance and methodology of teaching. IQAC after receiving feedback data, analyses it and interprets the same. IQAC suggest the Head of the Institution to takes necessary action if it identifies any dissatisfaction from the students on any aspect of teaching efficiency. The Principal discusses the report with the teachers concerned and all possible efforts are made to resolve the problems.

File Description	Documents
Paste link for additional information	https://gdcudhampur.in/notifications/link-for-additional-information/283
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity in providing facilities such as:

1.Safety and Security

Safety and security Women development cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour. . A Gender sensitization course is offered in the college. Counselling:

The female teaching faculty in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. The teachers are further instructed to counsel in cordial and cooperative manner so that

senses of belonging and loving care prevail among the student community. For personal hygiene awareness, medical lady doctors, gynaecologist are often invited to interact with students in assembly, where only female faculty members remain present. A good result of one to one talk, questioning, discussing comes to surface, demystifying the doubts in mental horizon of girl students. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice.

Common Room: The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/u/1/my-drive
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	The female teaching faculty in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

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	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
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

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Solid waste management For collecting the solid waste from nook and
corner of the campus substantial number of dustbins are installed.
Most of the waste collected is biodegradable. The minimal amount of
non biodegradable is mostly burnt in pits. The biodegradable portion
too is dumped in pits for decomposition over time. The solid
biodegradable waste collected from the parks, play field after use
of lawn mower and bush cutter is collected and dumped for
decomposition to be used as a source of bio fertilizer. During the
autumn season a large quantity of fallen dry leaves are collected
and dumped to decompose for manure. Liquid waste All the liquid
waste from washroom, bathroom is collected into soakage pits through
systematic drainage. Zero percent leakage of waste water is ensured.
E- Waste management The college has minimum e-waste. The waste if
any is sold to vendors for recycling
```

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1ebWHhrPuZOn iCeHHfaMgrFIIMY5xwQBb/view?usp=sharing
Any other relevant information	View File

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

`A. Any 4 or all of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

`A. Any 4 or All of the above`

    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	View File
Any other relevant documents	View File

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and hormaony. Institute has 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

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

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

The students and employees are senitized about the constitutional obligations: values, rights, duties and responsibilities of citizens.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Institute celebrates all national commemorative days

National Unity Day,

Republic Day

Independance day.

World Environmental Day

Constitution Day

Diwali

Lohri

World AIDS Day

Unity Day

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

7.2 - Best Practices

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

Online Examinations and Admissions

Due to the COVID-19 pandemic, Educational Institutions have had to make significant changes to the manner in which student interaction is undertaken. Teaching and learning has now shifted almost entirely to either a completely Online Mode, or Blended Learning with elements combined from Online and Traditional Teaching Learning paradigms. Other student related tasks such as Admissions, Examination and Evaluation have also been shifted to Online mode in order to reduce the person to person contact as well as in accordance with COVID-19 SOPs. The institution has attempted to provide students with the best possible education and administrative services in this regard, and in the process has created resources some of which are among the first of their kind in institutions of Higher Education in UT of J&K.

For conducting Internal Assessment Examinations as notified by the University of Jammu, the Website Committee designed and developed an Examination and Evaluation Portal for the Session 2020-21. To attempt the internal assignment examination, students logged into the portal on the designated time and date as per the notified date sheet, and uploaded photos or PDF of their answer sheet. A

corresponding portal was also designed where teachers could remotely access student answer sheets and assign marks.

As the pandemic showed no signs of slowing down in the latter part of 2020, the admission to the next semesters was also conducted online. This was necessitated by the fact that the college had been designated as a COVID-19 Care Center and patients were kept for observation in the institution premises. For Admissions, a dedicated in-house portal was developed by the Department of Computer Applications. The entire process of admission was shifted to online mode, and helpline numbers were provided on the Institution Portal for addressing student queries. Provision was also made for students who were unable to fill the admission form online. Care was taken so that no student was excluded because of the digital divide.

Best Practices during COVID-19

COVID-19 by definition is a deadly pandemic, and therefore necessitates great care and concern on the part of Educational Institutions regarding student interaction. During the latter part of 2020 and early 2021, when the pandemic was at its peak, the institution had been designated as a COVID-19 Care Center, and therefore students were asked not to come to the college except under very urgent and unavoidable circumstances. Regular Classwork, Examinations, Evaluation and Admissions to subsequent Semesters were shifted to completely online mode. For faculty members and students who came to the college, strict SOPs were followed and COVID-19 protocols were enforced across the college campus. No faculty member or student was allowed to enter the institution premises without wearing a mask. Masks were also distributed at the college gate. Sanitizer kiosks were placed at the entrance and other locations across the college campus. A Sanitization Booth was also installed by the district administration which was used for walk-in sanitization. Faculty members and students were strictly asked to follow social distancing, and two metre distance was strictly enforced at all times. Informative Posters were displayed at prominent locations across the college campus for awareness of the students. Online classes were conducted and study material was disseminated to the students. For this purpose, the college Learning Management System (https://devikacloud.in) was used, which is the first and only endeavour of its kind among institutions of Higher Education in UT of J&K.

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual. Best Practice 1

Title: Conduct of Online Examinations, Evaluation and Admission during the COVID-19 Pandemic

Objectives:

- To conduct Online Examinations in view of the COVID-19 pandemic, for which purpose to design and implement an easy to use portal for uploading of answer sheets by students, and to resolve their queries therein

- To conduct online evaluation of examinations by designing portal for downloading of answer sheets by faculty members and assigning marks

- To facilitate online admissions of students to subsequent semesters, and to make provisions for students facing difficulty in the same

Context:

- Inability of students to visit the college campus on account of COVID-19 pandemic

- Urgency of conducting time bound examination and evaluation of examination as per schedule notified by the University of Jammu

- Conduct of online admission as per notified schedule

- Following COVID-19 SOPs and associated precautions, minimizing contact and facilitating shift to online mode

Practice:

- In view of the COVID-19, it was not possible to conduct examinations in the college premises as per traditional practice. Conduct of examinations online presented many issues, such as the technology to be used, the access of students to internet, the ability of students to use online portals for examination, and the feasibility of such practice considering the number of students enrolled in the college belonging to remote areas of Udhampur district. To facilitate the process, and to ensure maximum ease of access to students, it was decided to design and develop the examination portal in

house, and the Website Committee in collaboration with the Department of Computer Applications took on the task at war footing. An Examination and Evaluation Portal was created for the Session 2020-21, wherein to attempt the internal assignment examination, students logged into the portal on the designated time and date as per the notified date sheet, and uploaded photos or PDF of their answer sheet. A corresponding portal was also designed where teachers could remotely access student answer sheets and assign marks. The task of conducting Private Examinations for Semesters 1, 3 and 5 for all colleges in Udhampur district was also allocated to the institution, which was also undertaken in a transparent and efficient manner. For evaluation of Private examinations, access to the portal was also provided to faculty from other colleges in the district. Phone numbers of faculty were provided to the students for resolving queries and difficulties of students, and efforts were made to prevent any exclusions because of the digital divide. Re-examination was conducted to accommodate students who were unable to upload their answer sheets to ensure no student was left behind.

- The institution conducted online classes using various platforms. To ensure access of students to study material and e-Content, the college developed its own Learning Management System titled as the Devika Cloud (https://devikacloud.in) which hosts e-Content of various subjects and courses being run in the college. The portal allows public access to the study material, so that students from any college in the UT of J&K (and anywhere in the world) can access it, the syllabus being same as designated by the University of Jammu. It is pertinent to mention here that the institution is the first and only college in UT of J&K which has developed and implemented an LMS.

- As the pandemic showed no signs of slowing down in the latter part of 2020, the admission to the next semesters was also conducted online. This was necessitated by the fact that the college had been designated as a COVID-19 Care Center and patients were kept for observation in the institution premises. For Admissions, a dedicated in-house portal was developed by the Website Committee and the Department of Computer Applications. The entire process of admission was shifted to online mode, and helpline numbers were provided on the Institution Portal for addressing student queries. Provision was also made for students who were unable to fill the admission form online. Care was taken so that no student

was excluded from the process.

Evidence of Success:

- The Examination, Evaluation and preparation of result was conducted in timely and transparent fashion. Provisions were made that no student was left behind and re-examination was conducted at the end of the examination schedule to accommodate students who were unable to upload answer sheets for valid reasons.

- Student awareness has increased regarding the use of online resources for access to study material and for taking examinations.

- The examination model and technology designed by the institution can be used in the future. The college encourages technology sharing, and welcomes invitations by other institutions to help them set up similar portals.

Problems Encountered:

- A large number of students of the college hail from remote areas of District Udhampur, and have limited access to Internet.

- Students who were unfamiliar with technology also found it difficult at first to use the portal to take examinations. To help such students Mock Tests were conducted to help students understand usage of the portal and to resolve their queries.

Resources Used while implementing the practice

- Programmers and System Administrators from the Website Committee and the Department of Computer Science

- Server and Dedicated Fiber Internet Connection

- Server Space purchased from DigitialOcean Service Provider

Best Practice 2

Title:

COVID-19 precautions and preventive measures for safety of students and faculty members

Objectives:

- To prevent spread of COVID-19 among faculty and students

- To continue administrative and academic functioning of the institution amidst the COVID-19 pandemic

- To ease shift from Online to Offline mode of operation after decrease in COVID infections

- To maintain COVID-19 SOPs and Protocols after institution reopening for faculty and students

Context:

After the COVID-19 pandemic, the institution gradually opened for faculty members and students. Operation was resumed in Offline mode first for administrative functions and finally for academic functions. However, the pandemic is not yet over, and in view of newly emerging cases of infection, it became imperative that measures were needed to prevent the spread of COVID-19 in the institution, while maintaining the level of functionality needed for day to day routine operation of the institution. For this purpose, it was necessary to take steps and issue guidelines for the safety of all stakeholders thus involved.

Practice:

The institution made safety of students and faculty members a priority and took steps to ensure that operations were not hampered, while preventing safety hazards for all stakeholders. To begin with, the institution made it mandatory for everyone entering the college campus to be vaccinated. No student or faculty member was allowed to enter the college without being vaccinated. Vaccination certificates were checked at the college gate and students without certificates were barred from entering the college. Even after vaccination, strict measures were enforced to make sure that students remain safe inside the institution premises.

To promote hygiene among the faculty and students, sanitizer kiosks

were placed inside the campus premises at appropriate places. No student was permitted entry in the college campus without a mask, and masks were distributed among the students and faculty members. Further, social distancing was practiced in the classrooms as well as other social areas such as Girls Common Room, Practical Laboratories, Playgrounds, Canteens etc.

The institution believes that the most effective protection against the pandemic is information, and to that effect the institution raised awareness among the students by putting up posters and notices at various places in the college campus as well as on the college website. Students were regularly directed to practice social distancing and sanitize their hands.

Evidence of Success:

There has been a reduction of cases among the faculty members of the institution in the latter part of the year 2021. No serious case of infection of COVID-19 has yet been reported among the students of the institution. Further students who experience symptoms are directed to remain at home and observe social distancing.

Problems Encountered:

- Students sometimes take off their mask inside the college campus or fail to observe social distancing in social areas. Discipline committee monitors student activity and takes corrective action.

- In some instances it becomes difficult to observe social distancing for students, for instance in passenger vehicles. In those cases students are advised to wear masks and avoid travelling in overcrowded vehicles.

Resources required:

- Sanitizer kiosks

- Masks for distribution among faculty and students

- Infographics and posters for display in the college campus

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

7.3 - Institutional Distinctiveness

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

The Vision, Mission and Objectives of the institution clearly points towards a value based education based on the curriculum of the affiliating university combining it with the core values attached to the College. This includes a large number of minorities and marginalized section students. The college successfully implemented the semester system which was introduced by University of Jammu almost a decade ago. The focus is on skill development, career oriented programs, industry visit, industry - academia interaction and college have brought all these aspects under curriculum implementation and enrichment. Special attention is given to weak students especially belonging to SC/ST, OBC and minority/financial weaker groups. The students of College are not only guided to achieve excellence in the education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability. It lays special effort on students understanding of current environmental crisis and through its various schemes like energy conservation, waste management, rain water harvesting, plantation drives urges them to become eco friendly citizens. he institution constantly thrives to achieve its stated vision and mission through distinctive approaches and innovative strategies. Institution has comparatively large number of rural background students. Most of the students from locality belong to low income group and are first generation learners, our college provide them platform to achieve academic excellence and also provide them self-dependency through earn and learn scheme. College provides ambience of creativity, innovation, discipline and good learning experiences. It constantly updates its infrastructure facilities as per need and requirement. College organises various Training programmes and Workshops on Transferable Skills to help the students to contribute to society.

The corona-virus pandemic had exposed students to Anxiety, trauma of personal and familial illness, financial hardship, displacement and stress to cope with changing educational dynamics; Institution has provided additional help to strengthen the student support by

setting up various help-lines for student. Wherein their queries regarding to exam, library facilities etc were addressed and resolved. Special helpline was also setup to address issues of student anxiety and some needy students were also provided with financial support. Webinars on various subject oriented, environmental and health concerned topics is conducted for students to bridge the gap in their academic learning keeping them updated with educational and social perspectives. Institution always practices intensive and inclusive improvisation strategies according to the needs of students to facilitate their academic progress. College conducted lots of activities during this year like Ek Bharat Shresth Bharat, Personal Hygiene week celebration, Psychological support for Covid Pandemic situation (Covid Helper's Skill for student Community in collaboration with MGNCRE, Department of Higher Education, GOI), Vaccination Drives for students, Different programmes organised for AZADI KA AMRIT MAHOTSAV to celebrates 75 years of independence.

In this academic session, students of the College has secured seven University positions in the merit list of University of Jammu in the streams of Science, Commerce and Arts. Ms Purvi of the Science stream got second University position, Mr. Manath Kalsotra of Commerce stream got University seventh position and Ms Keerti Sharma, Sumiksha Gupta, Riya Gupta^1 and Riya Gupta^2 of the BBA stream got first, second, sixth and ninth University positions respectively in the merit list of University of Jammu in the 2020-2021. These students are encouraged by honoring them by presenting merit certifiactes and students who secure 1st to 3rd University position has presented cheques @Rs. 6000/- each and those who secured 4th to 10th University position has presented cheques @ Rs. @ 5000/- each.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

With the starting of new skill based as well as other academic courses for the students and increase in the gross enrollment than last year, the college has submitted detailed project reports for infrastructure development. It has been proposed that college should have separate administrative block, toilet block for students, 04 class rooms and 02 laboratories. Out of which, approval for class

rooms and laboratories has been given by the administrative department and the work shall be starting soon on these projects. On the academic front, the college is working on starting new courses like disaster management as one of the subject in degree course. The Higher Education Department has proposed to make this course compulsory for all the undergraduate students. There are also some vocational and skill courses such as Agriculture Technology, Food processing and Information Technology courses which are under active consideration for the next academic year. The college is also proposing Honors course in Economics and PG course in Mathematics. It is also proposed to upgrade and renovate laboratories of PG Chemistry, Geography, Geology and Psychology. In order to strengthen ICT enabled services in the college, it is proposed to add up IT Infrastructure such as computers, smart LED in library, Browsing Centre, E-content studio, Computer laboratories for maximum usage by students and staff. It is also proposed to have Internetfibre connectivity technologyhavingBandwidthof150-300mbps for Browsing Centre and DedicatedLeasedLineonOFC/RadioLink. It is also proposed to install more routers for internet availability in the whole campus. The college is also planning to strictly follow the Covid Appropriate Behavior in the next academic year also. As of now, comprehensive measures such as 100% vaccination of college staff, arrangement of special vaccination centre in the premises for students and staff, no entry without Covid vaccination certificate, compulsory use of face mask and frequent washing of hands with sanitizer in the class rooms and laboratory and operation of class work with fifty percent capacity in offline mode has been executed. In order to maintain theacademic blocks, hostel building, multipurpose hall, class rooms and laboratories, it is proposed torepair and renovate the said infrastructure as and when required.Besides the academic growth, optimum exposure and participation of students to various competitions in inter/intra college sports, cultural, NCC and NSS activities will be prioritized for the overall development of the students keeping in view theCovid19 Pandemic during the last two years.The college is planning to organize inter college, national level seminars, workshops, symposium in the area of science, ICT, culture, literature and other allied fields. It has also been decided to organize Union Territory level inter collegiate Governor's Silver rolling Volleyball tournament which is a legacy of this institution for organizing such a mega sports event.