SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE KULGAM

GOVT. DEGREE COLLEGE KULGAM KASHMIR JAMMU AND KASHMIR
192231
http://gdckulgam.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Govt. Degree College Kulgam, a co-educational and rural college was established in the year 2004 in four rooms of Govt. Higher Secondary School Kulgam and began its maiden session by admitting 596 students. Class work was initially conducted in open sky under the shade of a Chinar tree. Infrastructure in the form of 12 classroom Arts Block came to existence in year 2006 which again was insufficient for accommodating 2400 students at that time. College authorities strived very hard by moving from pillar to post for improving the infrastructure and diversity in the courses and finally success was acheived. A two-storey administrative block was constructed, presently housing Principal's office, Establishment section, IT section and Library. The Science block was constructed and handed over to the college in 2017. Nine (9) classroom block, old library block and two 2 room huts were transferred from school education department to the college in 2010. To cope up with the demand for additional classrooms, 12 classroom block was constructed and put to students use. Foundation of Auditorium-cum-Library Block has already been laid. Girls common room is under construction.

Delivering quality education by continuously augmenting the course strength is a prioritized strategic endeavor of the college. The college started functioning with only nine subjects of Arts and Social Sciences. The college presently offers around thirty subjects under different programmes including professional (BBA, BCA), non-professional (BA, BSC, BCOM), UGC sponsored Add-on courses, Vocational courses under RUSA, Short-term courses and Skill Enhancement Courses introduced under CBCS in 2016.

The college has a very beautiful campus spreading over 92 Kanals of land. Most of the sports activities are being organized within the campus.

The College has all necessary laboratory equipments for improving teaching-learning process. The college campus is Wi-Fi enabled. There are around 15000 books in the library. Three spacious computer laboratories with modern state of art facilities and sufficient power backup are functioning in the college. 50KVA solar power plant provides power to important sections of the college.

At present the College has 47 permanent and 90 Academic Arrangement faculty for catering to the needs of 5008 students.

Vision

1. To achieve academic excellence.
2. To earnestly strive to make the college most enviable institution of higher learning for producing graduates par excellence in humanism, knowledge, sincerity, morality, devotion, dedication, ethics and commitment.

Mission

1. To promote quality education for academic excellence.
2. To prepare morally, emotionally and mentally balanced and socially committed community.
3. To explore and nourish inherent creative qualities of students for their overall development.
4. To introduce varied courses for offering best career choices to our students to meet future challenges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Multi-faculty college with undergraduate, career-oriented, skill enahncement and vocational courses.
2. High enrolment of 5008 students.
3. Choice Based Credit System in place.
4. Self-Discipline in the campus.
5. Vibrant faculty recruited by a competent authority.
6. Transparent Grievance Redressal Mechanism.
7. Vibrant NCC and NSS Activities.
8. Catering to the needs of socially disadvantaged and economically backward areas.
9. Institutional, Government and Non-Government Scholarships are arranged for deserving students.
10. Sports activities are conducted and encouraged.
11. Women Empowerment Initiatives are taken up.
12. Government Initiatives are implemented.
13. Well-equipped laboratories.
14. Solar Power Plant with a capacity of 50KVA is installed in the campus.
15. Co-curricular activities are organised which disseminate awareness and impart training and skill to the students.
16. Participative management is practiced through college committees.
17. Wi-fi enabled campus.

Institutional Weakness

1. Limited role in curriculum design.
2. Limited provisions for research activities.
3. Delays in fund procurement.
4. Insufficient Medical Facility.
5. Lack of Playground for circket.
6. Lack of Auditorium (Under Construction).
7. Availability of very less number of working days per annum due to prevailing political situation.

Institutional Opportunity

1. Availability of qualified faculty and infrastructure to start Post-graduation courses.
2. Improve soft skills and employability for students.
3. Improving pass percentage every year.

4. Improving teaching ambience through remedial and tutorial classes.
5. Providing coaching for government and non-government jobs.
6. Modernization of classrooms.
7. Improving enrolment in Computer Applications, Management and Commerce.
8. Student progression for higher education.

Institutional Challenge

1. Improving the infrastructure.
2. Use of ICT to fullest extent.
3. Complete digitization of the library.
4. Promoting innovative and creative spirit among the students.
5. Encouraging faculty to focus on research.
6. Implementing e-governance in the areas of Administration, Planning and Development.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curricular aspects are the main components of any Institute, but our Institute being affiliated college does not exercise complete freedom in curriculum design and implementation. The college depends on University of Kashmir for legitimizing academic and administrative process. However the institution has developed a structured and effective system of curriculum implementation by following academic calendar, devising lesson plans, updating library and providing internet facilities to students. The students are given practical insight into the curriculum through a series of interactive activities like classroom teaching, group discussions, debates, and seminars. New Examination pattern introduced by University is strictly followed. Number of Certificate/Diploma programs like Add-On courses and courses under RUSA were introduced. Our teachers contribute their part in curriculum planning by participating in different board meetings meant for syllabi designing and revision.

The college gives ample freedom and flexibility in course selection to students by adopting CBCS since 2016. In order to enhance the curriculum flexibility for the students, the institute has introduced around ten (10) new courses in past five years and five certificate/diploma and Add-On courses. More than 300 students have enrolled themselves in these Add-On courses during last five years.

Apart from the main courses, the college has provision for add-on courses and activities which integrate cross cutting issues of gender and environment. The institution has adopted environmental studies as compulsory subject in 1st and 2nd semester to aware students about various environmental issues. The institution sensitizes people regarding gender issues by organizing awareness programs in the community. The NSS unit organizes different extension programs every year. Students are counselled regarding human values and professional ethics prior to admission. The institution has two value added courses under RUSA and the college encourages the students to undertake field projects and internships.

In order to receive the feedback from stakeholders on syllabi and to overcome the loopholes in the syllabi, a structured feedback was sought, analyzed and the report was compiled for future use.

Teaching-learning and Evaluation

The institution is one of the fastest growing colleges in South Kashmir, in terms of annual enrolment. The average percentage enrolment of the institution during last five years is 72%. The total enrolment for current year (2017-18) is 5008. The institution follows the reservation policy of government in terms of granting admission to the students belonging to different reserved categories. But, the average intake capacity of the institution during past years has been more than the total number of students seeking admission, therefore, there was no need to invoke reservation policy.

The student-teacher ratio (fulltime) in the college is 46:1. There are sufficient numbers of full-time teachers available in the institution to cater to the needs of the students. The institution assesses the learning level of students, periodically by conducting regular class tests, competitions and semester-end examinations. The students are made to know about their learning outcomes. The slow and advanced learners are categorized, in order to address their individual needs. Special remedial classes are conducted for slow learners. While as the advanced learners are exposed to more advanced and different situations, in order to enhance their learning outcomes. The teachers resort to different student centric and more advanced teaching methodlogies in order to make teaching-learning more effective. It includes, use of ICT enabled lectures, presentations, demonstrations, oral tests, audio-visual methods, PPT, etc. Besides, smart classrooms are also used to deliver lectures.

The teaching faculty of the college is resourceful and well read. About 25% of the teachers, are having PhDs in different subjects. Further, almost all the teachers have either qualified NET/SET or have M.Phil degrees in different subjects. The teaching faculty has also published sufficient number of research articles in national and international journals.

The internal assessment system of the college is transparent and efficient. Different types of evaluation methods are adopted to know about the learning outcomes of students. The evaluation process is scientific, robust and easy. Necessary feedback is collected from the students and grievances related to evaluation process are addressed in time bound manner.

Research, Innovations and Extension

The institution is an undergraduate college and has meagre infrastructure to conduct research activities. The institution doesn't get grants for research projects sponsored by the government and non-government sources. However, the faculty members of the college undertake several research activities by publishing articles/book chapters in national and international journals. Moreover, as part of the faculty development programme of UGC, the faculty members participate in orientation courses, refresher courses, workshops, short term courses and national and international conferences.

The institution strives to develop research aptitude among the students. In this regard, creative learning is encouraged. The students express their research aptitude by virtue of their participation in debates and seminars, group discussions and their write-ups in college magazine.

The institution adopts innovative practices in teaching, learning and research methodology in compliance to IQAC periodic minutes. More scientific and study friendly teaching methodologies are being practiced for the effective delivery of knowledge. The creative abilities of students are carefully gauged and harnessed. These activities are constantly being taken into account and reported to IQAC of the college.

As part of its social responsibility, and in order to sensitise students to social issues, the institution conducts several extension and exposure activities. These include organising cleanliness drives within the nearby communities, organisation of blood donation camps in collaboration with Indian Red Cross Society, celebration of World AIDS Day, organising gender sensitizing programmes and exposure visits to nearby schools and other relevant places. For boosting entrepreneurial awareness and imparting such skills, the college organizes such events in collaboration with J&K Entrepreneurship Development Institute. These activities are organized in order to sensitize students about the important social issues and to get a first-hand knowledge of such contemporary things.

Infrastructure and Learning Resources

The institution has sufficient infrastructure for the effective delivery of teaching and learning processes. It includes adequate number of classrooms, computer and science laboratories. The development of physical infrastructure is a continuous process as more number of classrooms, laboratories and other facilities are under construction and shall be completed in due course of time. There are also adequate sports facilities available within the campus for conducting games and sports both indoor and outdoor. These include two medium sized sports grounds for volley ball, handball and badminton. Besides, college has developed a gymnasium for fitness of students.

The college has a well-equipped library with all the necessary and relevant books pertaining to all the courses. The college library is fully automated and easy to access. Besides, the important journals and newspapers are also available in the library on day to day basis. The books are annually purchased on the requisition of different departments pertaining to the courses being taught by them. The college library has a reading room for the students and teachers. Everyday students visit the reading room to access daily newspapers, journals, periodicals and to consult books.

The College IT&SS centre created by affiliating university under its e-governance initiative provides easy access to students for admission and examination processes. Further the college has installed a Wi-Fi facility for the students in collaboration with Reliance Jio for surfing and browsing the academic information on their smartphones by virtue of free data available to them.

The college has a functional smart classroom since 2016. There are about 101 computers available in computer laboratories and departments of the college for the execution of academic and administrative activities. The computer facilities are available for the students for accessing e-contents and teaching learning material.

The institution takes due care for the maintenance of physical infrastructure. In this regard, Assets Management Committee has been constituted to look after the assets of the college. The care and upkeep of computer laboratories has been assigned to respective departments.

Student Support and Progression

The institution undertakes several activities for the benefit and welfare of students. In this regard, financial assistance is provided to poor and destitute students annually. Besides, several other scholarship schemes from Government and other allied agencies are provided to the students. These include Post-matric scholarships from Ministry of Minority Affairs, scholarships from HDFC Bank and Department of Tribal Affairs, etc.

Further various capability enhancement schemes like career counselling, soft skill development, personal counselling and remedial coaching are offered to the eligible and desirous candidates. The career counselling cell of the college in collaboration with different agencies and NGOs conducts awareness and training camps for the students of the college. Under UDAAN, a special initiative of Ministry of Home Affairs for J&K, annual training and placement programmes are being conducted in the college.

The department of physical education conducts several sports activities for the physical and mental development of the students. The students of the college have remarkably performed in several inter college and national level sports activities. One student of the college namely **Rasik Salam Dar** represented J&K Cricket team in C. K. Naidu & Vijay Hazarre trophy in 2018. On the basis of performance he has been selected for IPL (2019) through bidding and is a member of Mumbai Indians.

The institution has begun the process of constitution of its Alumni Association. In this regard, the first meeting of the association was held in the month of December 2018. The registration process for the association is in progress. The Alumni of the college have shown their eagerness in helping in the development of the institution by virtue of financial contributions and sharing of knowledge, once the association is legally registered.

Governance, Leadership and Management

The College being a Government College is affiliated to University of Kashmir. The college practices participative governance in the smooth functioning of the institution and strives for academic excellence through Vision and Mission statements reflected in the perspective plans of the institution. The institution believes in decentralized functioning in a democratic manner through the formation of different college committees working towards envisaging, supervising and executing the strategic plans for the overall betterment of the college.

Being an affiliated college, the institution has less flexibility in certain domains like devising curriculum, recruitment and selection of employees, service rules, e-governance etc. The college constantly looks into the concerns of employees like their professional advancement, welfare and overall well-being in collaboration with the State and Central Govt. Agencies.

The college has a dedicated Establishment and IT Section. The Establishment section is headed by a Section Officer and assisted by a Head Assistant, Accounts Assistant from Finance Department and other staff. IT&SS unit of the college is looked after by Data Entry Operator appointed by affiliating University. The college Establishment section maintains records of admission, examination, income and expenditure generated locally or received from Higher Education Department, J&K Government. Since the institution is government in nature, it does not receive any funds from individuals, NGO's and philanthropists.

The college records are subject to a three-tier audit by the following agencies:

1. Administrative Inspection, Higher Education Department.
2. Department of Finance, J & K Government.
3. Office of the Accountant General.

Like in other educational institutions, IQAC in the college contributes significantly in maintaining quality standards in teaching, learning and evaluation with a distinctive approach for institutionalizing the strategies and processes for quality assurance. The institute holds a rigorous mechanism for quality assurance through

IQAC. The IQAC is supervised by a convener and assisted by members. Resultant to IQAC initiatives, the college has witnessed a remarkable progression in terms of infrastructure, curricular and co-curricular activities.

Institutional Values and Best Practices

The college has been working for the gender equity and women empowerment and has been organizing such programs constantly. Being a co-education institution, the main motive of college is to ensure the safety and well being of its students, particularly female students. The students are being counseled throughout the year through various events and interactive sessions.

Similarly, the college believes in the sustainable development and is following eco-friendly practices. In this regard, the college has resorted to meeting its energy requirements from the renewable energy resources. The college is discouraging use of incandescent bulbs and has cent percent of lighting requirement being met by LED bulbs, in order to save and conserve energy. The college adopts various mechanisms to dispose-off the solid, liquid and e-waste material generated in the campus. Similarly, college follows many pro-environment friendly practices like having a polythene free campus, striving for a paperless office and planting trees to add to its aesthetic look.

The college works for the benefit of students belonging to all sections of society, particularly the weaker sections. The college takes care of Divyangjan or physically disabled students by making sure such students are brought into the mainstream of the society.

Similarly, the college has been continuously engaged with the local community in environmental-friendly practices, financial literacy, stress management, and other such programs, to transform many of its disadvantages into advantages.

The institution believes in human values and professional ethics. In this regard, Principal, Staff and the students of the college are expected to follow the prescribed code of conduct laid by the college and J&K Government. The institution also organizes programs throughout the year to imbibe consciousness among the students about national identities and symbols, and promote among them values of universal brotherhood, national integration, communal harmony and social cohesion.

The best practices of the college include making campus polythene free, and following pro-green measures like plantation and cleanliness drives. The college has been successful in transforming its vision and mission into practice by producing a skillful and talented human resource to serve the society at different places in different capacities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE KULGAM
Address	Govt. Degree College Kulgam Kashmir Jammu and Kashmir
City	KULGAM
State	Jammu And Kashmir
Pin	192231
Website	http://gdckulgam.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Abdul Rehman Najar	01931-260177	9419595057	01931-260185	kulgamprincipal@gmail.com
IQAC / CIQA coordinator	H U Dar	01931-260023	9858435580	01931-260017	hamidbot@yahoo.co.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-2004

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Jammu And Kashmir	University of Kashmir	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-07-2010	View Document
12B of UGC	23-07-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Govt. Degree College Kulgam Kashmir Jammu and Kashmir	Rural	11.5	28873

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Arts	36	TWELFTH	English	1500	1483
UG	BSc,Science	36	TWELFTH	English	340	340
UG	BCom,Commerce	36	TWELFTH	English	60	60
UG	BCA,Computer Science	36	TWELFTH	English	30	30
UG	BBA,Management	36	TWELFTH	English	40	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				3				48
Recruited	0	0	0	0	3	0	0	3	43	5	0	48
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				50
Recruited	35	8	0	43
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	22	1	0	25
M.Phil.	0	0	0	1	0	0	9	1	0	11
PG	0	0	0	0	0	0	8	3	0	11

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2555	0	0	0	2555
	Female	2453	0	0	0	2453
	Others	0	0	0	0	0
Certificate / Awareness	Male	126	0	0	0	126
	Female	81	0	0	0	81
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	1052	922	1116	816
	Female	989	802	667	611
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2041	1724	1783	1427

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 102

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4827	4454	4043	3715	3809

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
663	663	663	663	663

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1356	1109	1118	1006	1091

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	50	50	50	45

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	50	50	50	45

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 35

Number of computers

Response: 101

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
223.72	133.28	235.9	83.28	87.44

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institution has developed a structured and effective system of curriculum implementation. The Institution ensures effective curriculum delivery by following the academic calendar provided by University of Kashmir. The faculty analyses the needs of the students before the commencement of every semester and plans the curriculum as prescribed by the University of Kashmir in such a way that it include different activities related to the designed syllabus. The heads of every department submit a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that help them to develop their high order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The periodic tutorial / class test / MCQ examinations are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. Teachers put in all efforts to ensure quality and to enhance academic growth. Practical, theoretical & oral examinations are conducted to judge the understanding of the students. The new examination pattern introduced by affiliating university is being strictly adopted by the college.

The curriculum is enriched by participation of our teachers in Board of Studies Meetings organized by affiliating university from time to time. The effective delivery of the curriculum includes a wide variety of steps like work culture, supervision and revision through periodic meetings with the principal, faculty and students. The college has taken the following initiatives for effective curriculum planning, development and deliverance:

- CBCS model as per the University norms is in operation.
- To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted as per University guidelines.
- To provide internet facilities both to the students and faculty.
- Updating the library with books of the changed syllabi every year.
- All the laboratories are upgraded annually as per requirement of the curriculum.
- Subject tours and industrial visits are organized to provide practical exposure to the students.
- Seminars, debates, quiz competitions and workshops are being organized.
- Add-On and skill oriental courses are offered to the students for enhancing their skill and access to jobs in national/international job markets.
- Organizing interdisciplinary competitions, tests and exhibitions.
- Lesson plans are prepared and implemented.
- Skill development courses are being offered to enhance the capabilities of the students.
- Access to online source through EDUSAT/Internet.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 8.13

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	2	0	1

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 38.24

1.2.1.1 How many new courses are introduced within the last five years

Response: 39

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 5

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0.64

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
125	10	6	8	0

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

1.3 Curriculum Enrichment

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

Response:

The college has been affiliated to the University of Kashmir that has designed the curriculum to create awareness relevant to gender, environment and sustainability, human values and professional ethics. The university has introduced CBCS with Environmental studies as compulsary course for 1st and 2nd semesters to senstize the students about various environmental issues. The syllabus is framed in such a way that students take active part in various activities like debates, quiz competitions, group discussions, presentations etc. to highlight the grave issues the earth has been facing. The college has two NSS units (male and female) actively engaged in organizing extension programs such as cleanliness/plantation drive/community health/national voters day/no smoking/no AIDS day etc. Every year the NSS volunteers of the institution, besides arranging blood donation and health camps, visit different villages and sensitize the locals about the benefits of cleanliness, literacy and hygiene. In addition they also render voluntary services in different religious congregations and during natural calamities within the territorial area of the district. The institution through (Departments of Geography and Sociology) have organized different awareness programs with the students of 10th, 11th and 12th standards and their parents in rural areas about gender sensitization, rural hygiene and opportunities available to them for higher education. One such awareness programme was organized at GHS School DK Marg, Kulgam, an educationally backward area, as the students of the school come from lower socio-economic strata of the society. Further, the college has various comittiees such as anti-ragging, students counseling and guidance cell, anti-sexual harassment which foster the social responsibilities and impart information about the issue. In addition to it, the college had taken up the following program and activities for the holistic development of the students.

- Seminars, painting competition, symposium, blood donation camps and sports activities were arranged.
- For serving the community and nation, the college NSS volunteers participate in various social welfare activities, organize environmental awareness within the camps to make it polythene free and among the rural people with respect to their socio-economic problem.
- Curriculum-based fieldwork for the disciplines like Physics, Botany, Zoology, Geography, Psychology and History were arranged to enrich the knowledge of the students through field/experimental studies and on the spot visits.
- The college provides ample opportunities for the career advancement of the students by arranging career oriented lectures and counseling sessions.
- The value oriented curriculum of the humanities and science provide the students an opportunity of self-help, self-development, self-respect, sincerity and hardwork.
- Prior to admission, students undergo counseling sessions in which they are educated about moral values and professional ethics.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 1.24

1.3.3.1 Number of students undertaking field projects or internships

Response: 60

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
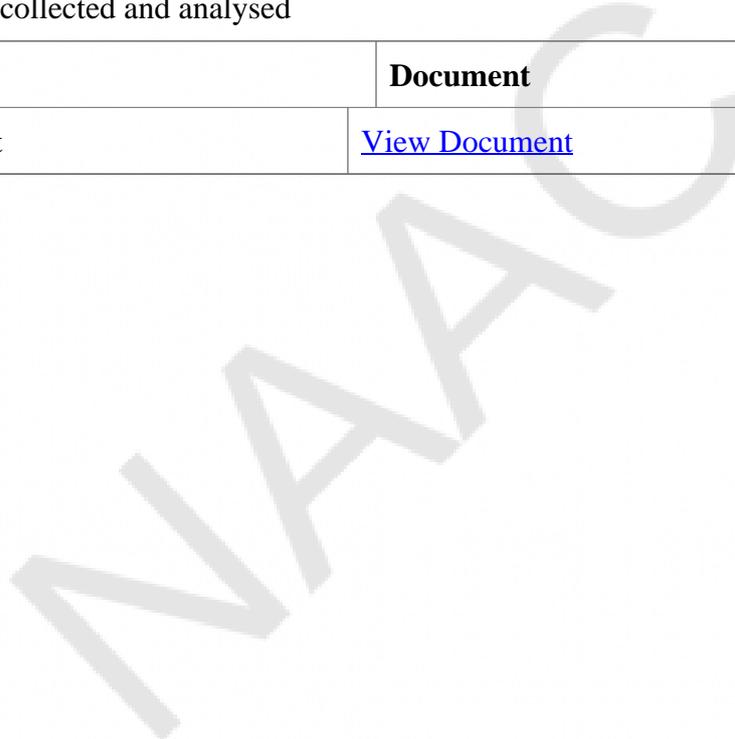**A. Feedback collected, analysed and action taken and feedback available on website**

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 87.05

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2041	1724	1783	1427	1805

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2041	2010	2010	2010	2010

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 0

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution has a comprehensive mechanism to assess the learning levels of the students by continuously evaluating them on various parameters. Keeping in view the varied levels of mental aptitude prevailing among them, a multi pronged strategy is adopted to assess their aptitude, resourcefulness and other special abilities.

Immediately after the students are formally admitted into the institution, counselling sessions are held for them in order to gauge their aptitude and judge their previous levels of learning. Accordingly slow learners and those with special abilities are identified.

Regular class tests are conducted to periodically assess the learning levels of the students. Subsequently special remedial classes are conducted for the slow learners. Moreover ICT enabled lectures are also conducted for them through smart classrooms. For the students with special abilities, one to one interactive sessions are conducted with them by the concerned subject teachers. Special audio-visual modes of interactions are utilised for imparting learning to them. The college has a well equipped smart classroom and an Edu-Sat room which caters to the special needs of the slow learners and those with special abilities.

The College Debating and Seminar Committee along with Career Counselling Cell of the college periodically conducts programmes of interest like quizzes, mental aptitude tests, drawing and painting competitions with a special focus on such students. Further expert lectures also conducted by inviting different personalities from fields of Psychology, Medicine, Pedagogy and Art and Culture in order to learn about the modern and psychological trends in teaching learning process.

The advanced learners are provided with additional study material and assignments in order to hone their talent. Periodical exposure visits are also conducted for such students in order to acquaint them with evolving trends and knowledge. Special programmes like mental aptitude tests, debates and seminars, expert lectures are also conducted for such students. Additional tutorials are organised for such students. Participation in various district, state and national level events involving various skill based requirements is matter of routine for such students in the college.

File Description	Document
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 94.65

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

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.15

2.2.3.1 Number of differently abled students on rolls

Response: 7

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The institution is always encouraging the direct involvement of students in teaching-learning process. For enhancing the learning experiences of students, different methods of student involvement are followed.

The teachers after delivering a lecture on a specific topic, randomly choose students from the class to repeat the lecture for checking their learning capability. Further, sometimes students are asked to solve different subject related problems themselves and those students who have correctly done that are allowed to explain the same to other students of the class. To acquire first-hand knowledge on the subjects and current practices by the students, the faculty members of the institution in addition to Lecture Method adopt Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. Further, the students are also engaged in field study. Lessons are taught through Power point presentations to make learning interesting besides oral presenting methods.

In order to impart experiential learning, various community visits are organized to inculcate firsthand knowledge to the students. In this regard, visits to public places like schools, hospitals, public parks, agricultural fields and other places are conducted. The college conducts periodic visits to some nearby schools, where our students are made to teach and impart learning. Interactive sessions are conducted with the students of such schools.

Modern student oriented methods of teaching like pragmatic methodology; communicative methodology and audio-visual methodology are used to impart learning. The old archaic and teacher centric methodology is thus gradually replaced by new and modern student centric methodologies.

Group discussions, debates and seminars and extempore speeches are regularly conducted within the classrooms and other platforms in the institution. Interaction sessions among the students, within the classroom are also conducted in order to encourage participative learning.

In order to enhance problem solving capabilities among the students, certain hypothetical issues are put forth before them and then responses are sought in this regard. After then these responses are analyzed and judged for their reasonability and applicability with them. Such brainstorming sessions are conducted often in the classrooms.

File Description	Document
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 58.82

2.3.2.1 Number of teachers using ICT

Response: 30

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 96.54

2.3.3.1 Number of mentors

Response: 50

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

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution practises innovation and creativity in teaching-learning process. Conventional and unscientific methods of teaching have since been dispensed with. More scientific and learner oriented methodologies are adopted. The teachers resort to the methodologie that suit their subjects and students. For example, in order to teach language, direct method can be practised.

Reforms in teaching methodologies in light of the development in psychology, padegogy, learning experiences are being practised. In this regard, apart from lecture method, direct method, communicative method, pragmatic method and other methods are practised. Exposure and field visits are also encouraged in order to give firsthand experience to the students.

The internal evaluation system in the college is designed in order to promote creativity. The nature of question papers and oral tests is such as to invite creative responses and innovative techniques. ICT enabled teaching methods are more frequently used to make teaching-learning process more effective.

The institution promotes creativity among the students by providing opportunities to contribute articles like poems, short stories, compositions for publication in the Annual College Magazine and Newsletter. The college in association with various organizations organizes competitions like debates, quiz competitions, creative writing etc. Prizes and Certificates are given to winners to encourage the students. In addition to this, the students are provided opportunities of participating in inter-college competitions. The institution also encourages critical thinking and creativity among the students through seminars, workshops, debates, project works, poster designing and painting etc. The institution also encourages the direct involvement of students in teaching-learning process by providing one-to-one interactions of teachers with students, delivering of lectures at places which mimic the environment of specific topics etc. These all methods have proved fruitful in making students interested in the learning and also in enhancing the learning capacity of the students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	
List of the faculty members authenticated by the Head of HEI	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 25.23

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	17	11	6	5

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.43

2.4.3.1 Total experience of full-time teachers

Response: 226

File Description	Document
Any additional information	

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

(

The college adopts Centralised Continuous Internal Evaluation (CIE) system to assess all aspects of a student's development on a continuous basis throughout the year. Students are evaluated in terms of learning outcomes, course outcomes and programme outcomes. The learning outcomes are periodically assessed on different parameters and in tune with the modern trends. The process of internal evaluation has been made more comprehensive and scientific over the years. The students are evaluated in terms of knowledge, skill, aptitude and relevance.

The evaluation process is well laid out in advance for the information of all the students. Students are made aware of the evaluation process through the orientation programmes at the beginning of the semester and by providing teaching plans containing evaluation procedures, academic calendar with Continous Internal

Assessment (CIA) exam dates etc. Result analysis is done by the class tutors after every CIA test. Different aspects of the process are made comprehensible to the students by organising mock tests and drills. Logical outcomes of these evaluation processes are clearly spelt out. Students are given sufficient time and attempts to improve their performances. Oral and written class tests are conducted to assess different aspects of learning. Oral tests are intended to promote personality development, confidence and ability to speak fluently.

Regular presentations by students during the class are organised in order to let them express themselves confidently. Extempore lectures are conducted to judge their capability to speak on any issue, as per their own knowledge. This promotes leadership development and innovation. The college has since dispensed with written examination system only. Other modes of evaluation have been adopted over the period of time keeping in view the changing trends worldwide.

As a major reform in evaluation system, students are made to know about their performance by providing them xerox copies of their written answer scripts. The errors and incorrect statements are clearly spelt out there for the students to know them. Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and placement interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers. Also re-evaluation of answer scripts is allowed on the request of the students. Feedback from students regarding evaluation is encouraged and accepted for the process to work more smoothly, transparently and in a fair manner. The examination committee of the college conducts annual counselling sessions for the teachers in order to sensitise them with the process of evaluation and to let them know about different aspects of the process. Experts from fields of psychology, education etc. provide their knowledge expertise regarding the process and mode of evaluation.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The mechanism of internal assessment followed by the institution is transparent and robust. The schedule of evaluation is issued well in advance for the information of all the students. Detailed internal assessment calendar is displayed on the notice board and on the college website. Besides, announcements by the concerned teachers in classrooms are also made. The assessment calendar contains detailed information about the various steps and methods of evaluation process. Continuous assessment report of all the courses is made available to the students by the concerned teachers in the class. Internal examiners are appointed for each subject by the concerned department to evaluate internal examination.

The process of internal assessment is comprehensive, varied and scientific. The assessment is made in order to evaluate students in terms of different skills. In addition to written tests, oral tests, group discussions, presentations, practical demonstrations and mock drills are conducted to evaluate students comprehensively. After the assessment, the students are immediately provided feedback by means of progress reports, awards, felicitations and displaying of result statements on notice boards. Frequent

assessment tests are conducted in order to gauge the learning outcomes of students on regular basis. It helps in correct diagnosis of problems and relevant course correction.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

The examination committee of the college looks after the whole process of examination and evaluation. The grievances pertaining to examination and evaluation are addressed by the committee itself in a transparent and time bound manner.

The grievances with regard to internal examination are addressed within a period of five days, after proper verification of the complaint and by consulting relevant stakeholders in this regard. There is a quick redressal in this regard, since the matter comes under the ambit of the college itself. Grievances like timely conduct of internal examination, practical examination and class tests are immediately addressed by involving stakeholders. The grievances with regard to the conduct of external examination are proceeded to the affiliating university with necessary recommendations. Since the matter does not come under the ambit of the college, no time frame for redressal can be given in this regard.

All the complaints pertaining to examination and evaluation are received by the examination committee and sent for expert views in this regard. After receiving recommendations from the experts/stakeholders in this regard, the committee disposes off the complaints in time bound manner and in the interest of the students. In case of a grievance where students complaint about difficult question papers or out of syllabus question paper, the complaint is sent to at least two subject experts with documentary proof. If the complaint is found genuine, the re-examination in the concerned subject is recommended. Similarly complaints of poor evaluation are also sent for expert views and addressed in the interest of students.

For handling issues regarding evaluation process at the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This further enhances the transparency and rapport between faculty members and students. After preparing the assessments report it is shown to the students, if any grievances are there they can be resolved immediately and submitted by the concerned faculty to the department. The head of the exam cell is registrar of the college where the university exam related queries can be resolved. If student has any grievances related to evaluation of university, answer scripts are intimated to the subject handling faculty and head of the department if necessary. The re-evaluation is applied for answer scripts, in which

the re-evaluated marks can be obtained during the announcement of re-evaluation results of the same semester. In order to maintain transparency, students can apply for photo copy of their answer script and they may decide on re-evaluation.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar for the conduct of Continuous Internal Evaluation (CIE) is well laid out in advance by the institution at the beginning of every academic year. All the evaluation related activities are thus conducted according to the calendar. The academic calendar is issued keeping in view the academic calendar issued by the affiliating university for the conduct of external examination.

The academic calendar of the institution consists of commencement of classes, schedule of unit tests, mid review of attendance and defaulter list, schedule of debates and seminars, subject assignments, conduct of practical examinations, organisation of field visits and exposure visits. The information is displayed on departmental notice boards. Subject loads are allocated to faculty members well in advance, so that they could prepare lesson plans. Every faculty member prepares teaching plans for each theory and laboratory course, before the start of semester. The departmental time table is strictly monitored by the respective heads of departments. The teachers conduct regular class tests and maintain record of the performance of students. The class tests are usually conducted after the completion of a unit of syllabus. Unit tests are constant indicators of the performance of students and evaluators learning outcomes at different stages. Besides, oral presentations are also organised periodically in order to assess the oral competence and skills of students. The examination committee annually reviews the overall implementation of the academic calendar at the end of the session.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The mechanism followed by the institution to communicate the learning outcomes to the teachers and students involve the availability of hard copy of syllabi and Learning Outcomes in the departments for ready reference to the teachers and students. Learning Outcomes of the Programs and Courses are

displayed on the walls outside each department. Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded on the website of institution for reference. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and College Committee Meeting. The students are also made aware of the same through Tutorial Meetings. At the beginning of every academic session, counseling sessions are conducted for students, in order to sensitize them with the course and programme outcomes, they have opted. Detailed deliberations are conducted in this regard. The college website displays programme and course outcomes for each course. Students are informed to refer to the college website for necessary information in this regard. The website is constantly updated by incorporating more information in this regard. For any further queries, the students are asked to consult their concerned subject teachers.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution follows continuous internal evaluation system. A detailed schedule is issued at the beginning of every academic year, in this regard. The continuous internal evaluation is comprehensive effort on part of the institution to assess the learners on different scales. Its specific aim is to assess the learning outcomes including programme and course outcomes of the institution. The evaluation techniques in this regard consist of unit tests, written tests, oral tests, exposure visits, field surveys, study tours, practical work, debates and seminars etc. Besides, cultural activities, NSS activities, career counseling, personality development programmes and communication skills are organized to achieve the outcomes. Moreover the playground of our college is used to organize various sports competitions. Sportive skills are inculcated amongst the students through these competitions.

2.6.3 Average pass percentage of Students

Response: 76.33

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1035

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1356

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.78

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 246

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college has many centers including Career Guidance and Counseling Centre, Debates and Seminars Committee, Cultural Activity Committee, NSS, etc. which act as incubation centers with regard to creation and transfer of knowledge. These centers/committees act in close cooperation with one another, as far as creation of an ecosystem of creative learning and knowledge is concerned. The process starts with Career Guidance and Counseling Centre providing counseling sessions to the newly admitted students. In these sessions students are evaluated in terms of their skills and orientation, and accordingly directed for further

course of action. The students having creative bent of mind in different genres, like, literature, arts, science, marketing, etc, are identified and are attached with different committees, like, Debates and Seminars Committee, Cultural Activities Committees, NCC and NSS Unit of the college. The faculty members who are coordinators and members of these committees polish the creative abilities of such students and encourage them to continue with their creative abilities. Debates and Seminars Committee, particularly, organizes seminars and debate competitions in order to provide platform to such students at different state-level and nation-level competitions.

Similarly, NSS Unit of the college along with its volunteers carries out different community based activities by visiting different schools, public places of importance in the far flung areas, spreading awareness about schemes and programmes launched by State and Central government. NCC Unit of the college along with its volunteers makes camp visits to different parts of the country. These volunteers interact with NCC volunteers of other parts of the country and share with them their style of functioning when it comes to spreading awareness about national integration, communal harmony and social cohesion. They also receive same knowledge from volunteers of other NCC units and share it with the students of the college when they come back.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.2

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	9	6	12

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]
Any additional information	[View Document]

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.18

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	0	2	2

File Description	Document
List books and chapters in edited volumes / books published	[View Document]
Any additional information	[View Document]

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The valley of Kashmir was devastated by floods in 2014, with South Kashmir being the most affected. The floods wreathed havoc in the Kulgam district. As an institute of prime importance in the district, GDC Kulgam couldn't have turned a blind eye to the tragedy. As a result, NSS unit of the college, other faculty members and students of the college, came together to help people affected by the floods by distributing basic amenities like rice, pulses, cooking-oil, sanitation kits, blankets, stationary and books to students of the area etc. NSS volunteers of the college under supervision of Mr Sajad Ahmad Shah and Ms. Asifa Monjkhal played a vital role in this drive. Apart from providing sanitation kits to the affected families, they sanitized the places, inundated by flood water, in order to prevent the growth of diseases like Cholera, Malaria, etc. Faculty members of the college also made financial contribution towards this cause and as a result more than Rs. 92,000/= were collected. The amount was distributed among those students of the college, whose families were affected the most.

To spread the awareness among students about the prevention, control and necessary precautions against HIV the NSS unit of the college organized seminars and Debates in collaboration with J&K AIDS Control and Prevention Society.

As part of the Swach Bharat initiative for making India clean and green, different initiatives like sanitation and cleanliness drives were held throughout the year, in and around the campus by the NSS unit of the college in collaboration with Municipal Committee of Kulgam. Trees were planted across and around the campus as part of the pro-green and eco-friendly initiatives. The college organized tours to different schools in the vicinity of the district, thereby, creating among their students the awareness of making their surroundings neat and clean.

Similarly, on the path of sustainable development, the college is spreading awareness about the eco-friendly activities. Use of polythene is discouraged throughout the campus and programs like anti-polythene drives have been organized by the NSS unit of the college, whereby, volunteers of the unit distributed paper/cloth bags among people in Kulgam market and its surroundings.

In order to sensitize the students about gender equality, different programs have been organized by the college. Gender sensitization tours have also been organized by the institute in which awareness has been spread about women empowerment, gender equality and importance of education of women.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 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 last five years

Response: 8

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	02	02	00

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 1.24

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
148	140	0	0	0

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 2

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Facilities for Teaching-Learning

Despite the fact that the college has been established very recently, the college is counted among the biggest colleges of Kashmir valley in terms of student enrolment and infrastructure. It has been a continuous process in the college to take stock of the existing infrastructure by different committees. The proposals of development are submitted to the Principal by the College Development Committee, who in turn invite any construction agency like R & B (PWD), JKPCC, SICOP, Housing Boards etc. to prepare DPR. DPRs are then forwarded by the principal to the administrative department for accord of administrative approval & release of funds.

1. **Classrooms:** The institution has 47 classrooms including labs available in different buildings named as Old Classroom Block, Arts Block & New Block. The college has total enrolment of 5008 students distributed in about 210 sections. The available classrooms are sufficient to handle the class work of different classes/subjects.
2. **Laboratories:** The College has newly constructed Science Block which provides accommodation to most of the Science Departments like Physics, Chemistry, Botany, Zoology, Computer Sciences, Biochemistry, BCA lab & smart class room etc. The laboratories of all the departments have been constructed recently as per the latest designs and are fully equipped with all the instruments/equipments needed for practical courses. In addition to the Science Block, the college has another building named as Old Laboratory Block in which Psychology, Geography and Geology Departments are accommodated. The laboratories of these departments are also fully equipped with the required instruments for the conduct of practical work.
3. **Computing Equipment:** The College offers Bachelor of Computer Applications (BCA) as a three year degree program. In addition to it Computer Application is offered as a subject for other undergraduate students. BCA Lab is housed in the Science Block and two Computer Applications Labs are housed in the Arts Block of the college. All the labs have been renovated very recently as per latest designs and needs of the students and are equipped with computers, internet facility and other electronic gadgets. Computing equipments along with internet facility has also been provided to all the Science Departments and some Arts Departments for the conduct of office work and other assignments.
4. In addition to the above, the college library is fully automated and a Browsing Centre is available for students and faculty of the college.

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

Response:

Facilities for sports & games

The students of the college, both boys and girls, are highly enthusiastic for taking part in all co-curricular activities including games, sports and cultural activities. The college always encourages students taking part in such activities and offers every kind of support for their betterment. The college has sufficient space and infrastructure for the smooth conduct of all such activities. Our students participate in different kinds of games and sports like cricket, volley ball, football, Kabaddi, Kho Kho, Badminton, Table Tennis, Carom, Chess, etc.

1.   Indoor Games: The College has a full-fledged TT hall and sufficient number of required items for playing Table Tennis. In addition to it, the college has sufficient number of carom and chess boards for playing carom and chess respectively.

2.   Outdoor Games: The College has sufficient space and required items for playing different outdoor games like cricket, volley ball, foot ball, Kabaddi, Kho Kho, Badminton, etc. The college has sufficient number of courts for playing all these games except cricket and foot ball. We have a playground within the municipal limits of Kulgam town very close to the college which is used for playing cricket and foot ball games.

3.   Gymnasium: The College has a full-fledged centre for gymnasium and body fitness equipped with four station gym, dumb bells and benches, tread mill, weight plates, rods, skipping ropes, etc. Our faculty, staff and students actively utilize the Gym Centre for body fitness.

4.   **Yoga Centre**: The College has a separate room for performing different exercises related to Yoga.

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

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

Response: 17.14

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 40.11

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
91.75	119.98	163.95	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is automated using Integrated Library Management

The Institution has a functional library committee. The Library Committee is headed by the senior most HOD of the college and comprises of all the HOD's and the librarian. The main function of the Library Committee is to ensure quality books for the library and recommend ways, list deficiencies and suggest measures for making the library a knowledge encyclopedia. The committee supervises the restoration of the physical infrastructure like drinking water facility, wash room facility & proper seating arrangement for students/staff. The committee also monitors the purchase of the new books to balance the needs and demands to the students. The committee takes initiatives to make library student /user friendly which include browsing facility, automation and access to thousands of e-resources. Some of the main highlights are as follows:

·   Total area 236 Sq. Meters

·   Library can acommodate more than fifty (50) students for general and Specified reading.

·   Library remains open six days a week for a period of 6 hour throughout the year.

·   Library has reading room with the area of 169Sq. mtrs for general and serious reading.

·   Library has a network resource centre that has seven interconnected desktop computers for online e-resource access.

The college library is in the process of automation with SOUL2.0 library software from last year. The data entry of more than 10,000 books has been completed so far. The database for new version of SOUL is designed for latest versions of MS-SQL and My-SQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College library doesn't have any collection of rare books, manuscripts, special reports etc. However the library does have a rich collection of books belonging to various disciplines. Presently the library has 13517 books. Besides the library subscribes to a large number of national and local news papers (17) as well as magazines and journals (35).

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.61

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.82	2.65	2.88	2.17	2.55

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

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

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.44

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 70

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institution started BCA (Bachelor in Computer Applications) program in 2012 with the intake capacity of 30 students per batch. The computer laboratory started functioning in 2012 with 12 computers. Over the period of time more computer systems were added to the institution not only to Computer Application department but to other departments as well. Presently the institution has 101 computer systems installed in computer application department's labs, college library, administrative departments and other departments.

The college has a EDUSAT terminal for delivering online lectures by experts & student interaction with them. As a part of e-governance the University of Kashmir has setup an IT&SS cell in the college for the facilitation of students in admission and examination etc. the university caters to the student needs through this cell.

The college library is in the process of library automation with SOUL2.0 library software from last year. The data entry of more than 10,000 books has been completed so far. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control. The college library has a network resource centre which has seven computers connected with local area network with a dedicated broadband connection for online access to educational contents.

The college has a state-of-the-art smart class room with the seating capacity of 50 persons at a time. The smart class room has an interactive display board connected with an embedded core i3 computer and 20 interactive pads. The college has extended ICT facilities to 11 class rooms of Arts Block for effective delivering of teaching and learning process. In addition to that different labs also use ICT facility in teaching learning process. Computer science labs have all computers connected through LAN despite availability to Jio-WiFi facility in the whole campus that has been set in 2017 by Jio-infocom Ltd. Under its educational initiative. In the campus a student can access up to 34MB of data per day free of cost.

4.3.2 Student - Computer ratio

Response: 47.79

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

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

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

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 4.74

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
68.15	17.78	10.86	12.21	5.42

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)
Any additional information	[View Document](#)

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.

Response:

The college has separate committees to take care of all aspects related to the maintenance and utilization of physical & academic support programmes including library, sports, ICT, classrooms etc. The conveners of all the committees are associate professors or senior assistant professors. Meetings are called by the conveners on routine basis to check the status of the existing resources and proposals are submitted to the principal for up gradation of the existing infrastructure.

The college library has sufficient number of books required as per the latest Choice Based Credit System for all subjects. However, many new courses have been introduced in the college and many other courses are expected to be introduced very soon. The college library committee obtains the list of books recommended by the concerned departments and ensures that every kind of study material remains available for the students in the library. The college library is fully automated and also equipped with a browsing centre so that the students can browse the material required by them from the Internet. The college ICT committee takes care of the browsing centre, library automation and every kind of online support to the students, faculty and staff of the college.

The college sports committee takes care of the sports related infrastructure and it's up gradation. The college has sufficient area and infrastructure to ensure that all sports related activities (indoor and outdoor) are organized in a satisfactory manner. Computers are being used in the college not only in the concerned departments but also in the administrative office, Science departments, library and many other sections. The college has three fully equipped computer labs, one for BCA students and two for BSc and BA students having Computer Applications as one of the subjects.

The college has sufficient number of classrooms required to deliver classes, examinations and other academic activities. The college possesses an ICT enabled conference room and a fully equipped Smart Classroom. The smart classroom is equipped with the items like interactive board, projector, interactive panel, CPU, visualizer, interactive pads, UPS, Internet facility and many other ICT equipments. Since the total enrolment of student's increases in the college day by day, the college development committee has submitted proposal to the Government for construction of separate examination block with a capacity to accommodate 2000 examinees at a time. In addition to that preparation of DPRs for construction of 02 more floors over old class room block on columns, physical science block and library block are under process.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 14.46

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1991	1306	16	19	31

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 9.96

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
542	475	266	424	390

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1. **For competitive examinations**
    2. **Career counselling**
    3. **Soft skill development**
    4. **Remedial coaching**
    5. **Language lab**
    6. **Bridge courses**
    7. **Yoga and meditation**
    8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 4.73

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
137	366	208	151	128

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.25

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	10	12	12	8

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 5.24

5.2.2.1 Number of outgoing students progressing to higher education

Response: 71

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 13.66

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	12	15	13	8

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
243	112	106	94	65

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a vibrant and functional Student Council consisting of all the class representatives (both male and female). The Student Council participates in various academic and administrative activities. The Student Council primarily acts as an important link between the college administration and students. The student representatives belonging to the council are placed in various committees of the college. The representation of the students in different committees helps in democratic functioning of the college. The student perspective with regard to functioning of the college is duly taken care in the functioning of different committees. The Student Council provides its suggestions with regard to academics, development and other activities in the college.

The college administration periodically organizes meetings with representatives of Student Council with regard to various issues confronting the college. These include issues pertaining to academics, maintenance of discipline within the campus, organization of co-circular activities, organization of debates and seminars, conduct of tours and exposure visits, incidents of ragging and sexual harassment, etc. The college administration takes due cognizance of suggestions and observations of students in these council meetings. Due consideration is given to these suggestions before framing future policies for the future.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 3.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	5	3	3

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The College constituted its Alumni Association in the month of December 2018. The association was titled as "AABSHAR ALUMNI ASSOCIATION". About 56 participants who have been the students of this college since its establishment in 2004 participated in the FIRST MEET of the association. During the meeting, the byelaws of the association were framed and discussed upon by the participants. The byelaws were therefore unanimously adopted.

The executive body of the association was also constituted in the first meeting. The members unanimously elected office bearrers to the association which shall run the affairs in future. The registration work of the association and other legal formalities are under process.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

1. To achieve academic excellence.
2. To earnestly strive to make the college most enviable institution of higher learning for producing graduates par excellence in humanism, knowledge, sincerity, morality, devotion, dedication, ethics and commitment.

Mission:

1. To promote quality education for academic excellence.
2. To prepare morally, emotionally and mentally balanced and socially committed community.
3. To explore and nourish inherent creative qualities of students for their overall development.
4. To introduce varied courses for offering best career choices to our students to meet future challenges.

The college practices participative governance in the smooth functioning of the institution and to achieve academic excellence. The vision and mission statements of the college are reflective in this regard.

In order to promote participative governance, the institution performs through various committees of different faculty members and students. Each committee headed by a senior faculty member that assists college principal in carrying out academic and administrative function. Thus, the governance is promoted through decentralisation of power and in a democratic manner. This in turn promotes inclusiveness, public will and general welfare. No discretionary powers are being enjoyed by any official/committee. The rules and regulations of the higher education department, guidelines from UGC, statutes of affiliating university and other legal procedures are being followed in letter and spirit. The committees function as advisory bodies to the head of the institution. Who in turn discharges his duties through the recommendations of the committees.

The perspective plans for the institution are well laid in advance and the institution strives for the fulfilment of said plans. These plans pertain to the achievement of academic excellence, promotion of ethical values, exploration and nourishment of inherent creative talent, promotion of environmental awareness, development of competitive spirit, adding of new courses and programmes, developing new infrastructure, maintenance of old infrastructure, preservation of cultural values etc. the participative governance of the institution is a medium to achieve the desired objectives as reflected in the perspective plans.

The student inclusion and participation in various committees and decision making envisages the vision and mission of the college. An active student council functional in the college, consists of all the class representatives (male and female). The council is a student advisory body, which reflects the issues and

concerns of the students before the college administration. The council meets periodically and submits proposals/reviews with regard to academics and other functioning of the institution.

The institution has a well-crafted strategy to accomplish the goals and perspective plans with regard to moral, social, ethical and environmental issues. In this regard, debates, workshops, seminars and interactive programmes are held concerning the said issues. Celebration of important national and international days, famous events, personalities and occasions is a routine affair in the institution. Cultural activities are periodically held in order to promote cultural values and to help ease the stress and strain.

Thus, the overall governance policy of the institution is constantly motivated and reflected by the Vision and mission statements of the institution.

6.1.2 The institution practices decentralization and participative management

Response:

The college as an initiative for decentralization and participative management constitutes different committees at the beginning of every academic session. The copies of the committee lists are available at college website.

The important committees worth mention are:

1.Advisory Committee.

2.Development and Construction Committee.

3.Purchase Committee.

4.Academic Affairs Committee.

5.Admission Committee.

6.Examination Committee.

7.UGC Committee.

8.Discipline/Grievance Redressal Committee.

9.Anti-Sexual Harassment Committee.

10.ICT Committee.

11.Sports Committee.

12.Debates and Seminars Committees.

13.Faculty Empowerment Cell.

14.Library Committee.

15.Innovation Cell.

16.OBC Cell.

17.Minority Cell.

18.Committee for SC/ST.

19.Research and Publication Committee.

20.Career Counselling and Placement Cell.

These committees deliberate upon various issues and recommend to the Principal for approval. After approval, the decisions are then implemented by the committee after following codal formalities. Powers of different committees are available at http://gdckulgam.edu.in.

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

6.2 Strategy Development and Deployment

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

Response:

The college believes in the participative management and henceforth, functions through a plethora of committees constituted for different purposes. Among many strategic initiatives, the college has always preferred enriching the gamut of subjects/courses and has consistently approached higher authorities in this regard. The motivation for introducing new courses in the college are attributed to the:

- Demands of the market.
- Paradigm shifts in the social, cultural, economic and scientific architecture.
- Strategically being at par with the national & international institutions.
- Being compatible with the contemporary world.

At present, the college offers a spectrum of courses both professional and non-professional as well as vocational and skill-oriented courses. The college started functioning in the year 2004 with the approval of nine subjects from Arts and Social Sciences. The aim of our institution is not to instill the academic knowledge but also to equip them with the new career-oriented subjects imparting skill to them for sustainable livelihood and bridging the digital divide.

In addition to Arts and Social Sciences, the span of subjects increased with the subsequent introduction of Science & Commerce Stream in the year 2010 and thus augmenting the course strength. Moreover, our college is also authorized to run two professional courses i.e. BCA (Bachelors in Computer Applications) with an intake capacity of thirty students and BBA (Bachelors in Business Administration) with an intake capacity of forty students. Furthermore, in the year 2018, Ministry of Human Resource Development, Government of India, our institution was also shouldered with two new Vocational Courses i.e. Accounts Executive and Domestic Data Entry Operator.

Consequently, the College is at the cusp of academic excellence and dwells upon embarking towards newer milestones to come. To quote an instance, the college earnestly awaits an opportunity to float the post-graduation courses and has approached the higher authorities in this regard. The concise summary of subjects, their introduction and the subsequent affiliation is manifested as under:

S.No.	Subject/Course	Year of Introduction	Date of Affiliation
01.	English	2004	2018
02.	Urdu/Hindi	2004	2018
03.	Mathematics	2004	2018
04.	Economics	2004	2018
05.	History	2004	2018
06.	Political Science	2004	2018
07.	Education	2004	2018
08.	Sociology	2004	2018
09.	Psychology	2004	2018
10.	Module on Environmental Science	2004	2018
11.	Computer Applications	2005	2018
12.	Kashmiri	2006	2018
13.	Physics	2010	2018
14.	Chemistry	2010	2018
15.	Zoology	2010	2018
16.	Botany	2010	2018
17.	Commerce	2010	2018
18.	Geography	2014	2016
19.	Biochemistry	2014	2018
20.	Geology	2017	2018
21.	Arabic	2017	Affiliation Under Process
22.	Statistics	2017	Affiliation Under Process
23.	Philosophy	2017	Affiliation Under Process
24.	Persian	2018	Affiliation

			Under Process
25.	Islamic Studies	2018	Affiliation Under Process
26.	Gender Studies	2018	Affiliation Under Process
27.	Bachelors in Computer Applications	2012	2013
28.	Bachelors in Business Administration		2018
29.	Banking and Insurance	2011	2012
30.	Information Technology	2011	2012
31.	Accounts Executive	2018	Approved by MHRD under RUSA
32.	Domestic Data Entry Operator	2018	Approved by MHRD under RUSA
33.	Course in Computer Concepts (CCC)		DOEACC (renamed as NIELIT)

File Description	Document
Any additional information	View Document

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

Response:

Department of Higher Education, J & K:

J & K Higher Education Department is the controlling authority for all the Higher Education Institutions of the State.

Commissioner/Secretary to Higher Education Department:

The Commissioner/Secretary to Higher education serves as the Chief Executive Officer of the department who facilitates policy coordination, leadership, planning and provides sound professional advice and recommendations to the department.

Director Colleges, Higher Education Department:

The director colleges serves as a liaison officer between the department and colleges.

Principal of the College:

The Principal is the administrative head of the college and primarily serves the following functions:

1. Discharges his duties in consultation with his colleagues in a democratic manner.
2. Looks into the short and long term plans and their congruence with the institutional growth.
3. Convenes periodic meetings with the teaching and non-teaching staff to discuss various academic plans.
4. The principal of the college also interacts with the student community for feedback, guidance and reinforcement of the academic culture within the campus.

Academics:

The aim of the institution is to impart higher education upto graduate level in the field of Arts, Social Sciences, Sciences, Commerce, Computer Applications and Business Administration and to impart skills through various courses.

Establishment Division:

Establishment is usually headed by Section Officer who controls the functioning of Senior Assistant(s), Head Assistant(s), Junior Assistants(s) and Peons. Department of Finance, J&K Government Provides Accountant to every college for regulating financial matters.

Administration:

Apart from delivering the academic responsibilities, the faculty members in different committees and cells shoulder the administrative responsibilities ranging from academics, finance, debates and seminars, faculty empowerment, sports to landscape, beautification and overall development of the institution.

Service Rules:

The services rules for both gazetted and non-gazetted staff and different procedures are contained in a Handbook of Civil Services Regulations (CSR) issued in multiple volumes along with other timely circulars and amendments for updation thereof by the General Administrative Department, J & K Government.

Recruitment and Promotional Policy:

The recruitment mechanism for gazetted posts is spelled out by Jammu & Kashmir Public Service Commission, which is an autonomous and constitutional body. Similarly, the discretion for framing rules

and mechanism for recruiting and promoting non-gazetted posts lies with Jammu & Kashmir Service Selection Board, while as class fourth employees are recruited and promoted by the Higher Education Department, J & K. The promotional mechanism for gazetted posts is undertaken by Departmental Promotion Committee in consultation with JKPSC.

Grievance Redressal Mechanism:

There is a three tier grievance redressal mechanism, college level, district level and state level. At college level, Grievance and Redressal Committee receives grievances from both staff and students and arranges for its early redressal. If a grievance gets lodged through District/State level grievance cells, the same are also routed to the college where again college level grievance cell looks into the matter and resolves the issue. Other grievances received from the sources like suggestion box are also redressed in an analogous manner.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

College advisory Committee and College Development Committee in a joint meeting in 2013 resolved as under for smooth functioning of the college:

1. Supplementing current electricity supply by varied types of backups to ensure potential and uninterrupted power supply.
2. Replacing of overhead cabling of LT transmission line by underground for the safety of students.
3. Installation of overhead Hi-mass street lights in the college.

All the proposals were accepted by the Worthy Principal and subsequently following action was taken as its follow up:

1. Department of Jammu & Kashmir Energy Development Agency (JKEDA) was approached and requested to provide 100 KVA solar power plant. The request was acceded and 50 KVA solar power plant was installed in the campus in 2018. The power plant provides uninterrupted power supply to administrative department. The process of extending solar power supply from the said plant to computer laboratories and other academic blocks is in pipeline. The installation of solar power plant was taken as a proactive step to use the energy as a means of backup for ensuring smooth functioning of the college affairs and to avoid load shedding.
2. The underground cabling of the LT lines has also been successfully implemented for the safety of students and staff.
3. Hi-mass street lights are also installed in the campus that help in enhancing security of the college.

For the reasons of safety and uninterrupted power supply, a subcommittee on Electric Repairs is constituted which constantly monitors the functioning of electricity in the campus and submits the report to the principal of the institution for further consideration.

At present, the institution avails multiple benefits from both sources of energy, which includes as under but are not limited to:

- Lighting of all the departments and classrooms.
- Facilitating use of Information and Communication Technology.
- Facilitating Edusat for online classes delivered by the faculty members from different universities across India.
- Facilitates smart classes and thus making the students more interested with technological know-how.
- Enhances teaching through aids requiring power energy and thus, improves the overall quality of education.
- Assists in organizing seminars, debates, meetings and other academic activities.
- Assists in conducting trainings and short term workshops for staff and students.

Electrification being one of the prioritized areas, the college administration adopts the brick-wall approach to blot everything out which stalls its functioning and makes onward transmission to higher quarter for regular maintenance and repair works.

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

6.3 Faculty Empowerment Strategies

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

Response:

Despite the steadfast and unwavering approach of the institution towards academic excellence, the institution also strives proactively towards multifarious welfare of teaching and non-teaching staff. These measures stretch from physical health and mental well-being to social security of employees. Apart from implementing the timely welfare and social security schemes floated by the central or state government, the college in its given capacity also quests to explore the manageable avenues for the welfare of the staff. The welfare of the human resource remains an all time priority to make them feel motivated and secure for the healthy development of the institution. Towards attainment of the objective, social concerns are also taken into account for the sustainable standard of living of employees. Precisely putforth, the welfare initiatives by the institution are categorized as under:

Teaching Staff:

1. *General Provident Fund.*
2. *New Pension Scheme.*
3. *Group Medical Insurance*– Group Medical Insurance floated in the first quarter of 2017 by the government, all employees were successfully subscribed by the Finance wing of the institution and a fixed premium is allocated from the employee's salary on regular basis.
4. *Loan Facility*– to withstand and meet out various capital expenditures and personal needs, the institution endorses the loan request of employees and the facilities are managed on a subsidized interest rates.
5. *Medical and Maternity Leave*.
6. *Medical reimbursement to employees*.
7. *Sports and Gym Facility*.
8. *Medical Check-ups*– The College in collaboration with Chief Medical Officer of the district organizes a medical camp, wherein parallel to medical education to students and staff, health check-ups are monitored by the expert medical team. To invigorate the activity, college has also established a separate cell acting as a dispensary for the provision of first aid.
9. *Girl's common Room* - the college has constructed a separate block dedicated to female staff and girl students.
10. Sponsoring teaching faculty for attending professional development programmes.
11. Special Study Leave is endorsed and recommended by the Principal of the college.

Non-Teaching Staff:

1. **General Provident Fund**
2. **New Pension Scheme**

3. **Group Medical Insurance**
4. **Special Study Leave**
5. Non teaching staff is encouraged to attend training programmes imparting and reinforcing their skill bank.
6. **Revision of Salary to (LFEs) –** taking into consideration the personal needs and market fluctuations like price hikes, the college constantly revises the pay structure of LFEs.
7. *Financial Assistance to LFE*– The institution has always proved as a backbone specifically during emergent situations to such employees who are paid out of the development fund of the college. To quote an instance, during the 2014 Floods in the valley, around 40 students and two employees were provided relief fund assisting one employee in reconstructing the house and the other employee also received a sum upto a maximum amount of Rs. 50,000 to make them withstand against the miseries and vagaries of life during floods.

General welfare measures:

1. **Canteen Facility**
2. **Parking Facility**
3. **Auditorium (Under Construction)**
4. **Organizing cultural programmes.**

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

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

Response: 12.77

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

2017-18	2016-17	2015-16	2014-15	2013-14
09	17	02	3	1

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)

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

Response:

At the end of every academic year, the faculty members are compulsorily required to fill a formal appraisal form. The appraisal form is a self-appraisal system and includes exhaustive list of questions/descriptions on various domains like personal, academic, administrative, research, innovation etc. The faculty members are required to furnish the personal information, service details and academic qualifications in the form.

The main focus of the appraisal system is on academic activities undertaken by the faculty members including the classes taught, lectures delivered and tutorials organized. Due consideration with respect to the regularity and punctuality of the members is also reflected in the appraisal format. Innovations and special contributions made by the teaching faculty in the academic activities like teaching, evaluation, laboratory experiments and remedial teaching is also taken into account. These activities are supervised and taken care by the Innovation Cell of the College. Contributions towards the development of the institution is also given due cognizance. Any special contribution and achievement is also referred in the form and also revered by the institution. In the course of delivering various responsibilities, any problem faced by any member is also taken into account for remedial measures by the concerned authority. Furthermore, participation by faculty members in various faculty and career improvement programmes viz, workshops, national and international seminars and conferences, paper presentation, orientation programmes, refresher courses, short term courses etc. are also recorded in the appraisal form.

The information on involvement in various college committees and undertaking administrative responsibilities by the faculty members is also reflected in the appraisal format.

For effective conduct of academic and administrative affairs, the faculty members are encouraged to attend the programmes and events enhancing their vibrancy for their personal and institutional development. These activities are taken care by the Faculty Empowerment Cell of the college. At the end of academic year, all the appraisal forms are vetted by the Principal of the college and forwarded to the Higher Education Department for assessment and scrutiny.

The Non-teaching staff including librarians and office staff is formally appraised on criteria like handwriting and neatness, reputation and honesty, capacity and intelligence, acquaintance of rules and orders, knowledge, skill, punctuality and regularity. Moreover, the Accounts staff is also appraised on the basis of dealing with account matters.

Unlike formal appraisal system for the teaching and non-teaching faculty, the appraisal of the supporting staff i.e. local fund employees is purely informal. Their appraisal is done by the Principal of the institution taking into account various standard parameters like quality, quantity and nature of the work assigned, their knowledge, skills and abilities etc. After the appraisal system, the employees conduct and contribution is recognized and those failing on a given set of standards are properly counselled and guided for future course of actions.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

J & K Government is the only funding source providing grants for construction, maintenance as well as salaries. Therefore, the institution approaches the government for the accord of administrative approval and

release of funds. After the approval is granted, the funds are received at different periodic intervals. The college also receives the meagre revenue under different schemes. The financial and non-financial information of the institution is subject to an audit for verification. The purpose of the audit agencies is to assess the utilisation and non-utilisation of resources in order to check any loss/fraud, misappropriation and embezzlement of cash and stock. For attaining the objective, the college conducts the three tier audit by the agencies as:

1. *Audit Wing of Accountant General, Jammu and Kashmir:* The Accountant General conducted audit in the college on 7thof July 2014 for the period of January 2009 to June 2014. The College was also asked to furnish on spot information on 7thJuly 2014 on various aspects. On the request of Principal, Audit report for the month of November 2015 was intimated on 26thJune 2016. Another audit pertaining to the accounts of Principal for the period from July 2014 to February 2016 was held by the office on 20thJune 2016.

2. *Directorate General Audit and Inspection, Department of Finance, Jammu and Kashmir:* During the last five years, first audit by the Finance Department was conducted on 18thNovember 2015. Another snap audit of various accounts of Principal for a period 2013-15 was held on 6thJanuary 2016.

3. *Administrative Inspection by Department of Higher Education, Jammu and Kashmir:* The audit of local fund in the college was held on 11thMay 2017 as per the guidelines of Finance Department. Furthermore, through various administrative inspections and circulars, the department emphasized on various checks and controls.

The audit agencies visit the college campus and scrutinise the following financial and non-financial information:

1.Records maintained by the college viz. Stock registers, cash book, Salary and GPF records, Budget control register etc. A consolidated Audit report is submitted by the Audit agencies in which recommendations and findings are reflected.

2.Physical verification of stocks/stores is conducted for valuation of assets and to assess the unserviceable items.

3.Human Resource Management is also examined i.e. staff strength, the sanctioned strength, their service details, suspension and also superannuation of employees is furnished in the audit report.

4.Sources and uses of fund.

The audit agencies furnish their findings, comments and recommendations for the necessary action. In the audit reports, the Principal is held accountable for the judicious use of resources and necessary justifications for non-utilisation of funds, incurring of irregular expenditures, execution of works without administrative approval, if any, is sought by the Higher Education Department through various administrative inspections.

In addition to these, the college has internal audit system carried out by the Finance and Audit Committee comprising of members from Commerce, Economics and Business Administration and thus supplementing the audit mechanism.

File Description	Document
Link for Additional Information	**View Document**

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	**View Document**

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

Response:

The institution is a government institution which is affiliated to University of Kashmir, a state University and controlled by the Department of Higher Education, J & K Government.

Upon conceiving new projects and requirements, the institution approaches the higher authorities for administrative approval and release of funds. To check the rationality and feasibility of requirements, the higher education department follows a proper procedure for inspection and correspondingly grants the approval. The institution receives the funds at periodic intervals. The disbursement of funds is strictly monitored by the Principal in consultation with Purchase, Development and other relevant committees of the college. The principal of the college has the authorization for expending upto Rs. 50 Lakhs per annum after following codal formalities. For expending beyond Rs. 50 lakhs, authorization from Higher Education Department is sought. The college follows a transparent accounting and audit practices. The income and expenditure receipts are properly maintained by the Accounts section for administrative inspection and audit purposes.

Furthermore, the institution also approaches other bodies for sponsoring and organizing academic and awareness programmes. To quote an instance, in the month of October 2018, Department of Industrial Policy and Promotion, Ministry of Commerce and Industry organized an entrepreneurial awareness programme under the theme Start-up Yatra in the institution. Likewise, J & K Entrepreneurship Development Institute sponsors the entrepreneurship awareness programmes from time to time in the college. Regional banks are also approached to arrange internships and short term trainings to the students

of business and management.

Therefore, the primary source of funding for the institution is grants from the state government. The other sources of funds for the institution is admission fees and funding of different projects by UGC and RUSA.

Since the institution is government in nature, it does not receive any funds from individuals, non-government organisations and philanthropists.

The grants received from the state government and other meagre funds from all the sources are utilized for conducting different academic and administrative affairs. These include:

- Academic activities.
- Administrative activities.
- Salaries to employees.
- Infrastructural development.
- Financial aid to Students.
- Financial assistance to Employees.
- Library.
- Organizing seminars and debates and cultural programmes.
- Conducting workshops and trainings.
- Facilitating Sports.
- Miscellaneous Expenditures.

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

6.5 Internal Quality Assurance System

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

Response:

Like in other educational institutions, IQAC in the college contributes significantly in maintaining quality standards in teaching, learning and evaluation with a distinctive approach for institutionalizing the strategies and processes for quality assurance. The quality initiatives prove instrumental in strengthening the academic ambience in the college. Among many quality assurance initiatives by IQAC, the two primary initiatives include:

1.Discipline and Class Monitoring:

The institution aims to improve the quality 5tof education and puts in multiple efforts to achieve the objective. For ensuring smooth and continuous class delivery mechanism, the regularity and punctuality of faculty members in classrooms is monitored by a separate committee. The committee visits the classrooms on daily basis and submits the conclusive report in a given format to the Principal of the college. The

faculty members who remain absent without any intimation are held accountable and cogent justification is sought from them. Moreover, the substitute faculty is arranged to deliver the classes of those faculty members who are on leave.

In addition to this, the regularity and conduct of classwork is also supported by the discipline committee of the college. Discipline committee keeps a close vigil on the college in order to obviate the factors affecting the routine classwork and indiscipline in the college. Entry of outdoors is strictly monitored and even the enrolled students are permitted only after proper identification with uniform. Visitors in the college are permitted only during visiting hours with proper entry on the register. Similar activities are governed by the college for smooth functioning of classwork.

2.Introduction of ICT in classrooms:

As a second IQAC quality assurance initiative, the IQAC of the college has recommended to install the ICT facilities in the classrooms to augment the class delivery and comprehension mechanism. This initiative was actively supported by the Principal and implemented in the year 2016. To practice this innovative step, the college successfully installed smart-classroom in the college in the year 2016. The extension of ICT in other classrooms is under active consideration of the college. At present, the Smart Classroom is used for multiple purposes like training and events requiring virtual atmosphere, conducting practical classes of different courses etc.

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

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

Response:

The institute holds a rigorous mechanism for quality assurance through IQAC. The IQAC is supervised by a convener assisted by heads of all the departments and senior faculty as members who are also rendering services in other domains, impart insights for better execution of policies. Following two initiatives are envisaged as institutional reviews and implementation of teaching learning reforms.

A.Strengthening Teaching Learning Ambience:

The Convener IQAC at the commencement of each academic year presides a meeting about enhancing teaching and learning culture in the institution. The meeting is attended by all the heads and senior faculty members of the institute. A host of activities and initiatives to be implemented are decided as:

1. Teaching learning process is to be continuously monitored and reviewed by Heads of respective departments throughout the academic session and submit the report to the Principal of the college related to facilities and workload for necessary action.
2. To accomplish the curricular activities, students have to undertake assignments, projects and PowerPoint presentations.

3. Necessary arrangements for internships, short term apprenticeship programmes etc are to be made by the heads of various departments.

4. To facilitate and arrange physical visits to the institutions like industrial, scientific, heritage, art and culture of national repute for practical translation of theoretical lectures.

5. At the end of each semester, heads of the departments are asked to evaluate and assess the students in the form of practical test and viva-voce.

6. IQAC puts substantial emphasis on the use of ICT and teaching aids by the faculty members.

7. Beyond the syllabi, special lectures are arranged by the college and delivered by the guest faculties and industrial experts in the smart classroom, Edusat and conference hall of the college.

8. Students also advised to participate in multiple programmes imparting training, disseminating awareness and emboldening skill banks in the students for their exposure to the contemporary world.

9. For strengthening the relations with the outside market, collaborations and understandings are undertaken by the institution to narrow down its gap with industries, regional banks and other corporate houses.

B.Faculty Professional Development:

Towards creating an enabling and facilitative environment for teaching, learning and research, the college on the recommendations of Convener IQAC has constituted a specialised cell by the name of Faculty Empowerment Cell. The purpose of this cell is to empower and develop the intellect of the faculty members for their own advancement as well as for the benefit of students. The dedicated cell plans, manages and looks after the proposals and requests of different faculty members. Faculty members are encouraged to participate in different workshops and faculty development programmes like Orientation Courses, Induction Courses, Subject Refresher Courses and Short Term Courses enhancing their intellect and comprehension. They are also advised to attend seminars, debates, national and international conferences and go for paper presentations. To quote an instance, during the last five years, the average percentage of involvement by faculty members in different faculty development programmes has remained 28 percent approximately.

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

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	1	2	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

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

Response:

The college has witnessed progression with a remarkable celerity in academic and administrative domains since the time of establishment especially during the last five academic years (2013-18) as:

1.Infrastructural Development:

At the time of establishment, the college started its operations in makeshift buildings of Higher Secondary Block. But at present, the college premises is housed with:

I.Arts Block comprising of Conference Hall and eleven classrooms including Computer Applications Laboratory and Edusat room.

II.Science Block comprising of departments and laboratories of science subjects, BCA laboratory and Smart classroom (installed in the year 2016).

III.New Block comprising of twelve classrooms under construction but put to student use.

IV.Building under construction for Girls Common Room and Browsing Centre.

V.The foundation for Auditorium and Library Block was laid in the year 2015 and accorded post-facto administrative approval in 2018.

VI.Administrative Block comprising of Principal's Office, Library, Establishment and IT Section.

   1. New Canteen Building for Staff and Students was commissioned in 2016.

2.Courses:

Delivering quality education by continuously augmenting the course strength is a prioritized strategic endeavour of the college. The college started functioning with only nine subjects of Arts and Social Sciences. The college presently offers around thirty subjects under different programmes and courses as:

I.Professional Courses –BBA and BCA were introduced in the year 2013.

II.Non-Professional – Diversity in subject choice was added for B.A, B.SC and B.Com from the year 2013 till date.

III.UGC Add-On Certificate Courses – Banking & Insurance and Information Technology.

IV.Vocational Courses – Accounts Executive (Payables & Receivables) and Domestic Data Entry Operator were approved and introduced in 2018 by Ministry of Human Resource Development, Government of India under RUSA - Scheme for higher education.

V.Skill Enhancement Courses were added to the curriculum under CBCS in the year 2016.

VI.Short Term Courses – Course in Computer Concepts (CCC) under DOEACC started in 2017.

3.Student Enrolment:

Due to the diversified spectrum of courses/programmes, the student enrolment in the college has phenomenally increased from 3809 in 2013 to 5008 in 2018.

4.Faculty:

With the subsequent increase in course strength and enrolment of students, the total faculty of the college also increased from 69 in 2013 to 108 in 2018. Worth to mention, around 35 faculty members joined the institution in 2016 and 2017 alone.

5.Activities:

Apart from conducting the curricular activities, the college also encourages the students to participate in various co-curricular activities in order to brush up their competence and relevance with the contemporary world. Through such activities, the awareness about contemporary, national and international events and happenings is disseminated and training and skill is imparted to make them withstand the increasing unemployment. Students are also encouraged to undertake assignments, projects, surveys, apprenticeship programmes, reach-out programmes, sensitisation-drives and to participate in different seminars and debates in order to stand academically as well contemporarily relevant.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	1	1

File Description	Document
Report of the event	[View Document]
List of gender equity promotion programs organized by the institution	[View Document]
Any additional information	[View Document]

7.1.2

  1.Institution shows gender sensitivity in providing facilities such as:
    1.Safety and Security
    2.Counselling
    3.Common Room

Response:

1.   SAFETY AND SECURITY

The College being a co-educational institution is very sensitive towards the safety and security of the girl students.

1.   The entire College campus has been fenced with only one entry and exit point so that strict vigilance could be kept on the persons entering and exiting the College.

2.   The entry of outsiders into the College is strictly restricted. The outsiders are allowed into the college after 2:00pm and only after ascertaining their identity. There identity cards are being withheld and are given visitor's cards that they wear during their visit to the college.

3.   Surveillance cameras have been installed at vital locations like Entry gate and library which are

directly monitored by the Principal of the College.

4.   The College has three full time gatekeepers who continuously monitor the entry and exit points.

5.   Most of the faculty members who join the institution undergo an induction programme to help them understand the professional ethics and behaviour towards the women.

6.   Since the College enrols a large number of girl students, a separate girls park has been maintained for them. Adequate seating arrangement has been made inside the park. The girl students can also play a number of games like badminton, volley ball and kho-kho within the park for which facilities are provided.

7.   Separate washrooms have been constructed for the girl students and female faculty members.

8.   The institution has zero tolerance for sexual harassment. An **Internal Complaints Cell** has been constituted to look into the cases of sexual harassment, if any. Complaint boxes have been installed within the girl's park.

9.   The College has a health centre. First Aid is provided to the needy students free of cost.

10. The College has Discipline and Anti-Ragging Committees, comprising of the senior faculty members which look into the issues of discipline.

2. COUNSELLING

In the arena of Counselling, the College has a Counselling cum Placement Cell which guides the students during admissions, in relation to proper subject combination. No discrimination is made on the basis of gender in providing such counselling. Female teachers have been inducted as members of the Cell to ensure maximum reach out to the girl students.

Girl students are encouraged to participate in different curricular and co-curricular activities like debates and seminars, NSS and sports activities. It is worth mentioning that the girl students participate in debates and seminars in large numbers & have brought laurels for the college.

3. COMMON ROOM

A two-storey girls' common room is under construction in the College premises. Right now it is not fully functional and allows the girls only to take temporary rest. A good number of washrooms have been constructed within it. The College plans to make all the important facilities like LED TVs and indoor gaming facility available to the students. Browsing Centre shall also be housed in the Girl's Common Room for girl students as per the DPR.

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

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 35.1

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 68697

7.1.3.2 Total annual power requirement (in KWH)

Response: 195705

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 12570.6

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12570.6

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management

Pollution, in its different forms, is one the most dangerous threats, mankind is facing in the contemporary world. Curbing and managing it in the most effective way is a very challenging and daunting task. The College has a serene location with abundant vegetation and tree cover which gives the College a green look. As such the air gets purified naturally.

Keeping the hazardous effects of pollution in consideration, the College has devised an elaborate mechanism to minimise the pollution and dispose the waste off in the most effective way. In the first place the use of polythene has been banned inside the campus. The gatekeepers have been instructed by the College administration not to allow carrying of polythene bags into the campus.

Solid waste is generated in the form of wrappers, paper, glass, unused food and disposables. All the buildings of the College are cleaned every morning by the *Safai Karamcharis.* The College has installed sufficient number of dustbins inside the campus. All the solid waste is collected in these dustbins which are emptied at regular intervals. The waste is taken off the campus by the trucks of Kulgam Municipal Committee. The segregation of waste takes place outside the campus and is disposed at the landfill sites authorized by the government.

After closure of admission every year a student induction programme is being organized wherein the students are directed to keep the campus neat and clean by using dustbins. Many cleanliness drives are regularly being organized to keep the campus waste free. From last three years, the College is actively participating in the Swachh Bharat Mission by celebrating Swachh Bharat weeks and organising events to raise awareness about health and hygiene

Liquid Waste Management

Liquid waste is generated in the form of sewage and laboratory waste. The College manages all the liquid waste in the most effective manner. Sufficient septic soakage tanks have been constructed in the campus which hold and absorb the sewage waste. All the laboratories are connected with a proper drainage to ensure that the lab waste is properly disposed off. Storm water and rainwater causes water logging at certain places in the Campus. The College has already sent a proposal for storm water drainage to Administrative Department for approval and release of funds to a tune of Rs. 109 lacs.

Such proper management of solid and liquid waste, ensures that the College is free from all sorts of foul smell and prevents the growth of mosquitoes.

E-Waste Management

The college ensures that the used electronic materials are sent for repair and reuse. The college is only 14 years old and has generated very less e-waste. The waste so generated shall be auctioned as per existing government rules for recycling.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Institution was established in 2004 and has not developed any infrastructure for rain water harvesting. However, the institution is committed to develop rain water harvesting system and subsequent charging of ground water. College has asked different agencies of the State Government for preparing Detailed Project Report (DPR) for rain water harvesting in the campus and its disposal for watering of plants and recharging the ground water capacity.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Stopping the buck!

Minimizing the adverse environmental impact of its activities has always been a significant consideration of Policy Makers at Government Degree College Kulgam. Consequently, all its Stakeholders have adopted certain measures to achieve this objective.

The college being located at district headquarter of District Kulgam enjoys locational advantage of access from whole of the catchment area, from every direction, through a network of roads whereon different types of Public Transport facilities are freely available. A College Bus is used to commute girl students. Faculty and Staff members sharing common route to college are encouraged for Car-Pooling. In spite of

low scope and less taste for cycling in the locality, the college organizes a cycle race, as and when feasible.

Movement of vehicles inside the campus is restricted up to Parking Area only & the whole campus is designated as "NO HORN ZONE". A well-constructed and safe parking facility is provided by the institution wherein prominent demarcation of specific parking lots, reserved for parking different types of vehicles, is present. Across lush green lawns of the campus, beautifully laid black topped path ways provide completely pedestrian friendly roads to every passer-by.

In complete adherence to the "Principle of Sustainable Development & Environment Conservation", Government Degree College Kulgam frequently organizes events and Programs in collaboration with various Government and Non-Government agencies. Plantation Drives on "World Arbor Day", organizing extension lecture on "International Day for Preservation of Ozone Layer" & conducting "Anti-polythene Drive" are a few to name.

Located at the highland of the town Kulgam (KAREWA Land), the campus enjoys full exposure to sunlight throughout the day so this opportunity is exploited by harvesting and utilizing solar energy. Apart from optimal harvest of solar energy, judicious utilization of all forms of energy is ensured by using energy saving gadgets, appliances and LED Bulbs.

With regard to environmental consciousness and conservation, the University of Kashmir had adopted a long-term policy by making "Environmental Studies", a compulsory subject for 1st and 2nd semester of every BG Course, in consonance with supreme court directions.

Neutralizing the bug at source:

The college successfully executed "Swachhta Pakhwada-2017" program from 15th of September to 2nd of December & "Swachhta Pakhwada-2018" program from 1st of August to 15th of August wherein various events like cleanliness drives, Painting Competitions, symposium on cleanliness, etc were organized.

In order to handle dry and wet waste, separate dust bins are installed at every required place, inside as well as outside the college buildings. Use of paper is discouraged by inducing the whole GDCK fraternity to use formal WhatsApp groups for all the formal communication at Committee, Departmental and Institutional Levels. The whole campus is designated as "SMOKING FREE ZONE" and the college organized a sensitization program on COTPA-2003 on the eve of "NO TOBACCO DAY" on 11th of March 2017

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.32

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.22	0.39	0.10	0.22	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	1

File Description	Document
Report of the event	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document]

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

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

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	0	0	1

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution organizes many programs for inculcating awareness among the new generations about acts, persons and festivals of national importance. In these programmes the participants highlight the achievements of prominent personalities (national heroes) of India and emphasize their contribution for nation building and human welfare. The college in the recent past celebrated Gandhi Jyanti, Sardar Patel's birth day, Dr Radhakrishnan Birth day, Pt. Nehrus Birth day and each year the students and staff of the college participate in Republic and Independence day celebrations. The college provides opportunity to the students belonging to the different sects to speak about their ideas and imbibes the values of true patriotism, non violence, love for humanity and respect for all religions, universal brotherhood etc. Such programmes help in inculcating the sense of unity and shall remain part of our college activities in future course of time as well.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Yes, the institution makes many efforts in maintaining transparency in the field of financial, administrative and academic affairs. In the field of finance the College General Purchases Committee purchases all items of the institution as per rules and regulations. The college has other committees like Advisory, Science Purchase Committee, College Library Committee and College Sports Committee etc. which purchases the required items after following proper procedures. The financial affairs of the college are managed by the most senior faculty members and accounts section under the supervision of the head of institution. The college maintains the proper record of the financial transactions in the accounts sections. There is a 4-tier audit mechanism: 1. Local Audit committee of the college audits receipts of the fee, 2. Departmental audit by Higher Education Department 3. Audit by the J&K Finance Department, 4. Accounts General Auditors.

For the smooth conduct of academic affairs, different committees are present like Admission Committee, Time Table Committee, Academic Audit Committee, Examination Committee etc,. These committees look after their respective areas. Academic Affairs Committee is responsible for the smooth functioning of class work. This committee visits each and every class room on daily basis to ensure proper functioning of academic activities. The college also regularly sends reports to the university about completion of syllabus etc.

The principal along with College Advisory Committee is responsible for the administration of the college. Besides this, all the head of the departments are responsible for the administration of their respective department.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Title of the practice: Say No to Ragging

Objective of the practice: The objective of the practice is to make sure ragging is completely banned from the campus.

Context: The college follows this practice and it is pertinent to mention here that no activity related to ragging has been reported in the college since its establishment.

Practice: Following the Honorable Supreme Court guidelines, the college has made it sure that ragging or related activities like bullying are strictly banned from the campus. Specific guidelines have been enlisted in the Prospectus of the college, which warn students from following such practices. It is mentioned in the guidelines for the students in the Prospectus of the college that failure to follow such guidelines is met with severe punishments ranging from imposing heavy fines to rustication of the students. Besides hoardings stating 'Ragging is Banned' from the campus have been displayed across the campus. It is pertinent to mention here that the college has not witnessed any incidents of ragging, since its establishment.

Title of the practice: No to use of Polythene

Objective of the practice: To instill in the faculty and students the principle of sustainable development and environmental friendly practices.

Context: The college has a culture of spreading awareness related to environmental protection and ecological balance. This is part of many pro-green initiatives followed by the institute throughout the year.

Practice: Knowing adverse effects of polythene on our environment, the college makes sure that its use is strictly banned from the campus. In this regard, both staff and students of the college pledge not to use polythene in the campus and ensure its minimal use in their daily lives. Hoardings depicting 'polythene is banned' and 'say no to polythene' have been put across the campus. Following the path of sustainable development and environment friendly practices, the college is engaged with many eco-friendly initiatives

like plantation drives & cleanliness of campus throughout the year.

Title of the Practice: Financial assistance to poor and needy students by the faculty members

Objective of the practice: To ensure continual of education by poor students who don't afford to pay fees for college admission.

Context: The college has been following this philanthropic practice for many years. Faculty members of the college make sure that no obstacles, particularly economic in nature; prevent students from pursuing and continuing their education.

Practice: The institution follows a novel practice of providing financial assistance to those students, who are not able to pay their admission fee and tuition fee, at the time of admissions. Faculty members of the college make financial contributions out of their own pockets to ensure continuity of education of such students as there is no provision for providing fee to such needy students at the time of admission. No institution/ NGO provides financial support to such needy students in the district.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The institution strives to achieve academic excellence, as envisaged in its Mission and Vision Statement. Since, its establishment in 2004, the institution has made a mark in academic scenario, by producing capable human resource. Development of human resource in order to meet the growing challenges of society has been a primary motto of the institutional vision. The institution has rapidly diversified in terms of roll of students, subjects offered, infrastructural requirements and number of faculty positions. Since its establishment, in 2004, in fact the college is fastest growing institution of our valley, and presently surpasses all the colleges of South Kashmir in terms of roll of students. This is in fact a referendum on the academic performance of the institution, given the fact that the colleges in its vicinity have very scant enrolment, and students prefer to enroll themselves in this institution for the sake of better education. In fact, the college finds it difficult to deny admission to a huge number of students and refer them to nearby colleges, where they have all the facilities available. The two nearby colleges in this regard, Government Degree College Killam and Government Degree College D H Pora, which have been established in 2008 and 2010, respectively have only 440 and 370 students on their roll. While as, our institution had 7100 students on its roll, by December 2017. The desire to seek admission in the college by the students, especially the ones, who hail from far-off places, is an indicator of better educational environment prevailing in the campus.

The institution has produced capable and competitive graduates, who have been able to make a mark in different fields of life. Every year, about 800 to 1200 students, successfully leave the institution and enter into different arenas. Some of them go for higher education, while as, others compete for different competitive exams. The college has a fair share of students enrolling in higher education in the universities of state and outside. During the current academic session, around 80 students of the college enrolled

themselves in the universities of Kashmir division, which has not more than 4000 vacancies, and for which about 20000 students compete.

The students of the college, who have successfully left the college during past 11 years, are working in different fields. Since, in this state, the government is the primary employer; most of them are working in different government departments like Higher Education, School Education, Police, Finance, etc. Some others are working in J&K Bank, Defense Forces and other private establishments. Also, a number of students of this college are enrolled in higher educational institutes throughout the country.

Thus, the academic excellence promoted by the institution is visible in different fields and different places.

5. CONCLUSION

Additional Information :

The college is a rural college and most of the students are very enthuiastic to learn and attend the classes. College has a student support system like canteen, health centre, ambulance, college bus , garden benches etc in place. The college canteen provides tea, snacks, juices etc to students. Carbonated beverages are not permitted in the college.

Ragging and cases of sexual harassment are the rarest despite being a co-educational college.

The students are mostly following rules and regulations of the college.

Concluding Remarks :

The College is emerging as a lead college with potential for excellence with a distinctive approach of maintaining pace in expansion of academics and infrastructural development. The college strives continually and puts in efforts to achieve the goals laid down in vision and mission statements.

The College promotes ethics and compassion through values and principles for motivating students and staff. The education in the college is conceived as a concept, which helps in learning, expression, performance and reinforcement through self-actualisation and self-realisation. The senior faculty of the college symbolises the sympathetic consciousness and sets a precedent for the young faculty to follow. Apart from invigorating the teaching, learning and evaluation processes, the faculty members also exhibit the moral and courteous behaviour towards each other. The faculty accepts the strengths and weaknesses, pains and pleasures of each other. Consequently, the faculty members stand in solidarity and help in grooming each other to learn and lead.

The institution aims to inculcate and induce values like self-discipline, hard-work, compliance and self-regulation for yielding outstanding performance.

The institution as an embodiment of vision and mission statements, encourages an enabling and facilitative ambience for students and staff to actualize literacy into education, reactiveness to pro-activeness, visualize competition as collaboration, conceiving team-contentedness instead of self-contentedness, being led-by to being initiators, dependence to independence and creativity, inefficiency to competence for personal and professional development.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years **1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: _see table below_ Answer After DVV Verification : _see table below_
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 39 Answer after DVV Verification: 39
2.1.2	Average Enrollment percentage (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification: _see table below_ Answer After DVV Verification : _see table below_ 2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification: _see table below_ Answer After DVV Verification :

1.1.2.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	1	0

1.1.2.1 Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

2.1.2.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5008	4415	4043	3715	3809

2.1.2.1 Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2041	1724	1783	1427	1805

2.1.2.2 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5890	5890	5890	5860	5830

2017-18	2016-17	2015-16	2014-15	2013-14
2041	2010	2010	2010	2010

Remark : HEI intake adjusted to accommodate additional intake in 2017-18. As per the HEI " The variation in the number of students admitted in first year and outgoing students is due to the fact that our affiliating university is following partial carry-on system".

2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 108 Answer after DVV Verification: 50

3.3.4	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	3	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	0	2	2

4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 13 Answer after DVV Verification: 06

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
64.75	119.98	163.95	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
91.75	119.98	163.95	0	0

Remark : As per the HEI data attaced with the Metric in response.

4.2.6	Percentage per day usage of library by teachers and students
	4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 230 Answer after DVV Verification: 70
4.3.3	Available bandwidth of internet connection in the Institution (Lease line) Answer before DVV Verification : 5-20 MBPS Answer After DVV Verification: <5 MBPS
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years 5.1.5.1. Number of students attending VET year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
125	10	6	8	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
52	12	15	13	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
42	12	15	13	8

	5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---|
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification:
6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years
6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

5.3.1.1 Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	18	3	3	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
09	17	02	3	1

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	1	2	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	1	2	0

7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.13	Display of core values in the institution and on its website Answer before DVV Verification : Yes Answer After DVV Verification: Yes

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 132 Answer after DVV Verification : 102
2.1	Number of students year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>5008</td><td>4415</td><td>4043</td><td>3715</td><td>3809</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>4827</td><td>4454</td><td>4043</td><td>3715</td><td>3809</td></tr></table>
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1948</td><td>1948</td><td>1948</td><td>1934</td><td>1924</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>663</td><td>663</td><td>663</td><td>663</td><td>663</td></tr></table>
2.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1447	1171	1190	1044	1131

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1356	1109	1118	1006	1091

3.1	Total number of classrooms and seminar halls Answer before DVV Verification : 47 Answer after DVV Verification : 35
3.3	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
685.734	433.29	519.94	250.57	200.44

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
223.72	133.28	235.9	83.28	87.44