



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE SURANKOTE

MIRZA MORH, SURANKOTE

185121

www.gdcсурankote.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College Surankote is a co-educational institution which came into existence on 29 June, 2011 vide Govt. Order No: 264-Hr. Edu. Of 2011, Dated: 29-06-2011 of Department of Higher Education, Jammu and Kashmir. The college is affiliated to University of Jammu and is recognised by UGC under section 2(f) and 12 (b) of UGC Act, 1965. It is the only college in the entire tehsil of Surankote of district-Poonch of Jammu and Kashmir leading to the production of undergraduates. The college is situated within the lap of mountainous range of Peer Panjal region of Middle Himalaya. It is worthwhile to mention here that it has 11 feeding Higher Secondary School in its vicinity with annual student progression of about 1800 to 2000 per year to undergraduate level. It is catering the needs of 90,298 peoples of tehsil Surankote as per 2011 census. It initially started its functioning from the building of Govt Higher Secondary School (Boys) Surankote with arts stream only, with a mere 198 number of students admitted in the first academic session i.e 2012-13. In the year 2017, sanction was also accorded for the introduction of Science Stream vide Govt. Order No 448-HE of 2017, Dated 01/08/2017, and subsequently the admission in the science stream was made from the academic session 2018-19. The college shifted to its own campus in the month of Feb., 2019 and is currently functioning from two buildings namely Academic Block and Administrative Block. the college is progressing exponentially, the face-to-face student strength has reached up to 1066 in the session 2021-22. At present 19 subjects are being taught in the college in 36 different subject combinations leading to the degree of Bachelor of Arts and Bachelor of Science.

Vision

Perpetual pursuit of excellence in education by empowering students through knowledge dissemination, character building and socio-economic commitments.

Mission

- To provide space to the students to freely ideate, express, exchange and develop their innovative visions, perspective and opinions for sustainable development.
- To develop personality and intellect of learners by providing quality education for their comprehensive development as employment generator.
- To establish a knowledge centre to serve as a brimming hub for knowledge exchange.
- To create confident, dedicated, honest and upright individuals who become assets to the society.
- To impart requisite leadership qualities to face future challenges.
- To inculcate the importance of moral and ethical values.
- To furnish capabilities and skill to efficiently carve out future avenues.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The strategic location of the college ensure students from diverse spectrum of social, economic, gender, religious and linguistic backgrounds.
- Well established vision, mission and efficient governance.
- Assured financial support from JK UT and under Centrally sponsored schemes like RUSA.
- Quality infra-structure with latest Electronic Gadgets, smart and interactive LFDs for effective teaching learning process.
- The college caters to the needs of diversity of students, majority of which belongs to socially underprivileged categories like SC, ST, OBC and Pahari Speaking Peoples (PSP).
- The College has taken a significant lead in gender parity and strengthening of communal harmony.
- Complete adoption of CBCS since 2016-17.
- Gradual progression towards complete e-governance and automation.
- Fully networked campus with needful surveillance.
- More than 80% of the faculty hold MPhil/PhD degree.
- The student-teacher ratio is 39:1
- The college faculty
 - publish their books, chapters and research findings in Journals of National and International repute:
 - engages in faculty exchange programmes
 - participates in and organises national/international conferences
 - edits and review reputed publications
- College is located in the centre of town which is accessible from all the sides through public transport facility.
- Academic block is equipped with smart class rooms and laboratories are furnished with required equipments and latest ICT tools.
- Thriving community outreach programmes through NCC/NSS/EBSB Club and Rover Ranger Units.
- Inclusive and gender-sensitive campus.
- Scholarship schemes for more than 80% of the students.
- Dedicated and expert faculty.
- Proactive student support

Institutional Weakness

- The college being a non-autonomous cannot implement various academic programmes sou moto as per the guidelines of NEP 2020.
- Limited subject diversity when compared to the wide choice of possibilities in the broad field of education.
- In-adequate regular / permanent staff in the College.
- Lack of trained non-teaching staff in Library, Laboratories, establishment section and office.
- Non-availability of corporate sector in the region for campus placement.
- Transferable faculty.
- Procuring financial resources for upgradation of infrastructure and developmental projects is often a challenge, which results in either stalling or shelving development works in the college.

- Despite furnishing DPRs to higher authorities for Chowkidar Hut, Students Hostel, Additional Classrooms, Department of Geography and Physical Education, approval and release of funds is pending.
- Student intake is increasing but leveraging teachers' sanctioned strength has resulted in constraints in offering multiple options for various discipline in the undergraduate (Choice Based Credit Scheme) curriculum.
- Continuing engagement and commitment to college welfare among the alumni is not yet strong. The Alumni Relations Cell (ARC), despite its enduring hard-work, finds it challenging to form an extensive alumni base and draw support from them in matters related to student progression, financial support, and career prospects (for present students).
- No separate indoor stadium for various indoor games.

Institutional Opportunity

- Scope for Research in Solar energy due to the strategic and critical topography of the region.
- Linkages and industrial collaborations can be developed
- There are huge avenues of training of un-skilled human resource in the field of horticulture, sericulture, agriculture, fisheries, food processing, renewable energy, tourism and floriculture by introducing these courses in the college curriculum at the entry point.
- The COVID-19 pandemic has catalysed an opportunity to re-invent modes and methods of teaching. Both Students and teachers have adapted to new modes of engagement in several online platforms like Zoom, Google Meet, Wise App and Google Classroom. Teaching-learning process has been enhanced and supplemented by quality e-resources. This has opened up opportunities for developing MOOC content by the faculty.
- To provide specialised technology- based education, the college is looking for opportunities for collaboration with other specialized agencies in the field of technology.
- There is ample scope for building linkage with non-government organisations and corporate sectors for placement

Institutional Challenge

- Generation of employability in the absence of corporate sector and industries in the region.
- Maintenance and sustenance of classroom ICT gadgetry.
- A strong aptitude for research needs to be cultivated among the students.
- Owing to transferable nature of faculty and increased workload of teaching, carrying out research in the college is a challenge.
- Due to infrastructure and faculty strength mismatch the purpose of CBCS cannot be fulfilled in true spirit despite of the best efforts by the college. Students are restricted to limited options for discipline and elective subjects.
- Owing to the dependence on approval from external authority, introduction of new programmes of study remains a challenge.
- It is challenging to establish collaborative programmes with institutions of repute at national and international level.
- Campus area is insufficient to meet the future development, extension and to establish the fields of required dimensions of various outdoor games.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Govt. Degree College Surankote is affiliated to the University of Jammu. As per the UGC guidelines, the college runs all programmes based on the Choice Based Credit System (CBCS), thus providing students with the option of choosing courses as per their area interests. The schedule and duration of all programmes is based on the University guidelines. Furthermore, the college meticulously plans its academic sessions, thus ensuring timely preparation of academic calendars, timetables and the allotment of courses to the teaching faculty. Periodic assessments of students are undertaken through assignments and tests in a time-bound manner. Syllabi taught across all the programmes are based on latest trends and study, and several faculty members have also been involved in curriculum development.

In addition to the regular programmes, the college offered one certificate course in computer during the academic session 2020-21. The college thrust upon experiential learning through field trips. The college is running many courses which are instilling professional ethics, gender equality, human rights and sensitivity to environmental concerns. More specifically, College also organizes extension lectures on diverse topics of cross-cutting issues through the expert from other colleges and departments for the betterment of students.

Regular feedback from the students, alumni, and faculty also ensures appropriate action towards addressing any gap in student progression and overall college development.

Teaching-learning and Evaluation

The College admission process is administered and executed with absolute transparency and in compliance with norms, statues and rules of the University of Jammu. As there is no capping on intake capacity, so all the students who are eligible and apply for seeking admission in B.A. and B.Sc programs are admitted irrespective of their categories to which they belong. The institution encourages students from diverse background and teachers assess the academic proficiency of students based on their performance in classroom discussions, tests/assignments, seminars, quizzes and their performance in term end examination. Special strategies are adopted to overcome the learning barriers. Student centric methods such as experiential learning, field trips, participation in different activities are adopted to enrich the teaching learning process. National conferences, workshops, extension lectures and seminars are organized in the college to provide opportunities to student for their academic growth and development.

The teacher wise mentorship is allotted for the personal, emotional and academic wellbeing of the students. The current year Mentor-Mentee Ratio is 1:39. Blended teaching-learning methods are adopted by employing both ICT and traditional classroom practices to make learning more effective and meaningful. The COVID-19 pandemic threw up new vistas of online teaching-learning, thus ensuring continuity as well as change in learning experiences.

The college has well qualified, trained and committed faculty, 80% of which are holding the doctorate degree and all of them are full time teachers. The average teaching experience is 2.64 years in this institution. The low teaching experience of the faculty of this institution is due to the transferable nature of job, if the experience of teachers rendered in other institutions is also taken into account, then the experience graph will surely rise as the college has faculty members with more than 13 years of teaching experience. In order to ensure the transparent and fair internal examination system the college has robust internal assessment mechanism.

Assessment-related grievances are addressed properly. Broad objectives and outcome of graduate programmes are conveyed to the students during orientation programme. POs and PSOs are displayed on the college website also.

Research, Innovations and Extension

In comparison to the age, college has developed enough infrastructure to support the teaching-learning process. In future college is planning to start research, proposal of which are being submitted to Higher Education Department for approval.

Academic activities like conferences, seminars, webinars, workshops, field trips & faculty exchange programmes are conducted periodically which inspires the students and faculty members towards new approaches and provide a platform to share their research finding and knowledge.

The institution believes in inculcating skills among the young learners and accordingly the college has offered skill course in computer in collaboration with NIELIT, Jammu.

The students are regularly updated with different scholarship schemes. The college has conducted many activities in collaboration with different governmental & non-governmental organisations. The institution has signed MoU for academic exchange with neighboring colleges.

The college faculty has edited chapters, published books and their research findings in the journals of national and international repute in the field of science, social science and humanities. The college has been effectively spreading awareness and sensitizing the students through their involvement in outreach activities and extension activities. The college has constituted various clubs for the implementation of different missions, schemes and programmes of national and interest. The students of the college overwhelmingly participate in health awareness camps, voters awareness programme, literary & cultural activities, seminars, quizzes, yoga, rallies and poster making competitions. All important days notified by government are celebrated regularly in the college with the aim to develop feelings of patriotism and ethical values among the students.

Infrastructure and Learning Resources

Government Degree College Surankote is a new budding college established in 2011, which is continuously striving hard to upgrade its physical, academic and IT infrastructure so as to equip and acquaint the young learners with the upcoming requirements and demands of the society in the changing scenario of new education policy. After running for about 8 years in Govt. Boys Higher Secondary School Surankote it has shifted to its own newly constructed building in 2019. It has two main blocks viz, Administrative Block and Academic Block. Administrative block has an Auditorium, Gym cum Yoga Centre, Principal Chamber, Establishment and Account Section, IQAC Cell, Library, Women Development Cell and Physical Department.

Academic block has science laboratories, browsing centre, computer lab, lecture halls. The college has all basic facilities for smooth teaching learning delivery. Most of the classes have been converted to smart class rooms by installing Interactive Flat Panel Displays and Podium cum Projectors. To make them fully functional the uninterrupted power supply through UPS, inverters and gen set has been ensured. Every department has been provided computers and printers to be used for preparing teaching learning material. The office is also equipped with required number of computers for administrative work.

Keeping in view the growing strength of students which has significantly increased from 198 in academic session 2012-13 to 1066 in current academic session, the college has submitted the DPRs for separate Geography and Computer Departments, extra class rooms, hostels for students, Physical Education Department and Chowkidar Hut. The college has enough space for carrying out outdoors games. The library is continuously enriched over the years, online resources in the form of N-LIST has been subscribed and campus is Wi-Fi enabled.

College has adequate clean drinking water facility and water dispensers are installed for students at various locations. Further the fire extinguishers have been placed at various strategic and reachable locations to overcome any eventuality.

Student Support and Progression

The College aims at the holistic development of students to facilitate their better future. Therefore, the college takes many proactive steps to help the students in their academic and other endeavours.

Student Support

Around 71% students have got government scholarship in the last 5 years under various schemes. The skill enhancement activities of the students are organised by departments and committees. The College has signed a MoU with NIELIT Jammu and provided soft and hard skill training in Computer Application. In addition to this, various skill development courses are also offered by the institution. The college has a separate Browsing Centre with Wi-Fi facility for the students to cater their academic needs. College has planned to introduce the skill courses in Food Processing and Music & Fine Arts for which some procurement has already been made.

The NSS and NCC units of the college are actively involved in various cultural and extracurricular activities. College organises Educational Tours and Field Trips for the students to get practical knowledge in respective fields. The college has established a Psychological Counselling Cell to address physical, emotional and mental health issues and to improve their sense of well being at the time of distress.

Student Progression

College has also established a Career Counselling Cell that provides coaching to the students for appearing in various competitive examinations. The Placement Committee of the college organizes training activities for Final Year students on career planning, personality development and internship.

The college has physical education department for running sports activities in the campus. The students actively participate in competitions at intercollegiate and national level. College also organises regular sports and cultural activities.

Redressal Mechanism

The college has an effective Anti-ragging, Anti-Sexual Harassment, Internal Complaints Committee and Student Grievance Redressal Committees in place. College has also established Women Empowerment Cell that organises various programmes for the betterment of the female students.

For giving due representation to the students a "student body" is elected to participate in various activities of the

college.

Governance, Leadership and Management

The management system provides strategic directions for sustained development in sync with the Vision and Mission of the college. The Management displays ethical leadership which is visible in the consensus-oriented, participatory style of governance.

There are 25 well defined policies covering overall functioning of the college for ensuring quality education and training to the human resource.

The plans for the development of the college on all fronts are drawn up in true participatory manner as the decisions are always taken in consultation with all stakeholders. This also ensures the decentralization and participative management.

Welfare measures for all the teaching, non-teaching and support staff are taken to promote a conducive, healthy work ambience. Feedback is taken, and analysed and corrective measures are implemented.

To develop the leadership qualities among the students the college is providing a platform to the students to organise various academic, sports, cultural and extension activities. As such a student body is constituted during the academic sessions and student representatives are also included in various committees.

The college makes concerted efforts to mobilise funds from the government for development and academic activities.

The IQAC spearheads developmental activities and has institutionalised numerous practices for overall quality sustenance like ICT based teaching learning system, Creation of Sports Facility and Development of Drinking Water Facility. It also periodically revises the teaching learning process and takes various steps which lead to improvement in the quality of teaching learning system.

All financial dealings are transparent & audited internally.

Institutional Values and Best Practices

The College is committed to a strong value system with an emphasis on ethics. The discipline and safe environment in the campus have led to the college becoming an institute of choice for budding learners of the area.

Gender equality is promoted by organising various programmes in the college on gender equality, gender sensitization and self-defence to generate an inclusive culture. An Internal Complaint Cell is in place to address any difficulty faced by the women. Safety and Security is ensured through an extensive network of CCTV cameras and discipline committee. Provision of common room and exclusive amenities creates comfort zone for girls. Various committees like Sexual Harassment, Discipline Committee, and Anti-Ragging Committee ensure discipline and harmonious environment in college.

Sustained efforts are made to create and maintain environmental consciousness by organising different drives

like anti-plastic drive, reduce reuse strategies for paper, solid and liquid waste management initiatives to create an eco-friendly campus. Cleanliness Drives were organized for the promotion of Swachh Bharat Abhiyaan mission and student's enrichment. The college is using LED lights and solar inverters for power conservation. For judicious use of water the college has its own submersible pump and kacha pound for harvesting rain water. The College facilitates the differently abled students by providing ramps, divyaang friendly washroom, wheel chair and human assistance in the form of scribe if so required. National festivals, birth anniversaries of great leaders are observed. Excursions and celebrations to promote social cohesion are planned periodically. Programmes focusing on universal values, fundamental rights and duties are incorporated in college activity calendar. The college ensures transparency in functioning, displays core values and adheres to code of conduct and professional ethics.

For maintaining transparency, uniformity and timely completion of internal assessment record a centralised scheme of internal examination has been implemented as one of the best practice.

Over the period of time the institution has shifted from classical teaching learning system (chalk and talk methods) to ICT based creative teaching learning.

The Institute distinguishes itself from the rest by focusing on the **holistic development of students.**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE SURANKOTE
Address	Mirza Morh, Surankote
City	Surankote
State	Jammu And Kashmir
Pin	185121
Website	www.gdcsurankote.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jasbir Singh	019-1965231231	9419268431	019-1965231 231	principalgdcskt@g mail.com
IQAC / CIQA coordinator	Sarshad Hussain	091-1965231231	9596742505	091-	sarshad2007@gma il.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	29-06-2011

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 Jammu	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-10-2018	View Document
12B of UGC	09-10-2018	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
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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?	Yes
If yes, name of the agency	Chairman Mahatma Gandhi National Council of Rural Education Department of Higher Education Ministry of Education Govt of India
Date of recognition	24-09-2021

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Mirza Morh, Surankote	Rural	5.5225	1721.4

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, Faculty Of Arts	36	Class XII	English	692	692
UG	BSc, Faculty Of Science	36	Class XII	English	136	136

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				0				17			
Recruited	0	0	0	0	0	0	0	0	9	2	0	11
Yet to Recruit	0				0				6			
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				9
Recruited	5	1	0	6
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	1	0	7
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	2	0	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	0	0	5
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	1	0	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	2	0	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		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
Certificate / Awareness	Male	22	0	0	0	22
	Female	28	0	0	0	28
	Others	0	0	0	0	0
UG	Male	454	0	0	0	454
	Female	374	0	0	0	374
	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	115	153	181	200
	Female	71	81	111	110
	Others	0	0	0	0
OBC	Male	10	16	15	13
	Female	19	24	26	19
	Others	0	0	0	0
General	Male	129	139	238	223
	Female	152	124	215	182
	Others	0	0	0	0
Others	Male	40	51	82	77
	Female	45	48	56	58
	Others	0	0	0	0
Total		581	636	924	882

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The College is affiliated to University of Jammu, hence the scope in planning the interdisciplinary approach sou motu is limited. With respect to New Education Policy, University of Jammu has issued a circular No F.Acd/H//21/10392-10436 dated 09-12-2021 to work out the Syllabi and Scheme of UG programmes by 30th of Dec 2021 for speedy implementation of NEP. Within the broader contour outlined by the University, GDC Surankote is maintaining multidisciplinary approach in following ways: 1. Choice Based Credit System had been introduced during the academic session 2016-17. College is offering maximum flexibility of choice of the courses within the stipulated limit set by the</p>
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	<p>university. At present 18 subjects are being taught in the college with 36 different subject combinations. Number of courses offered in BA/BSc have been mounted from 103 in 2016-17 to 232 in 2020-21. 2. Skill courses are offered without any impediment of subject combination, so that any student from any subject combination can opt any of the skill courses across the B.A and B.Sc programmes. 3. In order to fetch and arrest the interest of students in opting the subjects a counselling cell is in place for their grievance and subsequent redressal. 4. Mathematics, Geography and Languages are some common subjects currently running in the institution which are integrating humanities with arts and science. 5. In the academic year 2020-21 institution has signed an MoU with National Institute of Electronics and Information Technology (NIELIT) and has trained some students in Computer Skills.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Department of Higher Education Jammu & Kashmir has issued circular DC/HE/Circular/2021 Dated 07/12/2021 for starting B.A and B.Sc honours degree courses with multiple entry and exit points from academic session 2022-23. Opting courses under SWAYAM could not be introduced during the period of lockdown and college is planning to start as soon as possible. This college has also sent a proposal for running B.VOC course with provision of multiple entry and exit points. This proposal is subject to the approval of Higher Education Department Jammu and Kashmir UT.</p>
<p>3. Skill development:</p>	<p>College is running various skill courses from semester III to VI and it is compulsory to opt at least one skill course in each semester the students have ample flexibility to chose any skill course of their interest. Marching towards skill development college has planned to continue the MoU with NIELIT for upcoming sessions also so that the students can be trained in ICT for which expertise are not available in college. College has initiated to set up two new skill courses: 1. Food Processing, 2. Music & Fine Arts. In this regard some procurement of needed equipment has been made in 2020-21 but running of same is still pending at the level of Higher Education Department of Jammu and Kashmir UT.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using</p>	<p>1. Practising YOGA has become a regular feature of the college. 2. Cultural events /Lok Geet based on</p>

online course):	local and indigenous thoughts in traditional dresses are often been organised and encouraged so as to imbibe and infuse strong and abiding sense of cultural history, positive cultural identity and self esteem. 3. Skits in local language are preferred and promoted. 4. While teaching and imparting explanation of the subject to the students, the local language is preferred for ensuring better and wider understanding. 5. Students are escorted and carried to places of historic importance during field visits to study history, culture and tradition.
5. Focus on Outcome based education (OBE):	1. Assessing students, problem solving methods are preferred over the conventional methods of learning. 2. Based on theoretical dissemination different tasks are assigned to students to handle the problems. 3. College is planning to adopt some innovation based teaching rather than focusing on completion of syllabus. 4. Free choices are provided to students for opting any skill course.
6. Distance education/online education:	1. In order to enlighten the students through distance mode of learning, the resources in the form of lectures are recorded and uploaded on YouTube with free access to learners. 2. College is also running a study Centre of Moulana Azad National Urdu University which is providing distance education to those students who are not enrolled in the college. This study center is providing the facility of registration, counselling, study material in the form of printed books (provided by the university) and examination of UG and PG courses.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
232	196	185	153	130
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	1	1

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
828	882	924	636	581
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
389	477	471	373	300

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
238	201	125	161	39

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	23	14	17

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	10	10	10	10

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 12

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
117.62	3.04	16.14	16.24	10.60

4.3

Number of Computers

Response: 54

4.4

Total number of computers in the campus for academic purpose

Response: 47

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 is affiliated to University of Jammu and adheres to the curriculum designed and prescribed by the University. However, within the framework provided by the University, the curriculum is operationalized keeping in mind the requirements and resources of the college. Every Head of Department of respective department is a member of board of studies and thus took part in designing of the curriculum. With the objective of achieving excellence in education, the institution ensures the following:

- Academic calendar is prepared at the commencement of each academic session depicting schedule of class work, internal assessment tests, examinations and other curricular activities.
- Along with general time table of the college, each department is asked to prepare its individual departmental time table so as to allocate the theory and laboratory courses to faculty members according to skills and relevant experience of the teacher. As students have to reach college by commuting from distant places daily, the time table is framed in such a manner that it remains convenient even for long distance commuters to attend all their classes.
- Since the introduction of Choice Based Credit System in the year 2016, a wide range of Skill Enhancement, Discipline Specific Elective and Generic Courses are offered to the students.
- A Counseling Committee is constituted at the time of admission which properly guides the students to choose combination based on their area of interest, infrastructure of college and future scope of a particular course. It also helps the students in addressing various issues related to admission process.
- In order to maintain the student-teacher ratio as per the norms of Higher Education Department the students are allotted various sections based on the strength and subject combinations allotted to the them.
- Workload for each subject is calculated and accordingly full-time teachers/guest faculty is engaged on the basis of requirement.
- Each department is given freedom to determine its own pace and schedule of completion of syllabus as per the requirement of each course.
- Students are taught by using modern ICT tools in order to make the teaching more interactive, practical and engrossing.
- Besides the WiFi connection in the campus for browsing online learning resources, a considerable number of quality textbooks are also made available for consultation.
- Respective faculty members also prepare and maintain course files and other academic records, which contain all the information necessary for the effective delivery of the curriculum.
- Academic progress and student's attendance for each individual subject is continuously monitored and documented.
- Regular Class tests are conducted for each subject along with viva voce. Moreover, remedial classes are also conducted for the students having poor academic performance.
- In order to augment the delivery of curriculum through participative learning, seminars,

conferences, workshops, extension lectures, quiz, symposia, field trips are also conducted.

- Apart from this teaching faculty is regularly encouraged to attend refresher courses, general orientation courses, FDPs and to participate in seminars / conferences / workshops etc. to update their knowledge and refine their skills.
- Regular feedback is also taken from students both formally and informally regarding different aspects of curriculum and same is duly worked upon.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

The institution strictly adheres to its own academic calendar with respect to continuous internal evaluation within the broader contour of affiliated university framework. This calendar is encapsulated in prospectus of the institution and uploaded on college website before the start of each academic session for its wide circulation. For the sake of execution of planned activities well in time, our academic calendar depicts schedules of;

1. Orientation Programmes in the classes by the teachers i.e. about scheme of examination.
2. Curriculum and Co-curricular Activities.
3. Celebration of all international and national days.
4. Conduct of internal evaluations (internal assessment theory as well as practical).
5. Tentative dates of external examinations (theory as well as practical).

Right from inception of each academic session all faculty members conduct their theory and practical classes smoothly according to the institutional master time table. These timetables are uploaded on the website and displayed on notice boards, which helps in monitoring the regularity of classes. Timely completion of syllabus, revision and internal evaluation are carried out in concordance with the schedule listed in the academic calendar.

The performance of students is assessed continuously. Tests, assignments, presentations and mock practical exams are held in time bound manner. Both students and parents have access to internal assessment and attendance records. Internal awards are displayed to students for inviting any objections. Marked answer sheets are shown to them. They are given chances for improvements as many times as students wish to.

Final internal assessments are duly signed by the teacher in charge, Head of Department and Principal. Thereafter it is subjected to verification by an external committee duly constituted by the university.

All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations. This facilitates commencement of the new session as per schedule.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 1

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 1.21**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
50	0	0	0	0

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

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:****ENRICHMENT THROUGH CURRICULUM**

Government Degree College Surankote is affiliated to the University of Jammu. The college has

introduced many courses that poise and cater instilling strong sense of professional ethics, gender equality and human rights, and sensitivity to environmental concerns among students may proceeds:

Ø Gender Sensitization:

- A skill course in Sociology of B. A 3rd semester titled 'Gender Sensitization' has been introduced to make students aware about the problems and issues related to gender inequality and remedial measures thereof.
- In subject of Political Science a have number of issues pertaining to feminism, women empowerment and gender roles are emphasized at great length.

Ø Human values and Ethics:

- In the course of Education and Arabic we have a number of topics that deal with the human values and ethics like Indian Social Institutions, Indian Culture, Family, Human Rights and Environment.

Ø Environmental Consciousness:

- Two compulsory courses in Environmental Science are being taught in the first two semesters of all programs in our college which focus to enlighten students about pressing damage to environment and menace of climate change. In addition to these, there is an optional skill course on 'Solid waste management in semester 3rd for all programmes. these courses are intended to bolster students participation in environmental protection.

ENRICHMENT THROUGH VARIOUS CO-CURRICULAR ACTIVITIES

The college organizes several co-curricular activities to promote the awareness on gender sensitization, human values, ethics and environmental consciousness among the students as follows.

- **Promotion of Gender Equality and Social Justice.** Continuing the efforts to strengthen the gender and social equality among students, Degree College Surankote organizes several symposia and debates competitions regularly and periodically. Women Empowerment Cell of the college leads the celebrations of international women day every year and organizes seminars/symposiums/poster making competitions on the themes like Problems of woman in 21st Century, Beti Bachho Beti Padhao, save girl child, female infanticide etc.
- **Promotion of Environmental Responsibility.** The college strives to promote and propagate the environmental responsibility through the Eco Club, Range Rovers and NSS Unit by organising various activities like cleanliness drive, tree-plantation, creating habitats for birds, quiz, extension lectures to bring awareness and sensitivity among students and faculty of the college.
- **Seminar/ Debates/ Poster Competition.** The women empowerment cell, NSS, NCC, cultural and literary committees and psychological counseling cell of the college from time to time organize several programs on the issue related to women empowerment, gender equality, sustainable agriculture, deforestation, and plantation drives are organized within the college campus. The college has played a very active and pivotal role in Swachh Bharat Abhiyan
- **College Committees.** The college has Discipline committee, Anti Ragging Committee, CASH committee, Grievance Redressal Cell and Women Empowerment Cell which are active in the college campus. On the whole, the college endeavors to provide the students with quality education

that encompasses much more than purely academic studies so as to develop them into good human beings and assets for society and the nation.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.75

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 8.57

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 71

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

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

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 Enrolment percentage (Average of last five years)

Response: 100

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
828	882	924	636	581

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
828	882	924	636	581

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
389	477	471	373	300

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 and organises special Programmes for advanced learners and slow learners

Response:

Students who join the college after passing class 12th are from different boards of examination and as such, they are usually a heterogeneous group having different levels of competence. Initially class 12th scores are taken as one indicator to judge the student's "learning ability". As the classes start, the slow learners and advance learners are detected by the teachers during their lectures in the classroom, discussions and class tests. Further judgement in subsequent years is based on performance in the mid-semester evaluations/ external exam/ activity conducted/ their level of alertness. Remedial measures are taken according to the needs of students with different levels of competence and also to narrow the intrestice between two.

Steps taken for Advanced Learners:

- Provided with a good collection of books for overall comprehension and understanding of advanced knowledge.
- Enhancing their level of understanding to make presentations and participation in various seminars and debates organized at intra and inter collegiate level.
- Toppers are felicitated on the Annual Day every year.
- Students are chosen as class representatives, Members of students Union to provide them an opportunity to display their leadership skills and qualities.
- Nominated to represent college in inter-collegiate and University level competitions.
- Motivated to set high goals for themselves and counseled to prepare for entrance and competitive examinations like UPSC, JKPSC, University Entrance Exams etc.
- Educational tours are also conducted by various departments so that student's horizon of thinking and intellect is enhanced.

Steps taken for Slow Learners:

- At the outset, a meticulous analysis of their needs is being being conducted to assess their problems with remedial measures.
- Teachers coordinate with parents of slow learners so that their needs can be catered to.
- Mentor-mentee interaction keeps faculty in constant touch with students, iron out academic and personal issues. This stimulates overall personality development. Thanks to the modern technology these days, the distance between student and teacher has been minimized, especially during Covid-19 pandemic by virtue of online mode of teaching.
- The slow learners who mostly hail from poor back ground are being provided with financial support to meet their requirements like admission and examination fee. Further college Financial Aid cum Scholarship Committee ensures that such slow learners get timely scholarships and financial help through college and social welfare department.
- Remedial classes and regular class test, are taken for academically weaker students, Accordingly, suggestions for improvement are made.
- Slow learners are given more attention both inside and outside the class. They are encouraged to

take part in cocurricular activities and multiple career options are suggested to all students keeping in mind their aptitude and interest.

File Description	Document
Upload any additional information	View Document

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

Response: 39:1

File Description	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:

Government Degree College Surankote enhances the learning experience of students by conducting and organising student centric programmes throughout the year. The college has made its integral policy to supplement the classroom with the experimental learning, participative learning and problem-solving methodologies.

Experimental Learning and Participative Learning

- Experimental learning is promoted by analysis of experiments after practical classes (Science Departments) and sensitization is done through celebration of various important days like National Voter's Day, AIDS day, World Water Day, Swachta Abhiyan, Drug de-addiction week, etc.
- Department specific activities like one-day field trips, study tours, excursions, outreach activities which are part of curriculum of EVS, Geography, Botany, Zoology and Sociology, are organized.
- Group discussions, debates and seminars on social, economic and other issues are regularly conducted in the institution in order to promote positive thinking, active listening and effective communicating and defending skills.
- Students are encouraged to participate in various co-curricular activities organized in collaboration with prestigious organizations (NGO's) and Govt. departments. This gives them an exposure to the work and views of leading experts of various fields, academicians, administrators and other activists on societal and environmental issues.
- Students are encouraged to actively participate in sports competitions to hone, explore and exhibit their talent in a variety of games to foster a spirit of togetherness and leadership.
- More recently teachers resort to audio-visual aids like the use of Smart Classrooms, PPT presentations etc. in teaching. This is, definitely more student-centric, for it ensures active

participation of students in learning process, it minimizes the gap in communication, it concretizes graphs and designs which remain abstract if they are described without being demonstrated.

- NSS unit adopted villages where the students were involved to save water bodies.
- A national level capacity building tour to Gujrat and Jamnagar was organized in which students visited different industrial sites and other important places.
- In order to impart computer skill among the students a certificate course in computer application was completed in collaboration with NIELIT Jammu by signing an MoU through which 50 students were trained, where college has provided the physical facility and trainer was provided by the NIELIT at the cost of Rs 11,22,600/- which was funded by the college.

Problem Solving Methodologies

On regular basis assignment & similar subject related challenges are given to students to check the level of understanding of the subject. In order to enhance problem solving capabilities of the student's certain hypothetical issues are put forth before them and the responses are sought from the students. These responses are analyzed and judged for their reasonability and applicability (In this regard some students attended workshops on "**Innovation Incubation and Training -IIT 2021**"). Further students are allowed to work in groups to discuss concepts and find solutions to the problems.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The faculty uses the latest ICT tools to tide over the monotony of the conventional teaching learning process and to make learning more interesting, engrossing and student friendly. The college has upgraded in terms of use of ICT and technology driven instruction in the classrooms. The college has upgraded most of the Lecture Theaters and Labs with latest technology by installing Interactive panels and Smart Boards with Projectors which are provided with internet connectivity and Power backup facility..

- The college has around 48 Desktops, 04 Laptops, 06 Interactive panel, 03 Smart Boards with Projectors and 100 MBPS fiber line from BSNL-FTTH Surankote.
- Classrooms and laboratories are equipped with Interactive Panel, Smart Boards and are Wi-Fi enabled to facilitate teachers to directly stream web pages and videos.
- Printers and scanners are available in departments and library.
- Wi-fi routers are installed to provide easy internet access to faculty and students.
- The college library has access to 6000+ e-journals and 31,35,000+ e-books accessible on <https://nlist.inflibnet.ac.in/>.
- Faculty regularly consults and shares material from e-books, web pages, You- tube videos and other relevant resources.
- The open educational resources such as NPTEL, you tube videos, e- journals etc. are assessed by teachers and recommended to the students (after considering their authenticity).
- Teachers made a swift transition from classroom to online teaching during the lockdown due to

COVID-19 pandemic. Platforms such as Wise App, Zoom, Google Classroom, were used to create virtual classrooms.

- Online modes like Email, Google Forms and Google Classroom, Wise App are used to collect assignments, conduct tests and practical examinations as well as for sharing learning material, practice questions and other e-resources.
- Teachers use social media platforms like WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.
- Some Teachers of the college also participated in e-content development under e-content development initiative of J&K Higher Education.

File Description	Document
Upload any additional information	View Document

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

Response: 39:1

2.3.3.1 Number of mentors

Response: 21

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

2.4 Teacher Profile and Quality

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

Response: 172.71

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /

D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 51.23**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	11	07	07

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 2.65**2.4.3.1 Total experience of full-time teachers**

Response: 55.65

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

Govt Degree College Surankote is an affiliate college of the University of Jammu and as such is guided by the regulations formulated at university level in all the matters pertaining to syllabi, examination and evaluation. The institution ensures that all students are aware of the examination and evaluation process through the college prospectus which is updated annually. Further the interaction of new entrants with principal and faculty is facilitated at the commencement of the session, where students are acquainted with rules and regulations of the affiliating university, examination and evaluation process.

- Guidelines for teachers and students regarding the internal assessment are prepared as per the university rules, which are made available to all faculty. Examination committee and the concerned

teachers of the subject of the college convey the basic structure of the internal assessment of practical and theory with the guidelines for dealing with absentees.

- Centralized date-sheet for test/submission of assignments is notified on the college notice boards and also conveyed to the students by the teachers in their respective classes (during Covid-19 same was done through WhatsApp and Wise App Groups), at least 15 days in advance.
- The question papers prepared by concerned teacher, are printed just 15 minutes before the commencement of examination. Inside the examination hall, attendance sheet is circulated and those who have not appeared in the exam are treated as absent.
- After evaluation the answer scripts of the internal assessment tests are shown to the students for their satisfaction and self appraisal. Internal assessment marks are also shared with students through WhatsApp and WiseAppGroups.
- The students who could not appear in the test due to some valid reasons like NCC activities, sports activities and other unavoidable circumstances, there is provision of re-test for them and also for weaker students for improvement. The result of the internal assessment is checked and verified by internal assessment committee of the college and then by the inspection team framed by the University of Jammu. A proper record of the internal assessment is maintained in all teaching departments.
- The tests and evaluation process are executed as per the academic calendar of the institution.

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

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

Response:

As per the University guidelines college has adopted two effective and distinctive ways to address examination related grievances in a transparent, time-bound, and efficient manner.

Internal Examination

Date is fixed for students to consult the concerned teacher to check the evaluated answer sheets and settle the issues if any. The college has introduced a practice which requires a student to sign a document affirming their satisfaction with the w evaluation. To make the process transparent a date is notified and the notification is displayed on notice board or shared with students through any Social Media platform (especially during Covid-19 Pandemic). They may raise their grievances regarding the marks awarded to them with the faculty concerned. In rare cases if student's grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal. Intervention by the Head of Institution can be sought in extraordinary cases.

External Examination

As regards the external examination, students appear in examination hall allotted by the university. The answer sheets bear code to maintain confidentiality of evaluation and examiners other than the teachers of the college evaluate the scripts within the allotted time frame.

After the declaration of results, the students can apply for re-evaluation of their answer sheets if they are not satisfied with the award given to them within 15 days of the declaration of the result. The notification for the same is displayed on the university website. The college gives wide publicity to the dateline for re-evaluation, and process of the applications.

Further student can apply for re-checking also in which answer sheet is shown to the student and is rechecked.

For errors like mark sheet reflecting student as absent, result withheld, result later on due to typing mistakes or any other reason, the internal assessment committee sends the duly certified records to the university for the necessary correction in favour of the student.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes**2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.****Response:**

The College has worked out the programme outcomes (POs), programme specific outcomes (PSOs) and course outcomes (COs). The same has been posted on college website for faster and universal communication.

- The alumni interaction helps the college teachers/Faculty to get the feedback on the programme and course outcomes and improve the same for new batches by introducing add on courses or certificate courses.
- Institution conducts as well as encourages faculty to attend Workshops, Seminars, Refresher courses, and interactive sessions with the experts from the universities as well as the relevant fields to make the course component more relevant.
- Every department projects the POs, PSOs & COs on the department Notice board.
- The students are continuously made aware of these outcomes. At the beginning of every unit, teacher articulates on the learning outcomes and programme outcome which makes the teaching learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge.
- The direct assessment of the POs and COs is monitored through their performance in the university exams/ preparatory exams. An indirect assessment of success of these outcomes is done by the

teachers after every unit test/ assignments/ presentations to ascertain if they have been able to do what was intended when they were admitted to the course.

- The feedbacks forms are collected from the students at institute level and at the end of the semester the review is done on the achievement of the same.
- Students are provided opportunities to interact with senior students and alumni to learn about their experiences and career paths, so that they are encouraged and motivated to chart out similar roadmaps for their own future.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

Our college ensures the outcomes mentioned by college for each course are attained by the students in three years of UG course.

- Course Outcomes are measured on the basis of performances of the students both in curricular and co-curricular activities and also on the basis of the students' performance in the class activities, laboratory work, assignments, in different examinations and their role in departmental activities. Students' performance is noted continuously on their regularity, receptiveness, participation in class discussions and the overall behavior. Their performance in the internal examinations provides the initial clue of their learning outcome.
- Our college keeps a constant eye on the performance of the pass outs in different competitive examinations conducted by various agencies and organizations to see as to what extent the desired outcomes have been achieved. Furthermore, the institutions evaluate the outcomes of various programmes and courses through their participation in different inter collegiate and intra college programmes like seminars, debates and quiz competitions conducted by all the teaching departments turn-wise.

The extracurricular activities such as NSS, NCC and Sports activities have made our students capable enough to achieve many awards and grades which are highly exemplary of the attainment of the outcomes as mentioned in the objectives.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 64.48

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
230	147	78	52	89

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
238	201	143	157	137

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	17	12	12

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 15**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	01	02	0	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 1.05**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
04	01	05	05	05

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

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in**

national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	03	06	06	02

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

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Government Degree College Surankote provides a feasible environment for the holistic development of students. It aims at sensitizing students towards the social issues and making them the torch bearer of change in the society and to serve the community as a whole. College Extension activities introduce a sense of communal responsibility and effectively equip young students of our college towards important social issues. The National Service Scheme (NSS) unit, the National Cadet Corps (NCC) and the Women Empowerment Cell (WEC) organise various programmes to facilitate the students of college with the concept and practice of social responsibility.

Extension activities organized by this institution are as under:

1. Cleanliness Drives
2. Health awareness Programmes
3. Plantation Drives
4. Traffic awareness Rallies
5. Drug De-Addiction awareness Programmes
6. Blood Donation Camps
7. International Youth Day Celebrations
8. World AIDS Day
9. World Biodiversity Day

The Institution is committed to serve the community through its extension and outreach programmes with a special focus on promoting gender equality by organizing programs and talks on issues related to women such as *Female Foeticide, Save Girl Child, Sexual Harassment at Workplace & Gender Inequality*.

The college has organized various activities like symposia, rallies, debates on various social issues like child labour & its grass root eradication, environmental consciousness and its importance for human life, awareness on young and unregistered voters, different activities under SVEEP (value of vote and how

to become voter), effects of deforestation, effects of open defecation, communal harmony, legal rights of women, peace and non-violence, anti-plastic campaign, swatch Swatch Bharat Abhyan, constitution day, celebration of Yoga day, republic day, world human rights day, independence day, road safety awareness, awareness on HIV-AIDS, awareness on various issues like drug abuse and plantation drives by NSS/ NCC/EBSB Club/Range Rover units of this College. The college has been effectively disseminating awareness by sensitizing students through their involvement in various activity-based programmes, outreach activities, extension activities and holding various innovative programmes. Various awareness programmes have been organized by this institution to address vulnerable issues in society. All important days are celebrated regularly in the college to develop feelings of nationality and inculcate ethical values amongst the students. Besides this, various career counseling, career guidance and motivational sessions are regularly organized in the college from time to time, wherein the focus is on the transfer of knowledge to the right persons at right time. So the institution perpetuates and promotes institution-community network for holistic development of the students.

The NSS Unit of the college adopted three villages viz Draba, Mirza More and Lower Potha to educate the inhabitants about cleanliness, child labour, human trafficking, Drug de-addiction, Rural development schemes, Voter awareness, national integration, communal harmony, etc.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	0	01	01

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 36

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	08	02	01	02

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 53.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
1449	485	102	88	61

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	04	00	00

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

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	01	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Following is the detail of physical infrastructure and facilities available in the college:

1. Two triple storey buildings i.e., an administrative block and an academic block.

2. Administrative block has following components:

- Principal chamber, with pantry and retiring room
- Account Section and Establishment Section with separate SO room.
- IQAC Room
- Multipurpose hall with Gym
- NCC office
- Library with reading room facility
- Department of Physical Education
- Women Development Cell
- Store

3. Academic Block has following components:

- 5 Science Departments each having separate laboratories cum classrooms, staff cabin and store cum lab assistant room. They are equipped with latest ICT tools and equipment like microscope with imaging system, laminar air flow, deep freezer, water bath, biological Incubator etc.
- One IQAC room
- 08 lecture halls.
- Girls common room
- Computer lab cum browsing centre.
- NSS office.

4. ICT Facility: The classrooms/lecture halls, laboratories and multipurpose hall are equipped with interactive panels boards, podium, interactive board, projector system and visualiser. In addition, all the staff members and office are provided computer and printers. Three photocopier are also installed in office, IQAc and library. A full fledge browsing center has also been established.

5. Power backup: The classrooms, browsing centre, staff cabins and offices are provided with a continuous power backup in the form of double battery inverters, online UPS and a 40 KVA Gen Set so as to deal with the power cuts during bad weather.

6. Sports Facility. The physical education department is well equipped with sports related items and equipments. The playground is being developed for various play fields. Space for indoor sports facility has also been created.

7. Sitting Facility for Students. Class rooms are having customized fixed desks and extra desks are also available to be used in the examination for keeping the required distance among the students.

More than 50 cast iron outdoor benches are also kept in different places in campus for students.

8. Surveillance System. In order to maintain discipline and keep vigilance CCTV cameras have been installed at all strategic locations.

9. Information System. Notice boards are installed at every prominent locations for conveying information to the students. They are also used for creative writings, attractive paintings which bring forth the hidden talents of the students. In addition, mentor mentee groups and subject specific WhatsApp groups have also been by the teachers for communication.

10. Drinking Water Facility. College has sufficient water supply in the form of own submersible water pump and water cooler (with UV-R/O filters) to provide purified hot and cold drinking water to students and staff.

11. Learning Facility. The college possesses a well-furnished and resourceful library with more than 10,000 numbers of books. The books are properly maintained in different bookshelves. e-journals and e-books through NLIST (INFLIBNET) are also subscribed offering online access to learning resources.

12. Internet Facility. The campus is having WiFi facility with a bandwidth of above 50mbps.

13. Distance Mode. The college is also having a study centre of Moulana Azad National Urdu University (MANUU) where students persuing their studies throug distance mode are offered counseling, guidance and admission facilities besides conduction of their examinations.

File Description	Document
Upload any additional information	View Document

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

Response:

The college administration lays emphasis on sports - both and outdoor games along with academic excellence. The college has purchased the necessary tools and equipment in order to facilitate the operational aspects of maximum games, setting up of gymnasium, Yoga and cultural activities. The detail is as under:

1. One separate room for Physical Education Department along with a Store.

2. Facility for following indoor games is available in the college:

- Carom,

- Chess,
- Table tennis,

3. Facility for following outdoor games is also available in the college:

- There is an open ground within the college campus used by students for playing and practicing various games like:
 - Volleyball(18x09m),
 - Kabaddi(12.5x10m),
 - Kho Kho
 - Running track of 200 meters.

4. For practicing cricket, cricket bowling machines and cricket practice nets have been purchased.

5. Taking the flag of Fit India Movement a gym cum yoga centre has been set up(20x30) which is having following equipments.

- 2 treadmills
- Seven station multigym
- Smith machine
- 4 spin bikes
- All in one bench press
- Dumbbells
- Rubber plates
- Olympic rods and
- Standard rods with locks.

6. For enriching the cultural activities college has following facilities for students:

- Equipments like karaoke, guitars, violin, tablas, pianos and drums etc.
- Separate cultural committee in the college to take up the responsibilities of cultural activities.
- College Tarana

7. Participation of students is ensured

- In cultural events at various levels.
- To display their hidden talent.
- By organising fresher's welcome, farewell to the outgoing students and annual day celebrations.
- In celebrating national, international days and commemorative events.

International Yoga Day is celebrated every year on 21st June with great enthusiasm.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 83.33**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 10

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 137.91**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
93.34	4.1	0.10	75.5	1.04

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Estimate for automation of college library has been submitted to Department of Higher Education for approval.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 9.93

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

2020-21	2019-20	2018-19	2017-18	2016-17
23.20	9.1	0.90	7.95	8.48

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 2.47

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

Response: 21

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

To meet the growing demands of technically skilled professionals in the modern competitive world, the college ensures that its students and faculty are facilitated with latest generation computers, software and electronic gadgets. At present the college is having following facilities:

- 1.47 Computers
- 2.6 Laptops
3. Internet facility in the form of high speed FTTH connection of above 50 MBPS
4. 14 number of scanners cum printers.
- 5.06 number of Interactive Flat Panel Display.
- 6.04 number of Projectors
- 7.04 number of Podium
- 8.05 number of visualisers
- 9.06 number of photostat machine
10. Seven double batteries and 1 single battery inverters and 2UPS.
11. CCTVS surveillance system in whole campus.
12. A fully fledged browsing centre.
13. A fully functional computer lab.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 18:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 15.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.41	1.53	2.02	0.72	1.06

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	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:

There is a draft plan of IQAC and the college administration is implementing the same for maintenance and utilization of infrastructure facilities. Following are the key strategic points as per the Draft Plan:

- Policy Towards Record Keeping
- Policy Towards Curriculum Enrichment and Learning Process
- Policy Towards Catering to the Student Diversity
- Policy Towards Effective Teaching and Learning system
- Policy Towards Resource Mobilisation
- Policy Towards Infrastructure and Learning Resources
- Policy Towards Student Support
- Policy Towards Alumni Engagement
- Policy Towards Institutional Values and Best Practices
- Purchase Policy for College
- Proposed Policy for extension of Building Infrastructure
- Policy Towards Best Usage of Created Resources

To instill adherence to policies for safeguarding college property and for maintaining discipline college has constituted various committees such as:

- College Advisory Committee
- College Development Committee
- General Purchase Committee
- Internal Quality Assurance cell(IQAC)
- Science Purchase Committee
- Grievances Re-dressal Cell
- College Picnic and Tour Committee
- Publication / Magazine / Newsletter printing Committee
- Literary / Debate Committee
- Music and Fine Art Committee

- Cultural Committee
- Hospitality and protocol Committee
- Sports Activities Committee
- Women Development Cell and Anti sexual harassment Cell
- Alumni Association Committee
- Discipline and Antiragging Committee
- Transport Committee / College Bus Committee
- Website development and maintenance Committee
- Daily wages engagement Committee
- Canteen and Refreshment Committee
- Campus Beautification Committee
- College Computer and Smart classroom Maintenance
- College Internal Audit Committee
- Browsing Centre Committee

Purchase. Teachers-in charge/committee conveners/establishment section gives the requirement to the purchase committee, and purchase committee convenes the meeting and recommend the requisite purchases after due deliberations. Thereafter chair execute the purchase as per requirement.

Maintenance

- Physical/academic facilities are maintained in the college by College Development and Purchase Committees. Sometimes sub committees are also framed to take up the maintenance of facilities
- Discipline committee ensures to maintain silence in the corridors and to avoid loitering by the students.
- Electrical equipment are switched off after use and classrooms/labs are locked in the evening to avoid their damage in wee hours.
- Students are sensitized through code of conduct and orientation programmes to take care of the college property.
- Dustbins have been placed at various places to avoid littering.
- The incinerators have been installed in the girls washrooms for disposing off the sanitary pads.
- **Library :** All new books and journals are entered into library accession registers and the books are issued and returned from the students as per the notified time and schedule by strictly following the norms of the library. Periodic anti-termite spray are carried out for the upkeep of books. The faculty members recommends the purchase of books for library as per the requirement of their respective subjects. Reading facilities have been made available in the library for the readers. Different spaces have been earmarked for girls and boys students of the college.
- **Science Laboratories:** The maintenance of the laboratories falls under the supervision of lab attendants for routine management. Stock registers are methodically maintained and checked by the teachers incharge and are verified by the Principal.
- For timely purchase of consumable and non-consumable items in the laboratories, requirements are proposed through departmental purchase committees and the teachers-in-charge.
- **Sports:** Department of Physical Education supervises the proper maintenance and marking of tracks and grounds. Proper stock registers of procured sports equipments is maintained. Every year the facilities are upgraded and new equipments are added.
- Students use the sports ground for training purpose with prior permission and under the guidance of physical instructor. Students utilises the sports kits and equipment for playing & practicing various games.

NAAC

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 last five years

Response: 71.86

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
545	633	712	388	486

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.14

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
6	0	0	0	0

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 20.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
746	120	0	0	0

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

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

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

Response: 2.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	3	3	2	2

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 72.69

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 173

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	0	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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

Response:

This institution gives due representation to students and ensures their engagement in various administrative, co-curricular and extracurricular activities in the following ways:

- Student council is formed in every academic session by secret ballot system under the supervision of election committee comprising of permanent staff members.
- The election body circulates a notice among the students mentioning the dates of election.
- The whole process of election of student council is divided into two phases viz., i) election of Class Representatives (CRs) and ii) Election of Head Boy and Head Girl.
- Two CRs are elected in each section, one from male students and other from female students. They are elected either unanimously or through secret ballot voting.
- All the CRs of every section then elects one Head Boy and one Head Girl.
- Head Boy and Head Girl then formulate their own presidium from the elected members and allot them the portfolio like General Secretary, Cultural Secretary, Cashier etc., etc.
- The Student Council so elected is encouraged to participate in various curricular and co-curricular activities so as to develop leadership qualities, organizational skills and creative talents among the students.
- All the students in general and student council in particular has free access to chair/discipline committee of the college for pointing out the grievance of students and seeking redressal thereof.
- In order to ensure the participation of the students in various decision making of the institution, the head boy and head girls are incorporated as members of various administrative committees viz., IQAC, College Picnic and Tour Committee, Hospitality and Protocol Committee, Discipline, Anti-Ragging Committee etc.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	8	3	0	3

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Alumni Association of the college has been established since 2020-21 session which is to be registered soon. The Alumni of the institution are getting enrolled through google forms, WhatsApp and online portal which is available on the college website also. For maintaining smooth conduct of alumni meets alumni committee has been framed in the college. The Alumni committee members of the institution are always in touch with the ex-students of the college but due to Covid-19 pandemic, the alumni could not meet. The feedback and suggestions of college alumni are also being taken to improve the growth and development of college. The feedback obtained from them is also analyzed by IQAC members and college alumni committee so that Principal can take necessary action to implement these suggestions and enhance the performance of the College. Further, alumni community is a close and well-knit body that always considers the growth of organization/college as its major concern. Somewhere, these alumni also play the role of mentors for the students in shaping their future careers. They also counsel the students whenever required regarding their issues. Alumni also share their experiences and guide the students with various strategies to excel in the future. Besides alumni, the college also invites former teachers/faculty members in all functions celebrated in the college.

Alumni and outgoing students interacts with the students, guide them and share their experiences about the mechanism of exams, internal assessments, rules and regulations, code of conduct etc.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision Statement

Perpetual pursuit of excellence in education by empowering students through knowledge dissemination, character building and socio-economic commitments.

Mission Statement

- To provide space to the students to freely ideate, express, exchange and develop their innovative vision, perspective and opinions for sustainable development.
- To develop personality and intellect of learners by providing quality education for their comprehensive development as employment generator.
- To establish a knowledge centre to serve as a brimming hub for knowledge exchange.
- To create confident, dedicated, honest and upright individuals who become assets to the society.
- To impart requisite leadership qualities to face future challenges.
- To inculcate the importance of moral and ethical values.
- To furnish capabilities and skill to efficiently carve out future avenues.

Perspective plans towards accomplishing the vision and mission.

The college motto *RABBI ZIDNI ILMA* (O my Lord, increase my knowledge) is the leading strength in policies and actions towards achieving the mission. Policy of the college for attaining the set goal is as follows:

- The leaderships thrive to maintain an open, healthy and interactive environment.
- A policy document has been adopted by the college on 12.02.2021 describing the initiatives to be taken in future for successfully accomplishing the goals of the institution.
- All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation and implementation.
- A two-way communication channel between the staff and the leadership is an important feature of this college.
- Teachers play an integral role in the management and decision-making bodies of the institution by

participating in administrative and executive processes in the following ways:

Ø As teacher representative in the Governing Body

Ø As the nodal officer, bursar, public information officer, academic coordinator, teacher-in-charge, etc

Ø As conveners and members of several committees of the staff council.

- Participation of students is ensured through formulation of student council during every academic session. The council is formed through secret ballot paper where representatives from every class are elected both from males and females.
- In addition, students are given abundant opportunities to groom themselves and learn skills of leadership by incorporating them in various working committees of the college like discipline committee, IQAC committee etc.
- The college boosts self-confidence, high self-esteems and social skills in the students by exposing them to different activities like debate, subject specific and general knowledge quiz competitions, community awareness programmes, Swatch Bharat, extension activities etc.
- High-quality teaching-learning through innovative methods is emphasized for high academic achievement that is also linked with successful careers of the students.
- Appropriately adapting and responding to changing academic and societal environment is a key to the functioning of the institution.
- New infrastructure and equipment, renovation and enrichment of laboratories, beautification of campus have been facilitated for attainment of various teaching learning outcomes.
- Upgrading digital resource facilities in classroom as well as in the labourites has been prioritised.
- Excellence is also promoted by honoring deserving students with awards and recognition of meritorious students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Institution works by involving all the stakeholders viz., Chair (Principal), Staff (Teaching and non-teaching) and Students. In order ensure participative management and decentralisations of power different roles are being assigned to different staff members and students at different rungs of ladder.

1. Institutions is comprised of different departments created subject wise. Senior faculty member of respective departments is designated as **Head of Department** who control and command the

working of that very department.

2. Faculty from different departments is put together under different **committees**. Committees undertake the work and responsibilities of the institution like college development, discipline, purchase, faculty development, examination etc etc.
3. Due representation of students is ensured through formation of **students' body**. Students' body is framed by the elected/unanimously nominated class representatives (CRs) from each section and from both the gender (girls & boys) all of which in turn elect Head Boy and Head Girls. These representatives remain the members of various activities thus participate in decision making besides projecting demand of students through their own constituted body.

Proposal for any activity/ development/ purchase of the college is decided by the concerned committee and tit over to the principal with the minutes of meeting for final approval and execution.

Case Study showing decentralization and participative management is described here as under:

Field Trip

Proposal by Students: Student reading geography as one of the subjects submitted a proposal to the Principal for organizing a field visit.

Action by Chair: Principal of the college forwarded the proposal to the Head of Geography department for discussion and submission of report thereof.

Role of Head of Geography Department: Head of geography department in consultation with rest faculty members and students finalised the dates, itinerary and worked out budgetary requirement. As a **joint management**, student agreed to bear the expenses for lunch and institution decided to provide college bus, fuel and faculty members to accompany the tour. With these comments so decided proposal was put to chair for according approval.

Participation of Chair: Principal accorded approval to the recommendations and passed the orders to the co-ordinator accompanying the tour and management for necessary preparation besides releasing the required amount.

Tour Summary: On 28th October 2021, Department Geography organized one day field trip/tour with joint effort and management of college administration and students. Students got the experience for collection of Rocks samples as well as to identify the different types of relief features in the valley of Surankote.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college strategise the plan for future development so that development of the institution takes place in a sequential progressing steps and the funds be utilized more efficiently. The IQAC has framed a Draft Policy in which all the future course of actions are laid down which include the following:

- Policy Towards Record Keeping
- Policy Towards Academic Flexibility
- Policy Towards Curriculum Enrichment and Learning Process
- Policy Towards Feedback System
- Policy Towards Catering to the Student Diversity
- Policy Towards Effective Teaching and Learning system
- Policy Towards Evaluation Process and Reform
- Policy Towards Resource Mobilisation for Research
- Policy Towards Extension Activities
- Policy Towards Collaboration
- Policy Towards Infrastructure and Learning Resources
- Policy Towards Student Support
- Policy Towards Student Progression
- Policy Towards Student Participation
- Policy Towards Alumni Engagement
- Policy Towards Governance, Leadership and Management
- Policy Towards Institutional Values and Best Practices
- Policy Towards NAAC Accreditation
- Purchase Policy for College
- Proposed Policy on Building Infrastructure
- Policy Towards Effective Mentor-Mentee Relationship
- Institution of Excellency Awards
- Rotation of Important Assignment
- Policy Towards Best Usage of Created Resources

Given below is one activity successfully implemented based on the strategic plan:

Evaluation Process and Reform

- Based on the policy towards evaluation and reforms the internal examination of the students have been set up on a pattern of external examination in the following ways:
 - Internal assessments of all the subjects are being done on prefixed dates by the examination committee of the college.
 - A date sheet for the conduct of assessment tests is circulated well in time so that all the students gets information.
 - Special centres of examinations are set up and the staff is deputed by order of the chair in each centre for smooth and fair conduct of the exam.
 - Question paper is set and printed by the teacher in charge and is handed over to the staff on duty just before the examination.
 - The answer sheets are numbered by machine and supplied to the examination centre on spot.
 - Attendance of the students is maintained in each paper on the day of examination.

- In order to maintain transparency the awards of students after evaluation are circulated and displayed among students for inviting any query.
- Absentees are informed through notice for re-examination.
- Chance of reassessment is being provided for improvement and absentees after proper verification of the facts by the examination committee and the teacher incharge.
- Then a notice for the final compilation of assessment awards is circulated by examination committee which duly checked and verified by the examination committee, teacher incharge, head of the department. Principal and then by the external committee appointed by the university from other institutions.

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

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

Response:

The college is governed under the administrative control of Department of Higher Education, Government of Jammu and Kashmir through the Ministry of Higher Education.

Ø The Department of Higher Education is under the administrative Headship of **Principal Secretary to Govt.** of Jammu and Kashmir.

Ø At the lower hierarchy to the Secretary is **Director Colleges**, who is selected among the principals of the colleges as a liaison officer. He acts as a link between the Higher Education Department and the College.

Ø **Principal** is the **Head** of the institution with all the administrative and financial powers.

Ø Next to the principal is teaching staff from different subjects/departments which are designated as **Assistant Professor** and **Associate Professor**.

Ø Senior most teaching staff of every subject shoulder the responsibility **Head of the respective departments**. In addition, full time teachers (**teachers on academic arrangement**) are also engaged through department of higher education depending upon the work load.

Ø Department of Physical Education and Library remain under the control of **Physical Training Instructor (PTI)** and **Librarian** respectively.

Ø Next is non-teaching staff who discharge their duties in **Establishment Section, Laboratories and**

Library.

· Establishment section is run by **Section Officer, Senior Assistant, Junior Assistant and Computer Assistant.**

· **Lab Assistant** is the in charge of Laboratory and **Lab Bearer** is the menial staff in the lab.

· **Library Assistant** is the non teaching staff in the library.

· **Chowkidar, Gardner and Safaiwala** are also among the non-teaching staff.

· **Fourth class employees** remain at the lowest rung of the hierarchy. In case of non-availability of permanent fourth class employee **Need Based Local Fund Employees** are engaged.

Ø College follow the rules and regulation pertaining to admissions and examinations as prescribed by University of Jammu.

Ø The IQAC acts as guiding cell for the quality initiatives to be taken in the college.

Ø The college affairs are managed by the different committees comprising of teaching and non-teaching staff under the overall supervision and control of the principal of the college. These includes:

· College Advisory Committee

· College Development Committee

· General Purchase Committee

· Internal Quality Assurance cell(IQAC)

· Science Purchase Committee

· Grievances Re-dressal Cell

· Examination/Time table /workload/internal Assessment Monitoring Committee

· Science practical Timetable Committee

· Library Committee

· College Picnic and Tour Committee

· Publication / Magazine / Newsletter printing Committee

· Literary / Debate Committee

· Music and Fine Art Committee

- Cultural Committee
- Hospitality and protocol Committee
- Sports Activities Committee
- Women Development Cell and Anti sexual harassment Cell
- Scholarship Committee
- Alumni Association Committee
- Financial Aid Committee
- Press Release /College Publicity Committee
- NSS Committee
- Red cross unit/ Red Ribbon Club
- Psychological Counseling Cell
- Student Counseling Cell For Admission
- Career counseling Cell
- Placement cell
- RTI / JudiciaricalmatterCommittee
- Discipline and Antiragging Committee
- UGC Committee
- Transport Committee / College Bus Committee
- Website development and maintenance Committee
- Daily wages engagement Committee
- Canteen and Refreshment Committee
- Committee Against SC/ ST HarassmentCommittee
- Campus Beautification Committee
- College Computer and Smart classroom Maintenance

· College Internal Audit Committee	
· Add-on Course Committee	
· Browsing Centre Committee	
· Food processing Committee	
File Description	Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View 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:

Teaching

National Pension Scheme, General Provident Fund, State Life Insurance, Janta Group Insurance, Medical Insurance and Loan from Banks, Dearness Allowance, Child Care Allowance, Travelling Allowance, Border Allowance, Medical Allowance, House Rent Allowance.

Non-Teaching

National Pension Scheme, General Provident Fund, State Life Insurance, Janta Group Insurance, Medical

Insurance and Loan from Banks, Dearness Allowance, Child Care Allowance, Travelling Allowance, Border Allowance, Medical Allowance, House Rent Allowance

Students

Scholarship from Social Welfare Department for ST, SC, OBC, Pahari Speaking Peoples, Minority Scholarship and Students Aid for needy and poor students. For participation in sports and other activities students are provided TA @ actual bus fare, DA @ Rs. 120/-, accomodation charges @Rs.150/- per day, refreshment @ Rs. 30/- per day for ten practice days and @ Rs 50/- for each match in addition to the entry fee deposited as required from time to time.

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format(Data template)

Document

[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: 0.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 23.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	5	4	2	3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Annual performance report of every staff member is evaluated periodically. The APRs are claimed by concerned staff member in writing which is then subjected to particular verification as per service record. Remarks of the principal, acceptance from the director colleges Higher Education department before placing the staff to next higher grade.

Annual performance report of every staff member is evaluated periodically. The APRs are claimed by concerned staff member in writing which are then subjected to particular verification as per service record. Before placing the staff to next highr grade the evualvation of APRs by the principal and acceptance from the director colleges Higher Education Department is required.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The last external audit was conducted in 2015. External audit conduction is scheduled by the Department of Audit and Accounts Government of Jammu and Kashmir. It was scheduled in 2020 but due to COVID-19 could not be done.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

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

Response:

Institution collects funds from admission fee of the students under different heads like library fee, games funds, laboratory fee, etc these funds are deposited under different respective account heads and are utilized for the purpose for which they have been collected. In order to ensure optimal utilization the funds are spent through well mechanised procedure briefly described as below:

1. Demand for holding various activities and providing facilities to the young learners is raised either by students or by the committees concerned and is submitted to the principal for approval.
2. Approved proposal is further subjected to the concerned committee for deciding the codal formalities and preparing the detailed requirement.
3. On recommendation of the committee supply order is issued by the chair.
4. On completion of work or purchase of items as the case may be committee once again verify the work and furnish a certificate to that effect. Only after the satisfactory report payment is made.

File Description	Document
Upload 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:

The Internal Quality Assurance Cell of the college put forth a proposal on 20/02/2021 for creation of following students supports system:

1. **ICT based teaching learning system**
2. **Creation of Sports Facility**
3. **Development of Drinking Water Facility.**

Two of above are described here under:

1. **ICT based teaching learning system.** In order to create ICT based teaching learning facility following steps were taken and executed:

Ø Interactive flat panel boards were purchased and installed in the class rooms and laboratories as a result of which maximum class rooms have been converted into smart class rooms.

Ø For providing uninterrupted power supply to the smart class rooms for ensuring their working all the times following action have been taken.

- Special Transformer has been installed for college campus.
- A 40 KVA gen set has been purchased and made operational during power cuts.
- Double battery inverters have been purchased and installed in order to make the working more economical as running of Gen Set all the time for single class work is a costlier affair.

2. **Creation of Sports Facility**

Following steps have been initiated by IQAC and completed with respect to development of Sports facility in the college campus:

Ø A play ground has been developed by levelling the land and erection of retention cum boundary wall.

Ø Instruments /playing equipments for indoor games and outdoor games were purchased which includes

cricket bowling machine, poles and nets for volley ball, badminton, chess, carrom boards, table tennis, gym, mat for yoga & kabaddi etc.

Fields for outdoor games have been developed in the ground.

File Description	Document
Upload 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 and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC periodically reviews the teaching learning process and takes various steps which lead to improvement in the quality of teaching learning system. Two examples of institutional reviews and implementation of reforms are mentioned below.

1.Review of teaching learning through feedback of students and action taken:

- Feedback of students about the teaching learning have been taken and analyzed by IQAC and based on which following steps have been taken to improve the teaching learning system:
- Mentor mentee groups have been created in order to address various issues of the students.
- Based on the feedback analysis all the teachers have been asked to take respective steps like inclusion of participative and problem-solving based teachings trends and techniques. Accordingly field trips were organized by the institution and villages were adopted by the NSS unit for carrying out different activities like water-source (spring) management and swatchta. Quiz competitions (both intra and inter college), student seminars, essay writing competitions, participation in sports at university level are emphasized by IQAC and implemented in letter and spirit.

Incremental improvement made in this regard is that college is able to increase the pass out percentage of students from below 50% at first semester to above 80% in the final semesters.

2.Review of the teaching facilities in the college.

- Feeling the importance of audio-visual aid with modern ICT facilities in teaching, smart class rooms creation was initiated by the IQAC in which following steps have been taken:
- One seminar hall, five class rooms, four labs have been converted to smart classes by installing digital interactive board, projectors, visualizer, podium and interactive panel boards.
- In addition to above computer lab cum browsing centre has also been established.

- Progressively the college is aheading to make the campus fully Wifi enabled.

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Government Degree College, Surankote champions the cause of gender equity and sensitizes the staff and students to gender-based challenges and concerns. Several programmes provided important platform to engage in discussions regarding gender disparities and factors producing and propagating gender inequities in our society. In addition to the curricular engagements, several co- and extracurricular programmes highlight the centrality of addressing gender concerns and the need to transform the patriarchal society to a gender-equal society.

Gender sensitization through academic and extracurricular programmes

- College has a special committee to address the gender related issues named “Women Development Cell and Anti-Sexual Harassment Cell”
- The Women Development Cell (WDC) at Surankote has adopted an annual gender sensitization plan under the umbrella of which various seminars, panel discussions, workshops etc. are organized throughout the year. Some of which are as follows:
 1. Extension Lecture by Dr. Issa Mir from USA on Women Empowerment.
 2. National Girl Child Day Celebrations on the title “Beti Bachao, Beti Padhao”.
 3. International Girl Child Day on “Digital Generation: Our Generation”
 4. Extension lecture on “Legal and Constitutional Provisions for Women in Indian Constitution”
 5. Celebrations of International Women’s Day titled “women in 21st Century: Problems and Prospects”
 6. Quotation cum poster making competition on the theme “Female Infanticide”.
- Legal awareness programmes are organized to raise awareness about laws on sexual abuse, sexual harassment at workplace, civil and political rights. The College believes in not only heightening awareness among female students about their rights but also sensitizing students towards better implementation of those rights.
- In **curriculum** few courses are having specific mention of gender sensitization like :
 1. Sociology – USOTS-302 entitled gender sensitization.
 2. English—UENTC-301 entitled position of women in ancient India

Facilities and provision for safety and well-being of women

- There is a separate common room for female students with all necessary facilities.
- CCTV cameras are installed at strategic locations for continuous surveillance of the premises and for heightening security in the college.
- The College has Internal Complaint Committee against Sexual harassment with its composition as

per the guidelines of MHRD, Government of India.

- In addition, the college has a duly constituted Anti Ragging Committee to ensure safety and to protect the interests of students at large.
- Opportunity to both female and male students is given without any discrimination /bias in admissions and all other curricular and co-curricular activities.
- Bus Facility for Girls Students. College has a bus which is being used for transportation of the female students of the college daily. It ensures provision of safe and secure journey to them.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Degree College, Surankote is a newly established college which has shifted to its building in 2019.

- Till date college has not accumulated any e-waste owing to its newly established nature. Very little biomedical waste in the form of dissected out material from the science labs is being produced. Liquid and solid waste is also minimum.
- College has put a blanket ban on the use of polythene.
- No non-degradable product is authorized to be used in the Canteen.

In order to address the little degradable /non-degradable waste coming out from any source college has adopted following measures:

MoU with Municipality. College has signed an MoU with the Municipality in which waste collected in any form in the campus be taken away by Municipality for proper disposal. Under this MoU college has planned to organize awareness program with regards to waste management.

Solid Waste Management:

- Differently coloured covered/pedal-pushed bins are placed across various locations of the campus to keep the solid waste.
- Degradable waste generated in the college is collected in green colored dustbins and non-degradable in blue.
- The degradable waste as and when generated is being put in the pits and covered over by soil.
- Non-degradable waste as and when collected is being given to municipality for disposal.

Liquid waste management:

- Separate bins are designated for liquid waste in the campus.
- Liquid waste coming out of kitchen / washrooms is again poured into the pits dug out at outlets.

Biomedical waste management:

- Little bio-medical waste that is being produced from the science labs after dissection of the specimens is being buried in the pits and covered by soil.
- Incinerators have been installed in washrooms for females for treating medical and clinical waste.

e-Waste Management

Owing to its new establishment, college has procured a lot of electronic equipment but the same has not been accumulated yet in the form of e-waste. Disposal of e-waste as and when produced shall be done by tendering processes and procedures.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Government Degree College Surankote is in a far flung hilly area of Jammu and Kashmir. As diverse and multifarious is the area so is the composition of students and staff of the college. Students and staff of the college are hailing from diverse backgrounds and have due representation. Average % contribution of reserved category students during the past 5 years showed that more than 50% students are belonging to reserved categories viz., 33% of the students belong to Schedule Tribe (ST), 4.6% students belong to Other Backward Categories (OBC) and 14.4 % of the students enrolled belong to other reserved categories (Reserved Backward Area and Pahari Speaking Category).

Teaching and non-teaching staff is appointed by SSRB (non-gazetted) and PSC (gazetted), strictly follows the reservation policies laid out by the Government of India and is allotted to college by Department of Higher Education, Jammu and Kashmir

Since, there is no restriction from the Government on intake capacity so all the students are admitted.

In order to ensure equal opportunities in all the subjects' merit of the students belonging to reserved categories (ST and SC) is being raised by 5% before generating the final merit list of admission.

Measures for equal opportunities

- Special committees like the SC, ST and OBC Counselling Committee ensure parity and transparency during the admission process.
- Students from lower socio-economic spectrum are helped by financial assistance from the college as needed and various scholarships provided by the Government of India, state governments like scholarship for minority, ST, SC and Pahari Speaking .
- Mentor-mentee meetings are held regularly and students are encouraged to share their problems- academic or personal – with their mentors.

Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Degree College, Surankote organizes activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit to programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

Programmes instilling citizens' responsibilities

- The college fosters and foments community responsibility by organizing blood donation camps routinely. In every camp, around 100 volunteers donate blood.
- The college renders national service by organizing road-safety awareness programmes regularly.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organized. As part of the campaigns, environment friendly practices such as plastic ban, cleanliness and anti-pollution campaigns are implemented and practised regularly.

Democratic Values

- The college enshrines the sovereign, secular and democratic values of our nation by commemorating the Independence Day and the Republic Day annually.
- Constitution Day is celebrated every year in the college
- Voter's Day and Voter's Awareness Programmes are organized in the college to create awareness of youth towards their constitutional rights and duties.

Citizens' rights

- Legal rights awareness programmes are organized to spread awareness among students of their fundamental constitutional rights.
- The college facilitates and conducts Student Union elections every year to ensure a democratic and safe space for students to voice their concerns and the same are reasonably addressed.

File Description	Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

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

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Degree College, Surankote celebrates national and international commemorative days to inculcate constitutional responsibilities, to instill patriotic spirit and to foster unity among fellow citizens

- Independence Day and Republic Day are celebrated in the college by hoisting the Indian flag.
- International Women's Day is celebrated on 8th March. The Women's Development Cell addresses issues related to gender disparity and promote gender equity in our society.
- National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekananda. Debates, essay writing etc. are organized to spread the messages of Swami Vivekananda amongst the youth.
- International Yoga Day is celebrated every year on 21st June to mark the practice of self-discipline and tradition of well-being continuing for thousands of years in India.
- World Environment Day is observed every year on 5th June. Various competitions like poster making, slogan writing, essay writing, etc. are organized on this occasion.
- World Water Day was celebrated on March 22.

The college actively participates in Swachh Bharat Abhiyaan by ensuring proper sanitation facilities, dustbins in the campus, and hygiene in the toilets and by propagating the message of crucial need and relation of hygiene with health.

File Description	Document
Any other relevant information	View Document

7.2 Best Practices

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

Response:

1. TITLE OF THE PRACTICE: Centralised Internal Examination

OBJECTIVE OF THE PRACTICE

1. The main purpose of implementing Centralised Internal Examination scheme is to:

- Bring transparency.
- Timely completion of assessment record.
- Wide coverage of schedule of the internal examination well in time to lower down the absenteeism.
- To maintain the sanctity of examination.

THE CONTEXT

Normally the teacher in charge of each subject was deciding the schedule and mode of conduct of internal examination test as per their own will independently. This method was not productive and fell short on transparency also because:

1. Teachers in charge of subject were taking internal examination at their convenience which was more likely to have chances of lapse of sanctity of examination.

2. Students often skipped classes on the pre-text of internal examinations of one subject or others.
3. There were chances of clashing and co-inciding of internal examinations of one subject with other.
4. Absentees were claiming the non-information of the dates of examinations as there was no uniform schedule, for all the subjects at the same time.

THE PRACTICE

College administration decided to conduct the internal assessment examination in a well planned and schedule manner. Tentative schedule of the internal examination is published in academic calendar well before the start of each session. Internal examination committee framed for the purpose, publishes the centralised date sheet well in time and also assigns examination duties through proper orders. Answer sheets are numbered and marked with machine and allotted to examination centre at the time of examination with proper record. After the completion of examination in each paper, the answer sheets are handed over to subject teacher for evaluation. Outmost care is taken that the subject teacher should not be present in the Examination hall where the examination of the concerned subject is going on. Though the subject teacher is called to clarify the doubts of question paper, if required.

EVIDENCE OF SUCCESS

1. The practice has significantly lowered the absentees in internal assessment examination.
2. Timely evaluation of assessment has been achieved.
3. It led to timely submission of internal assessment examination record for onward submission to affiliating university for timely declaration of result.

PROBLEMS ENCOUNTERED

By and large no problem was encountered to implement centralized internal assessment examination scheme and even same resources were utilized but more judiciously.

2. TITLE OF THE PRACTICE: ICT BASED TEACHING & LEARNING

OBJECTIVE OF THE PRACTICE

- To ensure effective learning process by using modern ICT-gadgets.
- To improve the learning outcome of the students by transitioning from traditional methods of teaching to ICT based pedagogy.
- To make teaching more effective with tools like video animations, power point presentations, photomicrographs and other teaching learning software.
- To integrate online library services with the ICT based learning.

THE CONTEXT

The College has made the transition from chalk and talk method of teaching to ICT based pedagogy. This was achieved in line with national policy of digital India. The IQAC had advocated and played a vital role in modernization and up-gradation of class room teaching by way of replacing old and traditional method with electronic gadgets like smart and Interactive boards, LCD projectors, TFT monitors and visualizers. More recently the College has further modernized the ICT gadgetry by incorporating Interactive Large Flat Panel Displays (ILFPD). The gadget has inbuilt key board, magnetic pens and hand operated swipe

options, multi-purpose projection systems and wide angle cameras for lecture recording. These gadgets have proven handy not only in deliverance but also help in development of e-content and digital classrooms.

THE PRACTICE

This year more class rooms were upgraded by way of installation of ICT gadgets like Interactive smart boards and Large Interactive Flat Panel Display boards. In the last quarter of session 2019-2020 the teachers delivered classes through zoom, Google class room, Wise App and other apps during lockdown due to COVID-19 pandemic. College has subscribed N-List in which more than 1 lakh books and about 6000 journals are available for online learning.

EVIDENCE OF SUCCESS

The evidence of the success can be determined from the fact that strength of students over the years had witnessed a tremendous increase from 198 during the academic session 2012-13 to 1066 in current session. The class rooms remain jam packed. The students from outside catchment area of the college seek admission because of upgraded teaching learning activities in the college. In this respect we are having students from the schools which are otherwise located in other tehsils viz., tehsil Mendhar of district Poonch. During the COVID-19 pandemic and the subsequent closure of colleges, the faculty switched over to online teaching mode via Google class room and other video conferencing tools. The students easily access the required books from the N-List. The timely completion of syllabus and diverse resources have enriched the performance of students in end-semester examinations.

PROBLEMS ENCOUNTERED

Keeping in view the location of the College to the farthest border area of J&K, which render the internet services often suspended and inaccessible, the college has created e-learning resources in the form of recorded lectures and reading material which have been uploaded in YouTube channels of faculty, Wise App and College website so that the students can access the material as and when the internet is available. College shifted to its own building in 2018 and is yet to develop the proportionate infrastructure vis a vis student strength is concerned.

Another problem encountered was that, the stakeholders were not as well acquainted with ICT based teaching and learning tools since the shift was abrupt from conventional methods in the view of sudden and unforeseen emergence of COVID-19 pandemic.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness

Distinctiveness in Location. Government Degree College Surankote, located in the foothills of Peer Panjal Region, is the only co-educational institution of higher learning in the entire tehsil of Surankote. It is pertinent to mention here that Tehsil Surankote is a remote, border and far-off area of district-Poonch of Jammu and Kashmir spreading over an area of about 250 sq km which includes 245.36 sq km rural and only 4.87 sq km urban areas. The location of the college is endowed with natural beauty, serenity and tranquillity with a population of about 90298 according to the census of 2011. It has 12 feeding Higher Secondary Schools and all are established in the rural areas. On an average 1800 to 2000 students are passing out from the feeding schools every year and for those who wish to pursue Bachelor of Arts and Bachelor of Science, this institution is the only institution nearest to their habitation to mould and empower students of this rural and far-off area in the pursuit of knowledge, values, social responsibility and help them to achieve the excellence in their chosen fields of study in order to face the future challenges. Institution is also running Prime Minister Scholarship Scheme (PMSS) thereby providing opportunities to those who are willing to pursue their studies outside the state as well.

The college started its academic calendar in the year 2012 to bring about a radical change in the society. There is no doubt that this institution has played a pivotal role in providing educational opportunities to the students coming from the rural areas catering to all social and economic backgrounds.

Distinctiveness in Stakeholders. The college has almost 50% students from the reserved categories which is an important and distinctive feature of this institution. Statistical data of the last five years speaks of the average percentage contribution of the reserved categories in the student enrolment as: 33% of the students belong to Schedule Tribe (ST), 4.6% students belong to Other Backward Categories (OBC) and 14.4 % of the students enrolled belong to other reserved categories (Reserved Backward Area and Pahari Speaking Category).

The college has earned its reputation for being a premier institution in academics, sports, cultural activities, curricular and extracurricular programmes which is evident from the fact that this institution started its enrolment from 198 in the academic year 2012-13 and after progressively increasing its enrollment during every academic year, has reached the current enrolment of 1066 in the academic year 2021-22. The college administration always strives to instil qualities of sportsmanship, integrity and team spirit in each student through discipline training. This idea encourages our students to move out as confident, fearless and fit in all domains of life.

The institution also provides a secure haven for female students to develop their innate strengths. A vibrant Women Development Cell is in place. Girls students have 40-45% of enrollment share among the total student strength of the college over the years. There is a constant focus on disseminating quality education and ensuring uplifting of all students of the college. The college reinforces and consolidates efforts to make the mission of equal education to students of reserve categories a reality. Maximum students are getting benefits of Scholarship Scheme. Those who are not having reserved categories are getting benefits of minority scholarship schemes. It is believed that the wealth of a nation lies in the

quality of education provided to students and this institution contributes in the same spirit to achieve excellence.

The college has some important units like NCC, NSS, Rovers & Rangers, EBSB Club, Red Ribbon club which have developed a distinctive approach towards service to society. The main purpose of establishing these units in the college is to develop the students' ethical and human values. All possible efforts are made to sensitize the students in developing relationship between an individual and society. The student community has been given opportunities to help the victims of natural disasters and calamities.

The students of this college have shown their exceptional performance in academics also. Pass percentage of students has witnessed an exponential increase from semester-I (entry level) to final semester (exit level). The college has made all efforts to engage the teaching faculty in remedial teaching. The system of remedial teaching was initiated in the campus keeping in view the rural background of students and the approaches undertaken during remedial teaching proved successful in catering to the needs of the slow learners. Special mentor-mentee groups are in place which help a lot in mentoring the students to get handle of stress and associated problems and prepare themselves for competitive examinations and overall personality development.

The College encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. They are further facilitated by our infrastructural facilities including a fully functional computer lab/Browsing Centre, well-stocked library, a multipurpose hall equipped with multi-media facility and gymnasium. In order to improve IT infrastructure and teaching methodology, the college has also turned the traditional class room to smart class room. In addition to this, the college facilitates regular interactions through seminars, workshops, special extension lectures, field trips etc. for a wholesome and comprehensive exposure to our students.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

This college is very young in age as only 10 years have passed since its inception in 2011. Upto 2018 only Bachelor of Arts programme was running in the college. Bachelor of Science had been started in 2018-19 and only one batch of BSc has passed out in academic session 2020-21. Student growth over the year speaks of the wide potential the college is having owing to its location. In 2019 college started functioning in its own building and started developing the infrastructure of laboratories, library, class rooms and offices at a greater pace than that of earlier because in Govt Higher Secondary School Boys Mendhar college was having very limited space to keep the infrastructure. After 2019 a greater chunk of time has been consumed by COVID-19 pandemic. In the changing scenario of New Education Policy and global demand of ICT based teaching learning college has begun with remarkable opening. Still there is a long inning to be played and college vision and mission is all set to achieve the same.

Concluding Remarks :

In the global village concept nothing can be run in isolation. Govt Degree College Surankote is also running in collaboration with civil society, Indian Armed Forces, administrative Department and District Administration for achieving the prime objective of shaping the human capital. It has always provided the infrastructural support to the wide range of activities be it in conduct of parliamentary, assembly and local body elections, conduct of competitive examinations. The College provides the infrastructural support to both Govt. and non-Govt. Organizations viz. providing auditorium facility for conducting various programmes of general importance. During the times of COVID-19 pandemic, the college offered its building for COVID Care centre and also provided its bus for transportation of patients as per the direction of District administration. The NSS and NSS volunteers have awared the general public about the COVID protocol in door-to-door campaign. College has a well-set vision, acting upon which Detailed Project Report (DPRs) of separate Science Block, Gymnasium, Hostel, Chowkidar Hut have already been submitted to Department of Higher Education for Approval and release of funds.