SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT GENERAL ZORAWAR SINGH MEMORIAL DEGREE COLLEGE REASI

GOVT. GENERAL ZORAWAR SINGH MEMORIAL DEGREE COLLEGE REASI, MARI

182311

www.gdcreasi.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Gen. Zorawar Singh Memorial Degree College, Reasi has a unique honour of being named after a distinguished and gallant soldier, General Zorawar Singh, often called as "Napoleon of India". He was the intrepid Dogra General of Maharaja Gulab Singh, who was the architect of present Jammu and Kashmir. He was a great military genius, a skilled soldier and commander who conquered Ladakh, Baltistan and Western Tibet, thus adding 35000 sq. km. territory to J&K.

The college is located between 33°05'38"N and 74°50'50"E, is spread over an environment friendly tree lined 8.528 acres at Village Mari, in the Shivalik foothills, at the Eastern bank of mighty river-the Chenab. It is the most ideal place for an educational institution, free from the hustle bustle of town life. Established in 2003 and affiliated to University of Jammu, it is the oldest educational institutions of Reasi District. The institution was established to uplift the educational status of the otherwise educationally backward region. This is the largest co-educational institution in the district enrolling more than 1000 students annually and teaching more than 30 combinations of 19 subjects in 4 streams viz. Arts, Science, Commerce and BCA. Growing from strength to strength, the college has upgraded its curricular aspects to develop professional and vocational competence of the students of the region by introducing Computer Applications and Biotechnology. The College was recognized by UGC under section 2(f) and 12(b) in 2012.

The student-profile of the College is diverse, with most sections of the society well-represented. The teaching-learning process is enriched and made productive by rich experience of teachers and availability of up-to-date resources to students.

College promotes different awareness programmes, teaching, learning, evaluation, holding Seminars, orientation and refresher training for competence building among the staff, constitution of committees for the development institution, leadership among the students to put forth their constructive suggestion for the academic development. Our students have been boldly facing the challenges of life in winning laurels in various fields.

Vision

1. To prepare men and women of substance and character.
2. To attain and sustain excellence in Higher Education.
3. To deliver an outstanding student experience.
4. To work together to create a better future for all through education.

Mission

1. To impart quality education in order to meet the needs of economy and society.
2. To provide a stimulating and active learning environment to achieve excellence.
3. To provide enriching co-curricular activities.
4. To provide an environment conducive to innovation, creativity and team-spirit.
5. Practice and promote transparency, accountability and promoting high standards of professional ethics.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Multi-faculty Institution catering to the educational needs of UG students in the disciplines of Science, Arts, Commerce, and Computer Science.
- Well qualified faculty with Ph.D./M.Phil. Degrees.
- Use of ICT enabled classrooms for teaching.
- Capacity to organise Local/Province Level programmes viz. workshops, Symposia, debates, sports meets, camps, etc.
- Fully operational Students Grievance Cell to sort out the grievances of the students.
- Active participation in various sports activities.
- Well established NSS unit.
- College is offering higher education accessibility to students of Reasi town and adjoining areas.
- Free transport facility for students.
- Good and hygienic Canteen Facility within the College Campus.
- Toilets, Washrooms, Common Rooms for both boys and girls and facility for purified drinking water.
- A well-established College Library with a huge collection of Text books, Reference Books, Magazines, etc.
- Scholarships distributed to meritorious and needy students to assist their education.
- Adequate laboratory infrastructure to run UG programmes.
- Adopting latest methodology for nurturing weaker students such as remedial classes.

Institutional Weakness

- Inadequate infrastructure facilities to cater the growing number of students.
- No Hostel facilities for Boys and Girls.
- Faculty with inadequate knowledge of computers and internet and its utility in enhancing their teaching capabilities.
- No DDE and IGNOU Centres for providing educational access to the students of far-flung areas of the district Reasi.
- Inadequate teaching faculty.
- Inadequate non-teaching staff
- No lab staff for taking care of laboratories.
- Inadequate teacher student ratio.
- Lack of modernized teaching methods.
- Problems in introducing market oriented courses.
- No research mechanism for college faculty.

- No PG courses.
- Dependence on University for academic activities.
- Planned faculty development, technical and support staff development and training are needed to be implemented.
- More Smart class rooms need to be established along with modernization of existing laboratories. Providing additional power back up.
- Lack of a centralized computing and instrumentation facility with sophisticated equipment relevant to growth of different specializations.
- Lack of faculty quarters and guest house.
- Lack of facilities for development of soft skills.

Institutional Opportunity

- Students and teachers exchange programme with other colleges.
- Strengthening of EDUSAT.
- Ability to launch market oriented evening courses for the people of Reasi district.
- Further strengthening of Faculty Development Programme by introducing a more rigorous approach towards training the faculty members.
- Providing opportunities to faculty members to increase their qualification by permitting them to undertake M.Phil. /Ph.D. programmes under UGC.
- Student Opinion Survey and a cohesive Feed back mechanism about the functioning of the college and staff.
- Awareness campaigns to be launched to increase the enrolment in such courses in which the enrolment is decreasing.
- Strengthening of Research opportunities for the faculty in the college.
- Modernization of library through digitization and RFID.
- Construction of faculty quarters and guest house.

Institutional Challenge

- Midterm/session promotions and transfers of teachers and Heads.
- Decreasing enrolment in some subjects.
- Inability to bring about the all-round development of the students with limited resources.
- Limited infrastructure.
- Availability of competent faculty is very meagre.
- Sudden growth of Higher education and no corresponding change in school education.
- Continuous need to revise the course content.
- If the college does not get proper infrastructure the good students will move to other reputed educational centres outside the state.
- Competitive ability may decline if students do not get proper facilities.
- Improving employability of graduates.
- Learning outcome of the students.
- Inability to cope up with advanced technology.
- Upcoming new good quality self-financing colleges with modern infrastructure.
- Early retirement of qualified faculty.
- Enhance employability

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College follows the curriculum designed by the University of Jammu and ensures its effective delivery through a well-planned and documented process. Academic Calendar is prepared as per the university academic schedule and requirement at the department level to ensure best teaching-learning process. Lectures are allotted to the topics in the syllabus and are so planned to ensure the timely completion of the syllabus. Evaluation of internal assessments is done strictly as per the norms set by the Jammu University. The senior most teacher/HOD of each subject is the member of BOS of University and regularly attends all such meetings held in the University for Curriculum Improvement. The college is multi-faculty, offering twenty subjects with 12 combinations in humanities, social science and languages. 5 combinations are offered in medical and non-medical streams. Apart from these BCA and B.COM are also available. The college adopted Choice Based Credit System in 2016-17. The college offers 21 Skill Enhancement Courses, 4 Ability Enhancement Compulsory Courses and 15 Generic Elective courses. To ensure excellence in teaching and learning, tests and tutorials are conducted on regular basis. Gender issues, Environmental sustainability, Human values and Professional ethics are integral part of the curriculum in Social Sciences, Commerce, BCA and EVS. About 52.5% of the total students have undertaken field projects in different courses of B.Sc, and EVS. The college during every academic session constitutes various committees like Women Grievances Cell, Anti-Ragging Committee, and Discipline Committee etc. to ensure the safety and security of the students. Awareness programmes on Swachh Bharat, Blood Donation, Electoral awareness, Health Awareness, Tree Plantation etc. are regularly organised in the College. A Formal feedback is received from students, parents and alumni through questionnaire and alumni of the college are encouraged and requested to give suggestions for the development of the institution and effective conduction of teaching learning process.

Teaching-learning and Evaluation

Government General Zorawar Singh Memorial Degree College, Reasi has 45.19% average enrollment percentage of students over the last five years. There is no reservation for SC/ST/OBC/RBA students in admissions; however, an additional weightage of 5% of total marks is given to such students while preparing a general merit list. There are 34 teachers on the roll in the college, 19 are permanent teachers and 15 are on the academic Arrangement. Although admissions are open to all the students whether from within the state of outside but students from outside the state do not come for admission in the college. Teachers frequently review the academic performance of students to assess the number of advanced learners and slow learners amongst the students. Emphasis is laid upon student centric learning in the college. The college campus is Wi-Fi connected and members of the faculty use laptops, LCD projectors, interactive white board and various e-resources in the ICT enabled laboratories, classrooms and Multipurpose Hall to make learning more interesting for the students. Many teachers have Ph.D. degrees; however, none is registered as research guide because of lack of set rules in University of Jammu for registration of college teachers as research guides. The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the University of Jammu. However, college has implemented various reforms in Continuous Internal Evaluation (CIE) system at its own level. The college has developed a transparent mechanism of internal assessment. Student Welfare Committee and Examination Committee are formulated to monitor the process of continuous evaluation. The institution adheres to academic calendar for class work and conduct of examinations. For each course offered by the college, a unique set of learning outcomes have been defined. Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution from time to time. The college achieved 58.68% of

overall result in the preceding year whereas University pass percentage was 50%.

Research, Innovations and Extension

As a part of fostering research culture among the students and the faculty members, a R&D Committee is in place. The R&D committee is encouraging faculty members to organise seminars, workshops, guest lectures and sensitization programs to create research spirit among students and faculty. The college has published 23 research papers in UGC notified journals in the field of science and Humanities and about 20 Books/Book chapters/Conference Proceedings that have been published in different subject areas.

The institution is also involved actively in extension activities. The activities of the college are not limited to the curriculum but transcends beyond. The college has been effectively disseminating awareness by sensitizing students through their involvement in various activity based programs, outreach activities, extension activities and holding various innovative programmes. The college also offers Swachh Bharat Summer Internship Program under Swachh Bharat Mission (Gramin) in the neighbouring communities and villages to give them a chance to get involved in community level issues, spread awareness and help society by their services. Students participate actively in extension activities organised by NSS from time to time both within as well as outside the college. Besides these students also participate in Health awareness camps, cultural festivals, college sports meets (Both inter as well as Intra College), debates, seminars, quiz, rallies, and poster making competitions funded by various agencies. The extension activities not only serve the society at large but also imbibe the students with qualities to become responsible citizens. All significant days are celebrated regularly in the college with the aim to develop feeling of nationality and ethical values amongst the students. Besides this various career counselling sessions are regularly organised in the college from time to time.

Infrastructure and Learning Resources

The College Comprises of five main Blocks including Administrative Block, Arts Block, Science Block, Anji Block and a Library Block. The College buildings houses 09 well-furnished, spacious and ventilated classrooms and 08 Labs including 7 Smart Labs, College Canteen and a Multipurpose Hall that can easily accommodate more than 300 hundred persons. The College also has adequate facilities of Indoor as well as Outdoor games and sports like Fencing, Table Tennis, Wrestling, Chess, Badminton, Volleyball, Kabaddi, Kho-Kho, Handball etc. The College Library has a collection of about Eight thousand and five hundred books which is upgraded and updated from time to time with the latest curriculum. Library has a reading section having sufficient seating capacity for the day scholars. All the library mongers have access to internet facility, popular national and regional newspapers and magazines as well as e-resources. The multipurpose Hall is equipped with advanced ICT facility and sound system which is helpful in organizing various co-curricular activities like Debates, Seminars and Indoor Sports activities. The laboratories of the Science Block are functional with latest scientific materials and these labs also function as ICT enabled classrooms. In order to facilitate the female students a separate Girls Common Room has been provided. The EduSat room also caters to the need of the students from where they have access to the lectures of trained faculty from the other parts of the state. The campus is under the strict surveillance of 40 Close Circuit Cameras to ensure the safety and security of the students and the property of the institution. A College canteen has also been constructed to cater to the need of the students and the staff. A separate room for the Staff, Establishment Section and Principal Chamber has been designated in the Arts Block with attached washrooms. In order to provide safe drinking water facility drinking water point has equipped with water purifier and water cooler that ensures safe drinking water round the year. All the Blocks of the college are equipped with separate toilets for the Boys and the Girls.

Student Support and Progression

The college has a well-coordinated student support system. Students are mentored in academics, cultural and sports activities. College has a functional career counseling and guidance, scholarship/financial assistance committee. The college helps the students belonging to weaker sections of society i.e SC/ST/OBC/Orphans and minority students to apply and avail the various Central/State Government and Non-government scholarships schemes, and college also provides financial assistance from its own. During the last five years as many as 292 students got scholarship under different categories. Other credibility of this College is that majority of students come from the surrounding rural and hilly areas, even then it has been consistently maintaining good pass percentage. The average pass percentage is higher than that of University. Every year good number of students go for P.G and B.Ed. courses. Student grievance redressal cell, prevention of sexual harassment committee and anti-ragging committee provide a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. About 40-60% of students of college join higher degrees/courses in different Universities and P.G colleges within the state and outside. The cultural and sports committee always remains active in conducting various cultural and sports events throughout the year for the all round development of the students of this college. Due to the persistent efforts of staff and students of this college, the students have brought laurel to the college by bagging one gold and one bronze medal in inter-collegiate fencing championship and all India inter-University fencing championship during the year 2014-15. Continuing in the same wave during the year 2015-16 the students bagged 2nd Prize in Run for Fun Marathon in District level Competition organized by J&K Police. During the year 2017-18 the students brought massive fame to the college by bringing a total of 12 medals (2 Gold, 5 Silver, 5 Bronze) at different competitions held at college and University Level. The college administration always encourages the students to participate in co-curricular activities. The students also actively participate and contribute their articles in college magazine.

Governance, Leadership and Management

The college envisions becoming the premier provider of learning, research and innovation in the region, fostering, intellect, creativity, leadership and character development. Being a government college, the overall authority is vested with State Government. The effective leadership of principal of the college aids in achieving the vision and mission of the college through day to day activity of the institution. Formulation of strategic plan and guidelines with specific goals by aligning the academic and administrative activities improves the overall quality of learning in the institute. The internal coordination and monitoring is done by the college Principal with the help of various committees for managing the day to day activities and the system is fully streamlined. The institution has set norms for professional development of faculty members by motivating to pursue higher studies, attend Conferences, Workshops, Seminars in their field of specialization, encouraging to attend and present research papers in National / International conferences and publishing research papers in referred journals. The institution has a mechanism to collect feedback from students, parents and alumni to improve the quality. Continuous feedback, Academic Audit, Feedback from alumni, parents, students, helps it to establish quality culture. The quality is maintained at every stage be it academics, administration, infrastructure. APRs are the tools through which the efficiency of the teachers is monitored. The APRs are submitted by the concerned teacher to the Principal and after analysing the performance of the faculty member, Principal sends these APR to the higher education. The college has established IQAC for regular reviews of the quality standards of teaching. The Institution through its IQAC, makes rigorous and continuous efforts to study, analyze and improvise every strategy, activity, process and procedure in all activities with a aim to achieve,

sustain and enhance quality with a view to achieve excellence. Being a Government college, the budgetary provision and routine grants are provided by the government. Accounts of the college are audited as per the government norms by competent auditors deputed by Finance or A. G. Office.

Institutional Values and Best Practices

The college has organized 01 gender equity promotional programs. Earlier, the college was getting all its electricity from conventional sources but with the installation of solar power project in the college, the college has moved a step ahead in relying upon solar energy rather than the conventional hydroelectric energy. 100% of the lighting power requirements are met through LED bulbs/lights. The College is adopting cost effective methods for solid and liquid waste management. The College ensures environment consciousness in the minds of the students by the following various practices like Environmental studies is mandatory course in semester I of UG programme, promotion of green clean environment in the campus, ban on the use and entry of polythene in the college, periodic plantation drives for making the campus green and clean. For differentially abled persons, ramps have been constructed in all the building blocks to facilitate their movement into the classroom. Scribe is provided both in all the examinations as per the affiliating University guidelines in this regard. Various initiatives to address location advantage and disadvantages and initiatives to engage with and contribute to local community have been undertaken during the last five years. The Govt. Civil Service Rules (CSR) applies to all the employees of the college in matters of service and the affiliating University statute with regard to academics and examinations. The core values of the College are displayed on its website and the institute organizes many activities for sensitizing students about their constitutional obligations. The college strictly adheres to and functions as per guidelines of the statutory bodies such as the Higher Education Department of the State Govt. and the affiliating University. The best Practices of the Institution has been coaching / remedial classes to the slow learners, promotion of research culture through projects, publications and presentations, mentoring system to monitor and guide the students individually and community services through NSS.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT GENERAL ZORAWAR SINGH MEMORIAL DEGREE COLLEGE REASI
Address	Govt. General Zorawar Singh Memorial Degree College Reasi, Mari
City	Reasi
State	Jammu And Kashmir
Pin	182311
Website	www.gdcreasi.co.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	S. P. Sarswat	1991-245590	9419156980	-	principalgdcreasi20@gmail.com
IQAC Coordinator	Suraya Partap Singh	-	9419190276	-	suraya9@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-2003

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	02-03-2012	View Document
12B of UGC	02-03-2012	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Govt. General Zorawar Singh Memorial Degree College Reasi, Mari	Rural	8.528	34515.34

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Arts	36	HR SEC PART II	English,Hindi,Urdu,Dogri	420	414
UG	BSc,Science	36	HR SEC PART II	English	210	85
UG	BCom,Commerce	36	HR SEC PART II	English	80	5
UG	BCA,Computer Sciences	36	HR SEC PART II	English	40	1

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				35
Recruited	0	0	0	0	0	0	0	0	14	5	0	19
Yet to Recruit				0				0				16
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				15
Recruited	5	0	0	5
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	2	0	9
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	5	2	0	7

Temporary Teachers										
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	6	6	0	12

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

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

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	452	0	0	0	452
	Female	595	0	0	0	595
	Others	0	0	0	0	0

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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	29	46	56	47
	Female	50	80	103	89
	Others	0	0	0	0
ST	Male	13	25	26	37
	Female	10	20	30	38
	Others	0	0	0	0
OBC	Male	13	13	25	21
	Female	7	15	22	16
	Others	0	0	0	0
General	Male	116	162	220	180
	Female	234	248	327	277
	Others	0	0	0	0
Others	Male	59	95	96	93
	Female	46	76	82	51
	Others	0	0	0	0
Total		577	780	987	849

3. Extended Profile

3.1 Program

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

Response: 100

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
849	987	780	577	548

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
248	262	199	122	62

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
215	254	158	145	148

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	30	8	3	7

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	35	35	35	32

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 22

Number of computers

Response: 56

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

2017-18	2016-17	2015-16	2014-15	2013-14
14.13547	9.38351	12.71565	10.12507	15.20

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:

Govt. General Zorawar Singh Degree College envisions itself to grow as a centre of generating intellectual wealth. The institution aims to develop and deploy various plans for effective implementation of the curriculum in which first step is taken in the beginning of academic year. Academic calendar is prepared at the commencement of the academic session regarding information about Class Work, internal assessment tests, semester and examinations etc. Timetables are prepared for all the classes of the respective programmes and allocation of lectures of all the subjects are planned according to the University of Jammu rules and regulations. All the heads of teaching departments are members of their respective board of studies at Jammu University. They attend the meeting and contribute in the up gradation of syllabus and curriculum change. Our teaching faculty update themselves by attending refresher courses, general orientation courses, faculty development programmes etc. The faculty is also encouraged to participate in seminars / conferences / workshops to update their knowledge base and for implementing the same in their subject delivery and curriculum more effectively. The subject teachers regularly arrange study tours, field visits, and practical sessions for enhancing their fundamentals concepts of knowledge of the respective subjects. The departments used modern teaching aids, ICT devices for effective delivery of curriculum. The periodic tutorial / class test / internal examinations are conducted in order to assess the understanding of students. The transparency in examination is maintained and pattern is strictly followed by the college. The Examination results are reviewed and the weaker students are taught again in remedial classes. The college provides all necessary infrastructural facilities to our teaching staff such as audio-visual hall, language lab, reference books in the library, access to e-books through National Digital Library etc. Which help them in their routine teaching of curriculum. A formal feedback is received form students, parents alumni through questionnaire and is given due importance in defining and designing of course outcomes. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college.

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

Response: 0

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

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

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

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

Response: 269.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	7	7	3	7

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

1.2 Academic Flexibility

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

Response: 28

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

Response: 28

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

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

Response: 100

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

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	
Minutes of relevant Academic Council/BOS meetings.	

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

Response: 0

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

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

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

1.3 Curriculum Enrichment

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

Response:

An effort is made to integrate cross cutting issues such as gender environment and sustainability, human values and professional ethics which finds an ample space when it comes to applying them positively into the curriculum. The Curriculum designed by the university itself includes these components in every possible subject.

1.Gender:

All the U.G. Courses in humanities e.g. Sociology, Psychology, Education, English have the component related to gender studies and Gender sensitization. Various awareness programmes have been organised by various departments and committees from time to time to sensitize and illuminate gender based prejudice

regarding ability of women and men including attitude towards women in leadership positions. The College women cell is imparting maximum awareness to students regarding gender bias in society and how to overcome it.

2. Environment and sustainability:

The subjects like Botany, Chemistry, EVS, Economics, Zoology, focus on Environmental sustainability. They teach the students renewable and non-renewable resources, environment friendly steps i.e. to use energy and water more efficiently; recycle house hold waste; to provide them necessary knowledge and skills to address the complex environmental issues and teach them the ways to take action to keep our environment healthy and sustainable for the future. It also focuses on sustainable economic growth and social sustainability.

Human Values:

Values help us to create the future we want to experience. The courses of humanities and social sciences like English, Education, Psychology, Sociology etc. teaches the different pedagogies, methods or programmes in order to create learning experiences for students when it comes to value questions. Soft values of life are taught to students like;

(a) **Right Conduct:** Respect for parents, respect for teachers, honesty, good manners, regard for duty, sincerity.

(b) **Peace:** Humility, simplicity, equanimity, tolerance, patience, satisfaction, discipline, charity.

(c) **Love:** Gentleness, compassion, forgiveness, gratitude, kindness, caring for others, friendliness.

Without these values, the world would become barbaric and chaotic. Impetus has also been given to development studies, unity and integrity of nation. The college NSS unit is actively working to instil all these values in students by various activities and programmes.

(4) **Professional Ethics:** Good Ethics is a fundamental requirement of any profession. Ethics is a system of moral principles governing the appropriate conduct of a person. The subjects like BCA, commerce, Psychology helps the students to improve their personal and corporate behaviour by enhancing their knowledge and skills and teach them how to implement the same in the service of public.

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

Response: 0

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

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

1.4 Feedback System

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

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View Document</u>
URL for stakeholder feedback report	<u>View Document</u>

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

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

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 45.17

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

2017-18	2016-17	2015-16	2014-15	2013-14
346	408	348	318	274

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

2017-18	2016-17	2015-16	2014-15	2013-14
750	750	750	750	750

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

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

applicable reservation policy during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
248	262	199	122	62

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, internal assessment tests, and previous board's results. This helps in assessing the number of advanced learners and slow learners amongst the students.

Slow Learners

- Special attention is given to the students in the tutorial classes, who are identified as the weaker students. Doubts and personal difficulties regarding the subject are solved in the tutorial classes.
- In the start of the session fundamentals are taught for the better understanding of the subject. Concepts which could not be grasped easily are repeated in consequent classes.
- Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process.
- Slow learners are specially advised and counseled by the Career Counselling and Placement cell of the college and the respective subject teacher/HOD. Remedial classes are conducted for SC and ST students in collaboration with the Department of Life Long Learning, University of Jammu.
- Special coaching workshops are conducted in the college for the students to crack Jammu University Entrance Test.

The Advanced Learners

Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth like:

* Experts from the different colleges/universities are invited to deliver talks on different topics and subjects in the curriculum.
* Students are motivated to prepare and submit reports of science filed trips and other visits conducted by the respective departments of the college to enhance their practical awareness.
* The different departments of the college organize group discussions, brainstorming sessions , quiz competitions to develop analytical and problem solving abilities to improve their presentation skills.
* They are also encouraged to obtain University ranks in final exams.
* Advanced learners are motivated with awards, and prizes for their participation in different curricular and co-curricular activities.
* For independent learning, digital library facility is provided.
* Motivation to appear for competitive exams is given and with that purpose in mind the college library is also well equipped with books related to General Knowledge
* Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning.
* Guest lectures and interactive sessions/workshops are also conducted to motivate students.
* Special coaching workshops are conducted in the college for the students to crack Jammu University and other entrance tests.

Thus the college ensures that advanced learners' needs are met and they are supported in their quest for knowledge.

2.2.2 Student - Full time teacher ratio

Response: 30.32

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.24

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[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:

Emphasis is laid upon student centric learning in the college. Students are provided opportunities to participate in various curricular and co-curricular activities within and outside the college. The institutional efforts related with experiential learning, participative learning and problem solving methodologies are summarized below:

Experiential learning

- All the laboratories as well as Multipurpose Hall are equipped with multi-media projectors to conduct the practical sessions to validate theory and practical results.
- The college invites experts from different fields time to time to deliver talks on various topics to enlighten the students.
- Tutorials in different subjects are a regular feature of the college. These help learners to enhance their intellectual, communication and social skills.
- College organizes Botanical, Zoological, Environmental and Industrial visits for the students. These visits provide students an opportunity to go beyond academics and develop a practical perspective on the world of work.
- Visit to Historical places
- Exposure visit
- Solid waste management workshops
- Career counseling sessions
- Extension activities
- The college has developed a support system like library(e-resources, swayam prabha, NDL, INFILBNET) and laboratories (multimedia) for the students and teachers that facilitate the learning

Participative learning

- Classroom discussions
- Open House Quiz competitions
- Debates, brainstorming etc.
- Swach Bharat internship programme (Nukkad Natak, Awareness Compaingns, Cleanliness Drives, Construction of pit, Wall Paintings, Segregation of Waste at community level, Awareness related to female health and hygiene at community level as well as for school girls, workshop on best out of waste for children in the selected villages)
- Summer camp (NSS)
- Health and hygiene camps
- The NSS unit of the college organizes various social awareness programmes to develop a sense of societal and civic responsibilities.
- Celebration of various days (Mental health day, Science day, Teachers day, Environmental days, Gandhi Jayanti)
- Awareness programmes on different issues under the agis of Student Welfare Council

Problem solving methodologies

- Quiz competitions in various subjects are conducted to enhance problem solving skills of students.
- Skill courses
- JUET coaching

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

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

Response: 67.86

2.3.2.1 Number of teachers using ICT

Response: 19

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

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

Response: 0

2.3.3.1 Number of mentors

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

2.3.4 Innovation and creativity in teaching-learning

Response:

To facilitate teaching-learning process, the college makes use of ICT. The college faculty uses laptops and LCD projectors in the laboratories and Multipurpose Hall to make learning more interesting for the students. Since college has Wi-Fi facility, You- tube assisted learning and PPTs are being practiced. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, paper presentations are encouraged. After teaching a topic, the teacher gives the students assignments, which may include paper presentations on that topic. Students are divided into groups. They undertake teamwork and finally present papers.

The Department of Environmental Science works on creative and innovative methods of experiential and participative learning. Students of the department participate in Swach Bharat Summer Internship programme and prepare various articrafts out of solid waste material. The college also organizes an exhibition cum sale of these articrafts (best out of the waste) under skill enhancement course of Solid

Waste Management. Students of the same department also make wall paintings on various themes within and outside the college for spreading awareness on different issues. Students are also encouraged to participate in Nukkad Natak, Awareness Compaingns, Cleanliness Drives, Segregation of Waste at community level, Awareness related to female health and hygiene at community level as well as for school girls. The department also organizes workshop on best out of waste for children in the selected villages

Another innovative procedure is mentoring system for students. Here the teachers undertake personal mentoring of the students. Teachers discuss academic as well as personal problems of the students and try to figure out remedial measures. In case of severe problems or difficulties the students are referred to the Department of Psychology and Career Counselling Cell of the college.

The teachers also undertake tutorial and remedial classes to facilitate students' performance. Personal care of teachers discourages private tuitions. Tutorial classes are allotted in the time table as a mandatory practice as per University norms.

Departmental quiz competitions are frequently conducted by the different departments of the college to encourage problem solving skills and learning among the students. It makes teaching more interesting for the students.

Botanical, Zoological, Industrial, Environmental and Educational visits are conducted from time to time to provide first-hand knowledge to the students.

As the Library of the college has subscription of INFLIBNET and other online e-resources, the students are advised to consult these e-resources and take benefit of the e-books, online lectures and other academic material related to their courses available online.

Students are also encouraged to attend to the lectures delivered on Edusat as per the schedule provided by the Higher Education Department which helps to supplement the classroom teaching-learning process.

Last but not the least, experts in the different subjects are invited in the college to deliver talks on various topics.

2.4 Teacher Profile and Quality

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

Response: 43.8

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

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

Response: 49.9

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	12	4	2	3

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.75

2.4.3.1 Total experience of full-time teachers

Response: 301

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the University of Jammu. Presently under the Choice Based Credit System (CBCS)

(2017- onwards), internal assessment for theory papers is for 20% of the marks (20 marks in a 100-mark paper) which is split into 10 marks for written test and 10 marks for two assignments of 05 marks each in case of Non-CBCS students. For practical papers the CIE is 50% of the marks (so for a practical paper of 50 marks the internal assessment is 25 marks).

Each department has worked out the details of how the CIE will be carried out for each paper taking care that learning objectives of each paper are achieved through the different assignments. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. Students who miss the assignments due to some genuine reason, health problems or participation in co-curricular activities of the college are given an opportunity to give the assignment on an alternate date with different question paper. There is a set schedule for conducting the assignments which the students know in advance. This helps them to prepare in advance. It is worth mentioning that Principal of this college is a member of the Academic Council of the University and it helps to bring in the notice of the authorities regarding the measures that can be taken to improve mechanism of internal evaluation. Exam Stress management sessions are also conducted to enhance the performance of the students.

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

Response:

All the students are acquainted with the evaluation process through the college prospectus which is updated annually and orientation programme. The Orientation programme held at the beginning of every academic year apprises students of the evaluation process and the schedule. Before the beginning of the session, teaching plans and Internal Assessment Schedules are prepared. College is affiliated to the University of Jammu and follows the pattern of internal assessments as per the University guidelines. Student Welfare Committee and Examination Committee are formulated to monitor the continuous evaluation in theory and practicals to ensure uniformity across courses and departments under CBCS scheme.

Dates for the tests/submission of assignments are notified on the college notice boards and announced by faculty in the respective classes at least a week in advance. Evaluated answer scripts are discussed with the students to make them aware about their lapses in attempting the question paper. They are advised accordingly to adopt proper techniques and strategies of attempting question paper.

The internal assessment awards are displayed on the notice board for the information of the students. The college adopts an effective mechanism for redressal of grievances pertaining to internal assessment. A staff council constituted moderation committee moderates range of assignment marks to equalize/ moderate low marks if marking has been strict. The maximum and minimum marks in internal assessments are further reviewed, discussed and debated regularly. A complete computerized record of the internal assessment is also prepared.

Students are also assessed by the teachers on the basis of their overall performance and participation in the class and college in different activities.

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

Response:

Students need to apply to the University for correction in marks card and re-checking/ reevaluation. The process is governed by Jammu University Ordinances. The examination committee and examination section of the college guide the students about the process. For errors in the mark sheets and in case of withheld results, the college promptly sends the duly certified copies of internal assessment record to the examination branch/section of the University for Necessary Corrections.

Internal Assessment committee addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded to by the internal assessment committee convener. The committee promptly deals

with mistakes/errors related to attendance, internal assessment of the students.

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

Response:

The college follows the Academic Calendar of the University of Jammu. The Internal Assessment Committee/ Examination Committee decide on dates during which the internal assessment assignments are to be given to students and dates by which the marks need to be submitted to the office. These dates are adhered to during each semester. In the odd semester the dates for the assignment lies towards last week of September. In the even semester the dates are usually in beginning of the March. For the practical papers the CIE is conducted in almost all practical classes dependent on the nature of assignment. Dates for conducting/submission of assignment and submission of marks are all displayed on notice boards by the Internal Assessment Committee.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are assessed with the help of course outcomes. An orientation day is organized in the beginning of the session. In the Orientation programme for the first year undergraduate students, the broad programme objectives of different courses are discussed in detail. Programme-specific outcomes of all the departments are highlighted by the Career Counselling and Placement Cell of the college through career options open to students after completion of the programmes and the achievements of the alumni. Alumni of various departments are invited to interact with both the students and teachers during the Orientation programme and at other events and meetings. They share how the different courses shaped their careers and thus help students appreciate the programme. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Students are apprised with the learning objectives and expected outcomes of the each course at the beginning of the session and during the career counseling sessions

throughout the year. The syllabus depicting the learning objectives of each course is readily available for students and teachers on the Jammu University website.

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

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

Response:

Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution from time to time. This college follows a **feedback system** to assess the teaching learning outcomes. Final year students are provided with feedback forms to provide inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc. The college has also developed a **Grievance Redressal Mechanism**, where the students can also place their problems at any point of time while studying. The institution deals with students' grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Publication of Merit list, percentage of attendance maintained, display of awards rolls are a regular practice of this institution through which attainment of programme outcomes are measured and checked. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures. The college also o**rganises class tests, subject-specific quiz competitions, debates, symposia, talks by experts with interactive sessions, workshops** etc. on regular basis to evaluate the teaching-learning outcomes with an intention to enhance the achievement level of the students. The **IQAC Cell** of the College maintains a proper record of all academic and co-curricular activities to evaluate the various teaching learning outcomes. The Career **Counselling/Placement Cell and Stress Management Cell of the college** helps in resolving personal, academic, vocational, psychological etc. problems of the students in order to attain programme outcomes. On successful completion of the final year of study, there is a **reward system** through which students are encouraged to excel in life.

To track programme outcomes, the college maintains an alumni data-base for engaged and supportive alumni network. An alumni meet is also conducted in the college where in they are asked to give feedback for the institution and motivate present batches by interacting with the students of the college.

As part of the course outcomes of the various papers taught to students during the three year degree course, there is substantial scope of evaluation of opportunities for skill building, enhancement of conceptual understanding, experiential and fieldwork learning. Students participate in summer- internship programme within and outside the institution. They are involved in development related activities, social service activities, awareness campaigns and awareness related activities, visiting villages and other places. A

committee of the teachers is constituted to evaluate the performance of the students and their application of learning from across courses.

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

2.6.3 Average pass percentage of Students

Response: 58.69

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

Response: 125

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

Response: 213

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.31

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of project and grant details	[View Document](#)

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

Response: 0

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

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

Response: 39

3.2 Innovation Ecosystem

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

Response:

Ecosystem for Innovations

The College is having a separate R&D Cell. The R&D Cell comprises of faculty members from various Departments of the Institute. The Committee oversees the smooth and efficient co-ordination of research and development activities in the College, thus fostering overall growth.

The Institution has recently created an ecosystem for innovations including Incubation Centre and other initiatives for creation and transfer of knowledge. The College provides e-resources through e-library and Internet connected computers. The faculty members are encouraged to take up research activities utilizing the existing facilities. The College has a Research Cell to monitor and address the issues of research; motivating the faculty and the students to undertake minor and major research projects with support from various funding agencies so as to create research culture in the Institution. The Cell recommends organizing of seminars, conferences and workshops. The College also motivates the students to prepare wall paintings, posters, exhibits, etc., to transfer the knowledge on current issues. The College also arranges industrial visits and study tours to impart hands-on training to the students. The College has subscription to subject journals, e-journals and other online resources.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

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

Response: 0.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	1	6	8

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

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

Response: 1.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	2	3	3	1

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

3.4 Extension Activities

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

Response:

Different extension activities were carried out in the college from 2013-2018. The activities carried out by our college were Rallies/ debates/symposia on various social issues, Celebration of Yoga Day, Republic

day, International Youth day, Independence day, Road safety Awareness, Awareness on AIDS, awareness on various issues like Drug abuse, demonetisations, tree plantation drives, Swachh Bharat Abhiyan, special camp, Activities by Science and Tech. Department, Anniversaries of Great personalities etc. The activities of the college are not limited to the curriculum but transcends beyond. The college has been effectively disseminating awareness by sensitizing students through their involvement in various activity based programs, outreach activities, extension activities and holding various innovative programmes. Various awareness programmes have been organized by the institute to address perilous issues in the society. The students are sensitized and create awareness about serious issues prevailing in society like Traffic safety issues, hygiene issues, importance of voting and others.The college also offers Swachh Bharat Summer Internship Program under Swachh Bharat Mission (Gramin) in the neighbouring communities and villages to give them a chance to get involved in community level issues, spread awareness and help society by their services. Students participate actively in extension activities organised by NSS from time to time both within as well as outside the college. Besides these students also participate in Health awareness camps, cultural festivals, college sports meets (Both inter as well as Intra College), debates, seminars, quiz, rallies, and poster making competitions funded by various agencies. The extension activities not only serve the society at large but also imbibe the students with qualities to become responsible citizens. All significant days are celebrated regularly in the college with the aim to develop feeling of nationality and ethical values amongst the students. Besides this various career counselling, Career Guidance and some motivational topicssessions are regularly organised in the college from time to time, Where in the focus is on transfer of knowledge to right person at the right time. The institute takes keen initiatives in preserving and conserving environment in nearby vicinity. The institute tries to make the students understand the importance of preserving and safeguarding the environment. Initiatives to spread awareness to protect the natural resources make people understand that these resources might get depleted eventually if used irresponsibly. Volunteers held engaging sessions with impactful audio-visuals, posters and speeches on Environment Protection at major localities creating awareness regarding ill-effects on the planet.

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

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document

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

Response: 95

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

2017-18	2016-17	2015-16	2014-15	2013-14
31	39	5	11	9

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

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

Response: 36.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
235	321	375	285	132

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

3.5 Collaboration

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

Response: 0

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

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

Response: 0

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

As adequate, effective and comprehensive infrastructural facilities are needed to facilitate effective teaching learning process, the college administration is working hard in this direction and for the purpose a College Development Committee was constituted comprising of five faculty members and a Convenor for the creation, enhancement and up gradation of the existing infrastructure step by step. The college development committee works under the guidance of the Principal and all the decisions regarding development and enhancement of infrastructure are taken after having a thorough discussion within the Committee members and the various expertise agencies like PWD, JKPCC etc. The main source of funding is College Development Fund and the grants from the Department of Higher education after submitting the proper DPRs.

With regard to the existing facilities the whole college comprises of five buildings. The main building is known as Administrative Block comprising Principal Chamber and Office, Staff Room, Edusat Room, Sports Department, Computer Centre, Department of Political Science and Multipurpose Hall. The second Block is known as the Arts Block comprising 6 Class Rooms, three Labs and the Department of Physics, Psychology with attached Office and Lab. The Third Block is Science Block comprising the department of Mathematics, Biotechnology, Botany, Chemistry, Commerce, Zoology with attached Office of H.O.Ds and Labs. Fourth Block comprised with four theory Class Rooms for Science subjects. The fifth Block of the College is Library block with attach Office, Reading room and washrooms. The college is also having a separate Girls common room and a canteen for the students and staff with adequate and comfortable sitting facilities and attached washroom.

All the class rooms are spacious having capacity to accommodate sufficient number of students, Proper and comfortable sitting and ventilation system. All the Labs except Chemistry are also having the facility of Projector. The whole campus is having wi-fi coverage and CCTV surveillance. On the whole, the college is well sufficiently well-equipped in terms of existing programmes and courses and the infrastructure available.

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

Response:

The College is having adequate facilities for the popular Indoor and Outdoor games and sports like Fencing, Table Tennis, Wrestling, Badminton, Chess, Volleyball, Kabaddi, Kho-Kho etc. The work on a separate Multi-purpose Indoor Sports Hall within the campus is also under construction. A well-equipped Mini Gym facility is also available inside the campus for the students as well as for the staff.

Students practice and perform all cultural activities like dance, skits, play etc. in the well-equipped and

furnished Multi-purpose Hall. For outdoor Cultural activities like Nukad Natak and Plays, a separate outdoor stage is also developed in the centre of the College.

Facilities for yoga are also created in the campus and International yoga day was also celebrated. Separate Yoga classes for the interested students also teachers are also organised with the help of experts. The College is also utilizing the facilities available outside the campus for major outdoor games like Cricket and Football in the Zorawar Sports Stadium.

Separate NSS unit is also working in the college and also organises regular camps and activities.

Infrastructure available for co-curricular activities					
S.No	Court/Ground	Number	Indoor/Outdoor	Area	Rem
1	Badminton	02	Outdoor	2500 sq ft	
2	Volleyball	01	Outdoor	1740 sq ft	
3	Kho-Kho	01	Outdoor	6962 sq ft	
4	Basketball	01	Outdoor	8460 sq ft	
5	Kabaddi	01	Outdoor	1170 sq ft	
6	Fencing	01	Indoor	3069 sq ft	
7	Table Tennis	01	Indoor	612 sq ft	
8	Chess	01	Indoor	612 sq ft	
9	Mini Gym	01	Indoor	612 sq ft	
10	Wrestling Arena	01	Indoor	400 sq ft	
11	Multipurpose Hall	01	Indoor	3069 sq ft	
12	Open Ground	01	Outdoor	36000 sq ft	

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

Response: 36.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

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

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
14.13547	9.38351	12.71565	10.12507	15.20

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is situated in a separate block comprising office, a separate reading room for staff and students, computer section and a toilet complex. It has a seating capacity for about sixty students in one go. A special place has been allotted in the library for keeping the belongings of students before they enter the reading hall. Library has conducive atmosphere with the provision of tables, chairs for reading with good ventilation for the students. Library has been established with OPAC (Online Public Accessing Catalogue) facility to access the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. This committee allocates department wise budget for purchase of books, periodicals and also conducts annual stock verification. Information centre is also constituted along with the library services. The library is undergoing automation with cloud 4.0 version of e-granthalya starting this year i.e. 2018. Extension of library building for allotting different sections such as reference, journals, magazines and computerization facility is available. To motivate the students for utilizing the library collection, Internet and online facilities are made in the library. Library provides the e-resources like INFLIBNET, DELNET etc and further enrichments.

Name of the ILMS software: e- Granthalaya

Nature of Automation: Automation under process

Version: Cloud 4.0

Year of Automation: 2018.

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

Response:

Being established in the year 2003, the College is Library is sans rare books, manuscripts, however it has been decided by the College that an attempt shall be made soon to procure the same for the College. The detail of the special services is as under:-

Manuscripts	Nil
Rare Books	Nil
Wi-fi/Broad Band	Available
Location of Books	Displayed in Glass Almirah
Help Desk	Library Attendant is always available in th assist the students and teachers.
Special Racks	Available to keep bags and other belonging
Printing Facility	Available
Downloading facility	Available
Information Notice Board	Available

1. **Support services provided by the Library to students and teachers.**

- Library staff issues books and journals to the students and the teachers.
- The Library also issues previous year question papers to the students and teachers.
- The library staff provides information about the "Fresh Arrivals" in the library.
- Available Newspapers are displayed in the special racks and the special stand made for the purpose.
- Library staff also helps the students to download the material using broadband and Wi-fi connectivity from National Digital Library.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

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

Response: 2.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.7404	2.62708	2.69786	1.65309	1.8

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has installed IT facilities as is evident from the following facts:

The college earlier had a multipurpose seminar hall with no projector but now it has been renovated and updated with latest equipment namely projector facility.

One new lab has been created in the department of biotechnology to conduct the practical works for Biotech students and for the students of science. The lab is equipped with newly purchased latest computer.

The lab in the Commerce Department is updated for the optimum use of teachers where teachers have to access to internet facility for academic purposes.

The computer lab is well furnished. In total we have 15 computers in the Computer lab and from time to time these are updated and serviced on regular basis.

The college has provided free Wi-Fi connection to the students with the support of Reliance Jio.

Access Points

The Edusat was recently updated with new technology in order to meet the demands of students. Edusat network empowers the students through cutting edge technology and caters to the needs of the students extensively.

The library has been updated recently new computers are installed there with the access of BSNL Broadband network.

The college has its own website which is updated on the regular basis to provide latest information relating to academics, committees, news and events, examination, result and other notification like tender notices.

The college is under Close Circuit Camera Television   surveillance for the safety of the students which were installed recently.

4.3.2 Student - Computer ratio

Response: 15.16

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
14.1354	9.38351	12.71565	10.12507	15.20

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[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:

Response:

The college has its own mechanism and resources for the maintenance of the physical, academic and support facilities like Laboratories, Library, Sports Courts and grounds, computers, classrooms etc. Various committees are constituted for this purpose in every session.

- Lab-in-charge maintains equipment and clean lab and other equipment
- Cleaning service is done by appointed non-teaching staff and sweepers. All class rooms, bath rooms and college premises and the infrastructural materials are maintained by the non-teaching

staff. The electricians are hired to maintain and upkeep all the electrical instruments and generators and do all other electrical works.
- Sweepers regularly clean the premises and wash all bathrooms daily.
- Stock verification such as lab instrument, library books, stationary, furniture, sport equipment is done as per the direction of the Higher education Department.
- The instruments are calibrated by available electrician, technician and mechanic when it is required.
- Outsource person and instrument supplier are maintaining the instruments and equipment whenever there is requirement. The college has installed generators and invertors to maintain uninterrupted power supply all the time.
- The voltage and power supply is regularly checked by the outsourced electricians.
- The RO water points are established in the premises to supply mineral and purified drinking water.
- The college library consists of 8500 books, several national and International journals, magazines and e-books. Library is maintained by Librarian, Junior Librarian and Attendee with discussion and suggestions of the Library Committee.
- Sports Room/Gym/Play Grounds are maintained by College Development and College Sports Committees.
- Respective department HODs, faculty members and their attendees maintain the academic records daily. Principal supervises and maintains all academic activities of the institution.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 8.16

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

2017-18	2016-17	2015-16	2014-15	2013-14
62	58	48	86	36

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

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

Response: 0.05

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

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

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

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

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

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

Response: 47.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
729	235	685	105	117

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

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

Response: 0

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

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

File Description	Document
Details of the students benifitted by VET	<u>View Document</u>

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View Document</u>
Details of student grievances including sexual harassment and ragging cases	<u>View Document</u>

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Details of student placement during the last five years	View Document

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

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

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

Response: 0

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

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

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

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

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 2

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

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

Response:

With an objective of inculcating the qualities of leadership and responsibility among the students, the college has a well organized and democratically elected Student Council. Every year, a student council is formed through election process in the class rooms of all semesters and the elected students are named as Class Representatives. The election process is facilitated by the Student Welfare Committee under the supervision of Principal. The elected class representatives further participate in the election of Presidium of the college. The Presidium comprises of President, Vice-President etc. They act as a representative body of the institution. The Student Council has the responsibility of coordinating the extra-curricular activities, cultural and academic events in the institution throughout the year. The President of the College has the responsibility of coordinating the activities and affairs of student council as well as student's body.

The Student Council also identifies the grievances encountered by the students in the institution. The council addresses and represents student's views and grievances and convey these to the concerned authorities for further resolution. Grievances of the students related to examination, infra-structure,

ragging, sexual harassment etc. are addresses by the council.

The areas where Student Council plays an important role in the institution are:

- Discipline
- Sports
- Academic activities
- Co-curricular activities
- Cultural activities
- Environment related activities
- Campus Beautification
- Anti-ragging
- Tour and Picnic

File Description	Document
Any additional information	View Document

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

Response: 2.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	1	0	0

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

The college has a proper Alumni Association but it is not a registered body. Alumni Association is an active body with many alumni's as its members. Most of the alumni's of our college are well placed at good positions in Government as well as private sectors and plays an important role in mentoring the students in their area of expertise. The college conducts regular meetings with its alumni association which provides a platform to the former students to give suggestions with respect to the infrastructure as well as other functioning of the college. These suggestions are further conveyed to the Principal to adopt further necessary steps.

Alumni meets are held every year in the college. The college also organises interaction of the students with meritorious alumni's where they share their experiences with the students which encourage them to gear up with all the situations. The alumni's association does not contributes to the institution through financial means but their suggestions and feedbacks contributes to the development of the institution.

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

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

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

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

Response: 2

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

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

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

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Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

For fulfillment of the college mission, the leadership strives to maintain an open and interactive environment. 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. The Principal of the college interacts with staff and students at formal and informal levels, at various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

The college has a teacher body represented by constitutionally elected Staff Secretary and students' council/ body to represent the issues of the students for their welfare. Election of the student body is conducted democratically where in students are given liberty to choose their leader and form the student council that help them to share their ideas, interests and concerns with the teachers and authorities. The council helps the institution in all the curricular and co-curricular activities like celebration of various days, social programmes, cultural events, community projects, rallies etc.

Students are given abundant opportunities to groom themselves and learn skills of leadership that help them to deal with their peers, team building, resource utilization, confidence building 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, summer camps, Swach Bharat Summer Internship programme, extension activities etc.

The students are also exposed to the external environment by sending them to different institution in and out of the state. Interaction with students is a continuous process in the institution to discuss issues and seek feedback about various aspects of the college functioning.

High-quality teaching-learning through innovative methods is emphasized for high academic achievement that is also linked with successful careers for students. The College uses alumni network for the college development and career planning.

Appropriately adapting and responding to changing academic and societal environment is a key to the functioning of Govt. General Zorawar Singh Memorial Degree College at all levels. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure & functioning of the university. New infrastructure and equipment, renovation and enrichment of laboratories, beautification of campus have been facilitated for attainment of various teaching learning outcomes.

Excellence is also promoted by honoring deserving students with awards and recognition of meritorious students. The Principal and Staff of the college work in complete unison with each other, in tune with the vision and mission of the college.

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

6.1.2 The institution practices decentralization and participative management

Response:

Govt. General Zorawar Singh Memorial Degree College encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities.

The Principal who is the administrative head of the institution has decentralised his powers among the different members of staff through the constitution of different committees like development, purchase, stationery and printing, IQAC, library, sports, examination& internal assessment, students welfare etc. wherein the senior - most faculty member acts as the convener with other faculty members acting as members of the committee. The decisions pertaining to different committees are taken up in different meetings held from time to time in the presence of the Principal in the interest of the institution. The responsibilities of each and every member are defined and communicated through face to face meetings with the staff members of the college as well as by notifications.

There are 49 duly constituted committees in the college and these committees are responsible for college time table, allocation and organization of co-curricular activities, purchases, conducting admissions, welfare of the students, preparing working guidelines for effective functioning of the college.

Before the commencement of each academic session different committees are formed under the guidance of the Principal after due discussion with of Staff Secretary.

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

6.2 Strategy Development and Deployment

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

Response:

Good governance

The institution frames a student centric strategic plan for the development of college in accordance with the

vision and mission of the institution. College formulates a development plan after taking into confidence the various stakeholders, the same is implemented through different committees to transform the vision and mission of the college into reality. The College development committee makes the perspective infrastructure plan for the institution keeping in view the priority areas.

Principal proposes expansion plans for the institution after due deliberation with Staff Council and Development Committee and accordingly proposals are prepared and DPR's for some of the projects on priority basis are invited and forwarded to Higher Education Department for necessary approval.

Infrastructural Development

DPR for construction of new Edusat room and committee room on the first floor of the existing library is submitted to the administrative department.

Requirement for furniture of worth Rs 15 lacs submitted to the administrative department for which approval is awaited.

DPR for lighting of the whole campus submitted to the administrative department.

Police Housing Board has been approached to provide following DPRs:

- Construction of footpaths
- Construction of prefabricated structure for Gym
- Construction of Parking area for students and faculty
- Construction of new College main gate
- Laying of floor tiles a part of college building

DPR is received for the development of playground in the college premises.

Floriculture department of Govt. of Jammu and Kashmir has been approached to provide DPR for the development of lawns in the college premises.

Estimates from Sports Council have already been obtained for development of playgrounds in the college.

The college has installed 500KV solar power project atop of the college building in an attempt to partially shift from conventional hydroelectric power to solar energy.

Academic Development

College has already been granted permission by the Administrative Department to introduce following new subjects:

1. Geology, Geography, Functional English, English Literature and Music at UG level.
2. Honors courses in Political Science and Psychology.

Application for the grant of affiliation of above mentioned subjects has been submitted to the University of Jammu and the same is awaited.

The College shifted from annual system to semester system in 2014-15 and subsequently to CBCS system from 2016-17 as per the University of Jammu's guidelines.

ICT Development

College laid special emphasis on the development of ICT infrastructure in teaching learning process. College has 50 computers, 01 smart class rooms, 08 multimedia projectors, 04 LED televisions, 07 laptops, 01 DSLR camera, 03 Xerox copiers, 01 PA System installed in MP Hall, 01 Portable PA system, 5 KV Genset, 150 KV solar power project have been installed in the campus. College library is well equipped with computers and automation of books is underway. College campus is Wi-Fi enabled.

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The college is governed under the administrative control of Department of Higher Education, Govt of Jammu and Kashmir through the Ministry of Higher Education. The Department of Higher Education is under the administrative Headship of Principal Secretary to Govt of Jammu and Kashmir. 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 Department and the College.

At the Institutional level, Principal is head and also Drawing and Disbursing Officer (DDO). He is responsible for the management and control of day to day administrative affairs of the college. The Principal constitutes different college committees/cells headed by the conveners who are entrusted with the power to prepare reports about various developmental plans and academic concerns to be submitted to the Principal who takes the final call on any subject matter. He is assisted by the supporting staff in his establishment section comprising of Section Officer, Accountant, Senior and Junior Assistants and other office bearers. The gazetted staff is recruited through JKPSC whereas the non-gazetted staff is recruited through the JKSSRB. All the employees adhere to service rules prescribed in the JKCSR like all the other state government employeest. All correspondence to the department of higher education which is the regulatory body is made through the Principal Secretary to the Govt. The academic affairs however are regulated by the University of Jammu to which the college is affiliated. The administrative matters

pertaining to the admissions and examinations are governed by the University. The college is bound to implement the regulations and guidelines of the Jammu University in its academic affairs. The IQAC acts as guiding cell for the quality initiatives to be taken in the college. The college affairs are managed by the following different committees under the overall supervision and control of the principal of the college:

1. College Development Committee

2. Admission /Time Table Committee

3. Purchase Committee

4. IQAC/NAAC/UGC Committee

5. Career Counseling and Placement Cell

5. Discipline Committee

6. Sports Committee

7. Library and Library Automation Committee

8. NSS Advisory Committee

9. Tours and Picnics Committee

10. Scholarship/Financial Aid Committee

13. Website committee

14. Income Tax Computation committee

15. Examination/Internal Assessment committee

16. Cultural affairs Committee

17. College Canteen Committee

18. Remedial Teaching Committee

19. Committee against Sexual Harassment

20. Antiragging Committee.

21. Student Welfare Committee. These committee have in charges /conveners from teaching staff and members from both teaching and non-teaching staff.

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

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

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

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

Response:

At the start of each academic session, Principal formulates various committees viz College Development, Admission /Time Table, Purchase, IQAC/NAAC/UGC, Career Counseling and Placement, Discipline, Library and Library Automation, NSS Advisory, Tours and Picnics, Scholarship/Financial Aid, Income Tax Computation, Examination/Internal Assessment, Cultural affairs, College Canteen, Remedial Teaching, Committee against Sexual Harassment, Antiragging, Student Welfare Committee, Grievience Redressal, Admission etc. Each committee is headed by a senior faculty member, who will act as the convener of the committee. The students and the staff can put for forward their issues to the principal, which are forwarded by her to the concerned committee for necessary action. These committees meet periodically under the chairman ship of the worthy principal and either recommend or resolve issues of concern. The resolutions provided by the committee are recommended by the principal. The Minutes of

meeting of the decisions taken and resolutions provided are maintained by the committees.

On the recommendations various bodies and committees following activities are implemented in the college and they are now followed:

1. Feedback from students is collected annually.
2. Self-Appraisal report of the faculty members is collected.

File Description	Document
Any additional information	View Document
Link for 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:

As the college is a Government institution the head of the institution has no financial independency to implement welfare measures for teaching and non-teaching staff. However, government schemes for the welfare of teaching and non-teaching staff have been timely brought to the notice of the concerned for the proper utilization.

Encouragement to faculty members for qualification up gradation: Faculty members are encouraged to upgrade their qualification and avail UGC's Faculty Development Programme for doing Ph.D.

Updating domain knowledge: The faculty members are encouraged to attend various workshops, seminars and refresher courses to update their domain knowledge.

Paper presentation / conference participation: Faculty is motivated to publish and present their work at International conferences in India and Abroad. This gives faculty members an opportunity to interact with other researchers and to get know the current research trends.

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

Response: 0

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

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

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

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

Response: 0

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

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

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

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

Response: 49.31

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	12	5	1	3

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

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

Response:

The Performance Appraisal System has evolved from an annual performance appraisal system to a system of "Continuous Improvement for Success". There are specific interdependent key roles of the designated faculty members. Each faculty member has the opportunity to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. The self-appraisal also enables administrative and non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the college. At the end of every academic year Principal evaluates each faculty member through APR's submitted by the faculty members. The Performa for evaluation includes punctuality, commitment and readiness to assume responsibility. Students also evaluate the performance of their teachers through confidential student's feedback, outcome of which is analysed by senior faculty members and discussed with the concerned teacher.

The institution follows the UGC prescribed Performance Appraisal System for teaching Staff. All the faculty members are directed by IQAC through Principal to fill Performance Appraisal report annually at the end of each academic session. The performa for the same provides the information about the performance of an employee with regard to the work load, books prescribed, professional development courses attended and organized, research publications, books and chapters authored. Each faculty member fills APR (Annual Perfomance reports) periodically in the prescribed format given by Higher Education Department.This APR's includes workload of the teacher, books precribed by the teacher and any professional development programme attended.These are then endorsed by the Principal to the Higher Authorities. Feedback from students is also collected and evaluated by the IQAC and teachers are advised accordingly.

The non-teaching employees also submit their annual performance report (APR). However, their APR's format is different from the teaching staff. Their self-appraisal report is submitted to higher authorities confidentially by the Principal of the college.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Financial Audit is an annual activity which the college undergoes regularly. There are two kinds of financial audits conducted annually, one by the Finance Department of State Govt. and the other by the

Account General (AG). The queries raised by these auditors through different para's are properly answered. The salary is reconciled by the AG. Financial matters are routed through cashier and accountant.

Leadership also frames a committee to conduct internal financial audits. The committee goes through all the documents pertaining to financial matters. If any discrepancy is found, a query is raised for the particular person or department. This query is settled through the accountant of the college.

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

Response: 0

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

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

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

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

Response:

The institution is run by the government. Government of J&K provide financial assistance or funds for the academic and infrastructural development. No self-financing courses are run by the institution. Strategies to collect funds for the infrastructural development and for the student welfare by the non- government bodies, individuals and Philanthropers have not been attempted during the last five years. College functioning depend heavily upon the grants-in-aid system provided by the Government and funding agencies like UGC, DST, ICSSR, DBT, etc. Grants received from Government are used for various purposes like purchase of the books, equipment, for development of the infrastructures, maintenance of the office and other purposes. No grant has been receive from UGC, DST, DBT, ICCSR or any other central Govt. Body in the past five years. Govt. funds are released under specific heads and utilized under the specific heads.

Mobilization of financial resources is done to a great extent through fee vide Govt. Order No 25/HE of 2015. Fee collected under various heads, viz., Admission fee, Pool fund, student aid fund, building maintenance fund, games sports fund, reading room fund, furniture fund, stationery fund, magazine fund, motor vehicle fund, identity card fund, student service fund, seminar/cultural fund, activities fund, medical aid fund, relief fund, red cross fund, miscellaneous fund, edusat & NSS fund. digitization networking fund,

Corpus fund, red cross fee,NSS fee, examination development fund, university sports fee, university culture free, examination maintenance fund, registration fee & insurance. Science students also deposit laboratory fee. For CBSE students there is an additional eligibility fee.

Fee collected from students is accumulated in local fund accounts are as per the requirement of the college through the committees which made for the purpose comprising of different teaching faculties after assessing the needs of the college students optimal utilization of resources is done in judicious manner.

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 IQAC in the college was constituted in 2016 and its first meeting was held on 20th September 2016. The college IQAC since then has remained dormant but was reactivated on 19th September 2018 with the reconstitution of a new IQAC committee. The first meeting of the reconstituted committee was held on 22nd September 2018 wherein functions of the IQAC were discussed and decision was taken to apply for NAAC Accreditation. The is performing various functions bestowed upon it since in rejuvenation.

The plan of action is chalked out by the IQAC in the begining of the year towards the quality enhancement and outcome is achieve by the end of the year. The Plan of action is like improvement in the libraray, introduction of the new subjects, skilled development courses etc. IQAC also exhort the teaching faculty to mobilise the resources from the UGC and other funding agencies. It even prepares the students especially from rural area to excel in the global world. To ensure quality in teaching, feedback for the assessment of faculty is taken from the students. The feedback is analyzed confidentially and teachers are advised for improvement accordingly. Teachers are timely reminded to interact with students. Alumni meet are also organised by the IQAC periodically where suggestions are invited periodically and are acted upon. IQAC also ensure the development programme for support staff by organising computer training for non teaching staff. To ensure the teachers are involved in professional development, IQAC collects annual Self Appraisal report of faculty members for transformtion to higher authorities. IQAC also encourage the faculty to go for refresher courses and orientation courses. IQAC also performs its own SWOC analysis from time to time in order to introspect and enhancing the quality initiatives. IQAC through Board of studies (having besides the teaching faculty of the concerned department, the members from the corporate sector,universities, alumni.) helps in curriculum designing as per the UGC norms. IQAC also proposes the use of modern technological methods for teaching for e.g. the use of ICT and smart class rooms.

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

Response:

IQAC monitors the teaching learning process regularly through review meetings with all Heads of the departments. These meetings facilitate to analyze the learning process, structures & methodologies of

operations and learning outcomes and measures are discussed for any kind of further improvement along with action plan for implementation.

ICT Equipments have been installed in the class rooms and the laboratories. All the teaching staff are encouraged to use projectors for lectures, making PPT lessons, video lectures, which make the students understand the subject effectively. Youtube lecture are arranged which facilitates students with topics pertaining to their syllabi.

Periodical review of advanced teaching methods by the teachers is monitored by IQAC. The analysis of effectiveness of teaching is made through student feedback mechanism. Student feedback is obtained by the end of every academic year. Student learning process is reviewed through class tests, assignments, class seminars, projects and internal assessment tests. University result analysis is made for each semester at the department level and college level. This helps in identifying the slow and fast learners. Fast learners are motivated to perform still better. Remedial measures are taken for slow learners..

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

Response: 0

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

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

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response:

- Two New Courses viz. Biotechnology and BCA introduced in 2014.
- Semester System introduced in 2014
- Campus made Wifi in 2015.
- Choice Based Credit System (CBCS) replaced the old semester system in 2016.
- New Skill Enhancement Courses introduced in 2016.
- Syllabus for almost all the UG courses updated as per UGC standards in BOS meetings.
- Feedback system has been formalized and structured. Students, parents and alumni feedback is collected on curriculum and infrastructure.
- One Smart Class Room eatablished and 5 labs equiped with ICT infrastructure in 2018.
- Roof Top Solar Power Project installed in 2018.
- Library Automation started in 2018.
- DPRs prepared and submitted for construction of Hostels for Girls and Boys and play ground.
- Science laboratories have been upgraded with all the necessary equipment

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 1

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

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

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

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

Response:

1. Safety and Security – Precautions have been taken during transport, in the campus, canteen, library, sports area to monitor the movement of students and ensure safety of the students. Closed circuit cameras are installed at various points to record the activities of the people moving in the campus. Anti-ragging committee is there which works to free the campus from violence & ragging. The college has constituted separate committees for redressal of grievances of the staff as well as the students. The laboratories are fitted with the basic fire safety equipment. In case of any medical emergency institution has a First aid centre to provide immediate first aid to the students. Transport facility is also available to cater to any medical emergency

2. Counselling – Women cell carries out regular counselling to the female students in groups and at individual level. Special counselling facility is also provided from Career Counselling Cell.

3. Common Room – Dedicated Common Room for female students with resting facilities have been created. Sanitary pad vendalizing machine is installed in the Girls Common room which is a small effort to ensure comfort to the girl students and their basic hygiene related needs. Specific cleaning schedule is

given to the housekeeping people and followed meticulously.

7.1.3 Alternate Energy initiatives such as:

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

Response: 100

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

Response: 36000

7.1.3.2 Total annual power requirement (in KWH)

Response: 36000

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 1

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

Response: 0.50

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 50

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

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

Response:

Solid Waste: We stress on Reduce, Reuse & Recycle. The students are motivated to reduce the wastage

and consider buying the items that are really required. The students actively participate in the various programmes wherein they prepare different articles from the waste materials which are later exhibited in the College & also stalls are put up with sales counters. For disposal of solid waste, different coloured dustbins are installed for segregation of solid waste in the college campus.

Green coloured bins are installed for wet and biodegradable waste whereas blue is for plastic wrappers, glass, plastic bottles and non-biodegradable waste. Cleaning and emptying of dustbins is done on regular basis everyday. Moreover municipality vehicles frequently carry the waste away.

College has a provision to speed up compositing of dry leaves and branches which enriches the ground and helps to promote the growth and development of healthy plant tissue.

Liquid Waste : Well constructed drainage system exists in the College which is cleaned regularly to avoid stagnation.

E-waste : E-waste which on the face of it seems quite clean & safe which is not so. Its qualitative characterization shows it to be very complex consisting of several hazardous constituents that can play havoc with the health in general, therefore, some of the e-waste generated is used for technical education purpose by using the hardware in the labs for display. As the college always strives to be abreast with the new technologies, the waste seems to be expanding. E-waste management has become an immediate & long time concern. Implementation of e-waste inventory management system so as to further enhance the responsibility of the institution in preventing the direct exposure of students to the unused electronic items.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institute has rainwater harvesting facility with rain water storage tanks around the Drain pits are used to sink the water and recharge the groundwater table. The huge volume of rainwater from the roof is collected. This water is partially used for gardening and the remaining water is used for ground water level improvement. The college emphasizes on the significance of water conversation and explains to all the students the importance of preserving and saving it. Students are encouraged to use water wisely and only when necessary. They also act immediately upon witnessing any wastage and take necessary action to stop it. One of the ways of preserving water in the college is rain water harvesting.

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

Response:

a) Bicycles: College provides a separate corner for parking the bicycles used by some of the non-teaching staffs.

b) Public Transport: Most of the students, teachers and non-teaching staffs avail public transport for commuting through and fro the college. Personal cars are provided with parking space in the parking lot around the college.

c) Pedestrian Friendly Roads: The college is surrounded by wide pedestrian pavements all around. Inside the college wide walking track and ramp is available.

Plastic free campus: The college is gearing up to declare itself a Plastic Free Zone. It has collaborated with the J&K Pollution Control Board to generate awareness among the students, teachers and he non-teaching staffs about the hazards of plastic.

Paperless office: The office staffs have been provided with adequate computers and commendable part of the official records are maintained through soft copies.

Green landscaping with trees and plants: The college has successfully retained a patch of green amidst the beautiful landscape around. The college has a lush green ground surrounded by greeneries all around. A separate corner has been identified in the garden where medicinal plants are grown

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

Response: 0

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

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

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

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

    1.Physical facilities
    2.Provision for lift

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    3. Ramp / Rails

    4. Braille Software/facilities

    5. Rest Rooms

    6. Scribes for examination

    7. Special skill development for differently abled students

    8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]

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

Response: 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	3	1	1

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

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

Response: 29

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

the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	14	2	3	2

File Description	Document
Report of the event	[View Document]

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document]

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

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions

Response: Yes

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

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

Response: 18

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	10	0	1	1

File Description	Document
List of activities conducted for promotion of universal values	View Document

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

Response:

Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. The institution celebrates Days of National Importance like Independence Day and Republic day with fervour and festivity. Death and Birth anniversaries of great personalities, Important Days of National and International events are also celebrated meaningfully. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year Teachers day is celebrated on September 5th recognising the contributions and achievements of teachers. The institute also conducted a massive plantation campaign to mark the birth anniversary of Swami Vivekandha and a youth summit was organized in remembrance of Dr. APJ Abdul Kalam to foster and encourage innovation in the young minds

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

Response:

The institution maintains transparency in its financial, academic, administrative & auxiliary functions in a very clean and fair manner. All the funds are handled ethically & responsibly. Openness and transparency is maintained in normal operating procedure as it leads to the building of trust. Our institution has taken many initiatives to make the system transparent in its working like :

1. The course curriculum is prepared and uploaded on the college website so that students can retrieve this information whenever required.
2. The timetable and the other notices are also displayed on the notice boards and also circulated among the staff and students for attaining academic transparency.
3. Answersheets of the internal assessment test are evaluated and shown to the students to look into their mistakes.
4. Regular meetings are held to arrive at important decisions. Minutes of the meeting are made and decisions are arrived at collectively. And approval is taken from Principal to execute the action
5. The HOD's and the convenors of various committees are delegated the duties and they are empowered to execute their own decisions, though after taking approval from the head of the institution.
6. For financial transparency, the tenders for purchasing of various items required , are floated online/also purchasing done through DGS&D previously and now through GEM portal.
7. The complete fee structure i.e admission fee, examination fee, revaluation fee etc are displayed on the website as well as in the prospectus. Payment of fee is also done online. Whatever amount of fee is charged, students are provided with its proper receipts. Prospectus is also displayed on college website.
8. The disbursal of scholarships and other monetary benefits given to the students are also done through online transactions.
9. Financial matters are routed through the cashier and the accounts assistant and the transactions are done online.
10. Salaries of staff is credited to their respective accounts through the bank invoices.
11. Regular audits are undertaken by the Finance/Accountant General Office.
12. A Chartered Accountant is also appointed by the institution.

7.2 Best Practices

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

Response:

BEST PRACTICE: 1

Title of the Practice:

Additional Academic Support

Objectives of the Practice:

- To provide an opportunity for the quick learners to excel in life.
- To provide extra academic support.
- To enable the students to achieve their ideals and goals in life.
- To provide free coaching for pursuing higher studies entrance examinations and other Job oriented exams.
- To provide a comprehensive outreach educational program to the students.
- To help the economically poor, students of rural background face future challenges of higher studies and jobs at the college level.

The Context:

Providing quality education to otherwise educationally backward district of the state has been the vision of the college since from its beginning. Students of diverse ethnic and economic backgrounds come to this college for the purpose of seeking higher education. Many students with high academic interest belonging to economically backward communities join this institution. Most of our students come from rural background with most of illiterate parents. These students cannot afford to go for coaching institutes at farer places. Hence to provide an outreach program to such quick learners as well as other students and facilitate them with additional academic support, the college has practice of carrying out remedial teaching and special lectures from experts. Since the remedial teaching is being implemented continuously, this is planned to provide extensive academic assistance to the students apart from regular teaching. Opportunities are created and made known to the students by making them interact with people who excelled in life. Additionally, special coaching programmes are carried out to help students to face other competitive exams and challenges.

The Practice:

College intends to provide extra coaching and exposure in the final year of their graduation and Post-Graduation. It starts in the first year of the course. During this students coming from different +2 level institutions are made to understand the different activities and standard of our college and understand the faculty and the class mates. They are made aware of different facilities available in the college. Every course is assigned a course incharge to guide them. During the session, fast and slow learners are identified and it is made possible that students they are prepared for extra academic support. Students are provided more access to ICT based teaching, extra training in the use of E- Resources is provided. For this the college is developing sufficient facilities. Five labs besides four class rooms and 1 smart class room has ICT based teaching facility. The final year students are regularly provided coaching to the PG Courses entrance exams by most of the departments. Career counselling cell is providing counselling for job oriented exams.

Evidences of Success:

A large number of our final year students are pursuing PG courses and other professional courses in different institutes of state and outside.

Problems Encountered and Resources Required:

The main obstacle was the time for the conduct of extra teaching and funds required. The faculty voluntarily decided to conduct in the zero hours. Requirement of funds is partially met from the Govt. Grants. Above all the active involvement of faculty members helped to undertake this practice regularly.

BEST PRACTICE: 2

Title of the Practice:

National Service Scheme (NSS)

Objectives of the Practice:

The college has a strong NSS wing working under the NSS Cell, University of Jammu. The institution promotes NSS for the all-round development and character building of the students as well as to extend its activity at the community level. NSS is the platform for community service. The college has adopted nearby Village Aghar-Ballian for its extension activity. Under NSS the college promotes extension work bringing together the campus and the community. The college follows Regular Activity and Special Camp Activity to understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

The Context:

Various problems are being faced by villages of Reasi district, drug addiction, poor health and hygiene, lack of awareness about various Govt. Schemes, poor sanitation, garbage disposal problems are a few among them. NSS unit of the college feels if awareness has to be disseminated, women and children are the best sources. Sufficient mobilization is needed to introduce new ideas to the children as they lose interest very easily. Organizing health awareness programme is equally challenging as they seem to hold strong affinity to the age old misconceptions regarding health. The planning and designing of programmes need to be done accordingly.

The Practice:

NSS through the Regular Activity and Special Camp activity involve the teachers, students and the dwellers of the adopted village in:

- Spreading awareness against drug abuse and in Health Awareness Programmes on Cervical Cancer, Breast Cancer.
- Blood Donation
- Tree Plantation

- Awareness about harms of open defecation and importance of building toilets with pits.
- Awareness programmes, rallies, etc. involving the students and the children of Village Aghar Ballian.
- Swachha Bharat Mission- keeping the college campus and surrounding clean through awareness generation.
- No Plastic campaigns (College to declare its campus as Plastic Free Zone)
- Clean Campus Mission- Awareness Programme with locals around the college campus and about how to keep the locality clean by using bins and discarding the use of carry bags.
- Surveys among the slum dwellers on health, education and environmental awareness
- Awareness generation on E-waste and establishment of E-waste Corner

Evidence of Success:

The community service extended to the Aghar Ballian village dwellers has been rewarding. Most of the villages are aware about maintaining personal health and hygiene. Village streets which were once stinky due to poor sanitation are now clean. Most of the households have constructed toilets and open defecation has almost stopped. Villages and college students themselves are marching towards being totally plastic free in the years to come. Tree cutting has reduced in the area. College itself under the banner of NSS has adopted solid waste management with installation of coloured bins and segregation of solid waste. Compost pit has been constructed in the college to harmlessly decompose the college waste into manure.

Problems Encountered and Resources Required:

The NSS Cell of the college has a separate committee with energetic young and senior teachers. The college authority extends all encompassing support. The committee takes decisions on regular activities and special camp activities through periodic meetings. The limited grant allotted by the Government is a constraint in itself. Apart from this sometimes the volunteers find it difficult to encourage locals to invest adequate time in learning. Although people are made aware of problems which plastic bag use may create but the failure on part of Govt. agencies in banning the sale of plastic bags is a major hindrance in the success of the efforts made.

Notes:

The campus- community interaction serves a dual purpose. On the one hand it encourages social mixing among a diversified people promoting communal harmony and fraternity and on the other hand such frequent interactions with college students raise enthusiasm among children to join higher institutions of study for a better future.

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

7.3 Institutional Distinctiveness

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

Response:

The institution being located in an educationally backward region, is serving at its best for empowering rural based students. It offers UG programs in different courses with different combinations. College is committed to impart quality education to rural students which aims at providing opportunity of receiving higher education at their door steps. The vision of our college is based on the preamble "**To work together to create a better future for all, through education, enterprise and employment**". All measures are taken to impart quality education to enable the students learn life skills and build a strong future. Our college has been a renowned college in the Reasi District catering the needs of thousands of students from most of the district. Quality education is provided in all classes. For improved learning among students various co-curricular activities are conducted in the college. Students are involved in student's seminars debates and group discussions. Debates and Symposia are conducted to facilitate inculcation of creativity and enhanced learning abilities. The vast collection of books in the library provides a treasure of knowledge. It is equipped with INFLIBNET. Slow learners are identified in the first year and remedial classes are arranged to them in extra hours. Quick learners are involved in activities to excel in the subject. Students are provided counselling for entrance exams of PG courses and for job oriented exams. Many of our outgoing students join PG courses in different universities including central universities. Our alumni are employed in all private and Govt sectors. Many of our past students have qualified Kashmir Administrative Services (KAS) Exam. Two of the proud alumnus of this college have a qualified the J&K Public Service Commission Exam and interview and are now serving in this college itself. Many more are serving in reputed Govt. and Private establishments within and outside the state.

5. CONCLUSION

Additional Information :

This college was established in the year 2003 and the classwork started in the mid-session on 16-12-2003 vide Govt, order no. 105 HE of 2001 dated 13-03-2002. The foundation stone of college was laid by Dr. Farooq Abdullah, the then Hon'ble chief minister of Jammu and Kashmir on 6th June, 2002 and was after construction inaugurated by then Chief Minister of Jammu and Kashmir, Jenab Mufti Mohamad Sayed on 28th of September, 2003.

College started functioning with just 19 students who were shifted in the mid of the session from the Govt. College for Women, Prade, Jammu; Govt. M.A.M. College Jammu, Govt Degree College for Boys Udhampur and Govt. Degree College for Women, Udhampur.

The college is located at village Mari, in the foothills of Shivaliks at a distance of 75kms from Jammu and 3 kms from Reasi, situated at the Eastern bank of river Chenab. Reasi district happens to be a hilly belt and this College, caters to the needs of the students belonging to the most deprived and backward population of the state. Students come from Pouni , Bharakh, Mahore, Arnas, Gool, Gulabgarh, Katra and Bhumag belt.

This college has an experienced and dedicated teaching faculty that leaves no stone unturned to impart the education among the students to the best of their abilities. Cultural programmes, debates, seminars, Quiz competitions and Essay competitions are organized from time to time for the better intellectual improvement of the students.

College administration always strives hard to take note of problems and future challenges prepare for the resolution of the same. With the will and determination to expand the infrastructure of the college to cater to the ever increasing influx of students and expansion of curricula, the college has sent proposals for the construction of playground, new Edusat block, hostels for boys and girls.

IQAC supports different awareness programmes, teaching, learning, evaluation, holding orientation and refresher training for competence building among the staff, constitution of different committees for the development of the institution, leadership activities among the students to put forth their constructive suggestion for the academic development.

Concluding Remarks :

Govt. General Zorawar Singh Memorial Degree College is pursuing the projected goal of the institution and strictly follows the Vision and Mission for achieving excellence not just in academics but on other co-curricular and extracurricular fronts also. Adjunct with a learned and qualified teaching faculty, the college is working with a sense of dedication and vision to impart holistic education to its students. With the availability of ICT enables classrooms, the teaching-learning process has become more result oriented and interesting. The students are well disciplined and owing to the efforts put by the college in providing quality and value based education to their wards, the parents too have appreciation for the college. Being the oldest and largest co-educational institutes of the district, the college has great potential which needs to be developed in the line of global challenges. In spite of all the odds, challenges and turbulence in the state, the college has maintained it secular character and institute with vision of providing equal opportunity to all.

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: {table1} Answer After DVV Verification : {table2}
2.2.3	Percentage of differently abled students (Divyangjan) on rolls 2.2.3.1. Number of differently abled students on rolls Answer before DVV Verification : 2 Answer after DVV Verification: 2
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 19 Answer after DVV Verification: 0 Remark : HEI input edited because required documents are not provided.
2.4.3	Teaching experience per full time teacher in number of years 2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 301 years Answer after DVV Verification: 301 years
4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : HEI input edited according to provided information.
4.2.6	Percentage per day usage of library by teachers and students

2017-18	2016-17	2015-16	2014-15	2013-14
17	7	7	3	7

and {table2} is:

2017-18	2016-17	2015-16	2014-15	2013-14
17	7	7	3	7

	4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 120 Answer after DVV Verification: 0 Remark : HEI input edited according to provided information.
5.2.2	Percentage of student progression to higher education (previous graduating batch) 5.2.2.1. Number of outgoing students progressing to higher education Answer before DVV Verification : 50 Answer after DVV Verification: 0 Remark : HEI input edited according to provided information
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years. 5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>15</td><td>1</td><td>0</td><td>2</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>0</td></tr></table>
7.1.4	Percentage of annual lighting power requirements met through LED bulbs 7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH) Answer before DVV Verification : 50 Answer after DVV Verification: 0.50 7.1.4.2. Annual lighting power requirement (in KWH) Answer before DVV Verification : 50 Answer after DVV Verification: 50 Remark : HEI input edited according to provided documents.
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification:

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2017-18	2016-17	2015-16	2014-15	2013-14
8	14	2	5	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	14	2	3	2

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 87 Answer after DVV Verification : 100