



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT DEGREE COLLEGE , PATTAN**

**GOVERNMENT DEGREE COLLEGE PATTAN-193121 BARAMULLA KASHMIR  
JAMMU AND KASHMIR**

**193121**

**[www.gdcpattan.com](http://www.gdcpattan.com)**

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The college is affiliated to University of Kashmir and was established in the year 2005 under the Prime Minister's Reconstruction Programme. The college is under the administrative control of Department of Higher Education, Government of J&K recognized by University Grants Commission under 2f & 12b. The College is centrally located in a region having rich geographical, climatic and cultural diversity, situated on national highway (NH 1–A) in the heart of Pattan town having population of more than 14000. An intricate network of roads and railway and bypasses enables students and teachers to attend this college from semi-urban areas as well. The Institution was shifted to present building in 2012 and commenced its full fledged functioning from the same academic year. Presently, it has strength of 2351 students and 17 permanent and 31 academic arrangement faculty members offering degree programmes in 4 disciplines.

Since its inception, the college has pioneered in education and has made every endeavour to provide a cordial and conducive atmosphere to disseminate efficient and effective knowledge to the learners and make this institution a Centre of excellence in the years to come. The College has acquired enough academic wherewithals to foster a creative intellectual milieu in the sphere of higher learning. The college currently offers:

1. Bachelors in Science (B. Sc.)
2. Bachelors in Arts (B. A.)
3. Bachelor of Commerce (B.Com)
4. Bachelors in Information Technology (B. Sc. IT)

The College is constantly striving to upgrade its infrastructure and pedagogic credentials to come at par with National and Global academic standards. The college has to traverse a long distance to keep in pace with challenging demands of the present national educational scenario. The college has recently got administrative approval for construction of a 12 classroom academic block at an estimated cost of 700 Lacs.

The institution actively engages learners in various co-curricular and extra-curricular activities like debates, seminars, sports competitions, NSS etc. apart from academic curriculum to make students more competitive in life.

### **Vision**

The college strives to stand at the highest seat of academic excellence. We aim to provide value based quality education to the students. New and updated methods of education are continuously explored and analysed by the academic faculty of college, so that improved methods of learning are used for imparting education to the students.

Better infrastructure facilities in terms of advanced labs, IT labs, Smart classrooms to make our students stand global competition.

The college also remains committed to develop learners into responsible citizens with leadership qualities who

in turn shall contribute to the advancement of society and humankind.

The institution visualizes inculcating moral and ethical values in learners

The college encourages the students to develop critical, scientific and research based attitude to foster innovation and excellence of individual and Nation as well.

The college aspires to make learners professionally competent so that they can compete at National and International level competitive exams.

### **Mission**

To support the students' personal and career development

To provide an effective, supportive, safe and secure learning ecosystem

To develop human resource that is intellectually capable and ingeniously gifted

To make learners physically fit mentally tough and morally upright

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **STRENGTHS OF COLLEGE**

##### **LOCATION :**

College is at a prime location adjacent to National Highway and Railway Station. This is huge strength as it offers manifold advantage.

##### **CATCHMENT AREA:**

The college caters students from a vast area since other colleges are far away.

##### **STUDENT ROLL:**

College caters to a student population of 2500 plus with both boys and girls.

##### **WELL QUALIFIED STAFF:**

College has advantage of young and highly qualified faculty.

### **Institutional Weakness**

## INFRASTRUCTURAL BOTTLE NECK

To cater the needs of huge enrolment college lacks in infrastructure and student specific amenities like capacious reading rooms , many playfields , etc.

## TENURED TEACHERS

Majority of teachers are on academic arrangement which results in lack of ownership and continuity.

## CO-CURRICULAR ACTIVITIES:

Due to paucity of space and infrastructure the co-curricular activities are not to the level they should have been.

## **Institutional Opportunity**

### LAND ACQUISITION

College has Government land of 315 K & 12 M which is in the form of a hillock. The Botanical Garden , Lavender park and other student amenities can be built on said land. Further acquirement of land for expansion of college is also possible.

### SPORTS DEVELOPMENT

Sports is a big enabler for youth and it is possible to harness the talent due to a big catchment area of college.

## **Institutional Challenge**

## RESOURCES

The college has insufficient budget resources for catering to the demands of students and new colleges are in pipeline around Pattan area.

## TEACHING LEARNING METHODS:

Most of the teachers and students are comfortable in following the traditional teaching and learning methods . This is a very precarious situation which needs to be addressed on priority.

## DECREASING TEACHING HOURS & UNCERTAINTY:

Due to lengthy examination schedules and frequent shut downs the college academic calendar is suffering resulting in limited teaching hours for students.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Curricular aspects of courses at Govt. Degree College, Pattan are governed by University of Kashmir regulations. The curriculum and infrastructure have been regularly upgraded to remain receptive to changing needs. The curriculum has always incorporated cross-cutting issues of human values, gender issues and sustainable energy development in various UG programmes. The college has a community outreach component which has enabled these issues to be splendidly transacted in various curricular and co-curricular activities. The institution is always engaged in a continuous process of obtaining feedback from different stakeholders in a formal or informal manner and thereby enables to augment the teaching-learning process. Effective Curriculum delivery is ensured by advance planning of academic activities, formulation of objective driven teaching plan and preparation of ample e-learning course material. The institution facilitates remedial classes for slow learners and robust mentor-ward system in place. The curriculum is augmented by conducting seminars, debates, field visits and different competitions round the year. The institution encourages teacher to upgrade their skills by providing them opportunity to participate in different refresher and orientation courses, workshops and faculty development programmes. Choice Based Credit system is implemented in all the UG programmes. Structured feedback is received from students and teachers on design and review of syllabus. The mission of the institution is to fulfil what it has envisaged by providing quality education enabling students to become educated and realise their position in society as responsible citizens.

### Teaching-learning and Evaluation

GDC Pattan is geographically located in a predominantly rural area. The catchment area of the college is also very large as the students come from far off villages of area. The college caters to the students from diverse economic background mostly from lower economic strata of society. Hence, the college has very rich geographical, socio economic and cultural diversity.

**Student enrolment and profile:** The college has the student strength of over 2500 and majority of these students are from the Pattan and adjoining areas. These students come from different socio-economic backgrounds. The college has a rare distinction as it has more number of female students on rolls.

**Catering to student diversity:** The college has a robust mechanism to assess the learning levels of its students. At the time of admissions special pre- admission counselling and guidance sessions are held by Career Counselling and Admissions Cell of college. These sessions are designed to assess the aptitude, interests and abilities of the students and guide them to choose the subjects which suit their interests the best.

Teachers deal with the slow learners and advanced learners separately to address to their diverse needs.

**Teaching –learning process:** The college aims at holistic development of the students and uses various tools to impart participative and experimental learning to students. Teachers use various ICT tools and e-resources to help and aid in teaching.

**Teacher profile quality:** College more than 50 full time teachers which include both permanent faculty and teachers on Academic arrangement. About 15 teachers are holding Ph.D and about 20 teachers have MPhil degree. Most of the faculty have also qualified national level NET-JRF examination.

**Evaluation process and reforms:** College has a vibrant internal assessment mechanism. The process of internal assessment of students is transparent and time bound. Examination related grievances are also addressed in a transparent and accountable manner.

**Student performance and learning outcome:** the learning outcomes of all the courses as well as programmes are identified and students are appraised about the same accordingly. At the start of every academic year teachers come up with their respective teaching plans.

### **Research, Innovations and Extension**

**Resource mobilization for research:** The College is in its infancy and the resource mobilization for research is not much. However, one of the faculty members has managed to get UGC Start up grant of 8 lacs.

**Innovation ecosystem:** The College is committed to impart quality higher education and undertake research activities at the undergraduate level within the limited resources available at the College. The institution encourages the teachers and students to take part in national and international level academic events. We also organise extension lectures, workshops and seminars at the college to update the students of recent updates in a particular field.

**Research publications and awards:** The faculty members of the college have published their research work in journals of National and International repute and have contributed chapters to edited books as well. The head of the institution is also a recognized research guide.

**Extension activities:** College has different committees which indulge in various extension activities. Some of the extension activities undertaken by college are:

- The NSS unit of the college organised awareness programmes on **Sanitation, drug-de-addiction and mental health**. Besides a programme on Global Warming - Consequences and Remedies was organised. A two Day camp for raising donation for Flood Victims was also held.
- A documentary titled “The Bitter Truth: Dal Lake Losing the Battle in a war between locals and the authorities” by Er. Abdul Rashid, EMMRC, University of Kashmir, was also screened during the Environmental week to make students aware about the importance of various water bodies and the responsibilities of citizens towards preserving such resources.
- A workshop on ‘CASHLESS SOCIETY’ was also organised by college to acquaint students and faculty about various benefits and modes of cashless transactions.
- College has also organised various other activities related to ‘save the girl child’, AIDS awareness, disaster management and gender sensitization.

**Collaborations:** under the newly introduced CBCS system, college offers various skill oriented courses to make them market ready. However, institute-industry collaboration is still being worked out as college is located in a rural area and a non industrial zone.

### **Infrastructure and Learning Resources**

The policy for infrastructure development in this institution focuses on regular assessment of infrastructure needs to keep pace with changing needs due to increase in number of students and introduction of new courses. There is a continuous process of regular up-gradation and maintenance of college facilities. Recently, the State Government sanctioned the 12 class room Academic Block to the institution to meet the infrastructure needs. Infrastructure facilities at Govt. Degree College, Pattan have been created and upgraded ever since its inception in 2005. The emphasis is to create a serene ambience for teaching-learning process equipped with ICT facilities. The automation of college library has been initiated and within short span of time, it will be fully automated with all its subsystems. Playground and courts for various games inclusive of Cricket, Football, Basketball, Volleyball, and Badminton etc. have been established. IT facilities including Wi-Fi are periodically upgraded and college has Wi-Fi hotspots of JIO network with extenders covering the entire campus for students and staff. There is an established system and procedure available for maintaining and utilizing physical, academic and support facilities. The basic requirements like clean toilets with sufficient water supply, drinking water and food have been met by have separate toilets for male and female students and staff members. The science laboratories are been upgraded periodically with modern instruments and equipments to meet the requirements of undergraduate teaching - learning process through constant monitoring.

## **Student Support and Progression**

### **Student support:**

Student satisfaction is the prime focus of the institute and the college tries to ensure that no student has to discontinue his or her studies due to financial problems. The college provides various kinds of scholarships to students which include Prime Minister's special scholarship scheme, post-metric scholarship etc. college also provides financial aid to orphans and students who are differently abled.

**Students representation:** One representative is elected from each class as class representative from B.A/B.Sc./B.Com undergraduate programme. The SR to the college is selected as per college rules. Out of two one representative is elected from current batches. The students propose the names of the representatives from their respective classes. The student's representative is finally elected by the students in presence of teacher's representative to the College, the IQAC-Coordinator and the convener of the development committee.

**Student progression:** different departments of the college in collaboration with the career counselling cell of the college organize various guidance programmes to guide students for various competitive exams, national exams and other career opportunities.

**Student participation and activities:** due to political conditions in the valley, elections to student's councils are not advisable. However, the colleges ensure student participation through student representatives and class monitors. College also organizes a number of sports and cultural activities to built the team spirit and participative character among the students.

**Alumni engagement:** Alumni association of the college is not officially registered. However, the college connects with its alumni and takes their feedback and response regarding various college activities and initiatives. The college is also looking forward to officially register the same.

## **Governance, Leadership and Management**

Our Mission and Vision statements act as the bedrock for governance model of our college. For attaining Academic excellence, providing value based education, developing professional competence and inculcating moral and ethical values in our students we need to provide an effective, supportive, safe and secure learning ecosystem. Our endeavor is to make the learners physically fit, mentally tough and intellectually sound so that they can become responsible and responsive citizens of our society.

Our college is administered by the Department of Higher Education, Government of J&K as such Governance Model is time tested and productive one. The Department provides financial and administrative autonomy to Principal.

To assist in decision making college has an apical Advisory committee constituted of senior most members. Principal refers such issues which need detailed deliberation and decision making to this committee and the advice rendered by the committee reflects in final disposal of such matters by the Principal.

The Principal of the college runs the day to day affairs of college which are academic and administrative in nature.

In order to make decision making transparent and implement collaborative mode of governance , the college academic council proposes members as per the individual interest /capability of teachers and various committees are framed which are advisory in nature and assist the college administration in decision making and disposal of matters.

College being co-ed in nature has a special challenge in terms of maintenance of discipline which includes disposal of sexual harassment cases and curbing menace of eve teasing. For this college has a robust mechanism of student grievance redressal in place. Besides CASH (Committee against Sexual Harassment) college has a Grievance Redressal Cell which is broad based in terms of Male/ Female faculty and student representatives as its members.

Accountability is the buzzword of Good Governance. Besides internal accounts and audit committee, college accounts/files are open to audit by committees from the Department of Higher Education and Accountant General of India. Such Audits happen from time to time and any queries raised are addressed to on top priority.

## **Institutional Values and Best Practices**

### **Institutional values and best practices**



The college has the rare distinction of having the higher enrolment of female students. The college has a dedicated cell to redress the grievances of students. The grievance redressal cell of the college looks into student grievances in an impartial and time bound manner. The college has separate washrooms and parks for boys and girls. College is also under 24/7 CCTV surveillance and all the gates of college are well manned to ensure security of students and to provide them with a safe and sound campus.

#### **Sustainability and environmental consciousness:**

**College** has well maintained lawns and the botany department of the college looks after the greenery in college. The institute is also shifting to “No- paper” institute as most of the college communication is through emails and WhatsApp. The college has an official WhatsApp group to communicate with the staff. LEDs have been installed to bring austerity in the electricity use. College also takes various steps to make students sensitive towards environment. Every year college celebrates Environment week to educate students about climate change and various kinds of environmental pollution.

#### **Values and Ethics:**

Values and ethics are the cornerstone for both personal and professional success. The way an individual or group interacts with others exposes their genuine character. Our college emphasises these values for both faculty as well as students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE , PATTAN
Address	Government Degree College Pattan-193121 Baramulla Kashmir Jammu and Kashmir
City	Pattan
State	Jammu And Kashmir
Pin	193121
Website	<a href="http://www.gdcpattan.com">www.gdcpattan.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sheikh Ajaz Bashir	01954-231244	9419526368	-	gdcpattan@yahoo.com
Associate Professor	Mohammad Yasin Pir	01954-	9419094227	-	piryasin@gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	09-03-2005

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

State	University name	Document
Jammu And Kashmir	University of Kashmir	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-02-2010	<a href="#">View Document</a>
12B of UGC	01-04-2010	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Government Degree College Pattan-193121 Baramulla Kashmir Jammu and Kashmir	Rural	39.46	159689

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts	36	HSS pass	English	1713	1713
UG	BCom,Commerce	36	Hss Pass	English	37	37
UG	BSc,Science	36	HSS Pass	English	573	573
UG	BSc,Information Technology	36	HSS Pass	English	30	8

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				1				22			
Recruited	1	0	0	1	1	0	0	1	11	4	0	15
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				31			
Recruited	0	0	0	0	0	0	0	0	23	8	0	31
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				19
Recruited	12	1	0	13
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	2	0	6
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	1	0	0	6	1	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	1	0	7
M.Phil.	0	0	0	0	0	0	12	3	0	15
PG	0	0	0	0	0	0	5	4	0	9

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	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	1113	0	0
	Female	1233	0	0	0	1233
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	2	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	6	15	9	1
	Female	3	5	7	0
	Others	0	0	0	0
General	Male	483	403	407	384
	Female	595	227	349	278
	Others	0	0	0	0
Others	Male	2	3	0	0
	Female	1	3	2	0
	Others	0	0	0	0
<b>Total</b>		<b>1093</b>	<b>656</b>	<b>774</b>	<b>663</b>



### 3. Extended Profile

#### 3.1 Program

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

Response: 4

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

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

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2327	1647	1923	1610	1073

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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
432	216	255	218	140

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
354	417	270	278	182

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 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
59	44	30	44	23

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
59	44	30	44	23

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 14**

#### Number of computers

**Response: 32**

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

2017-18	2016-17	2015-16	2014-15	2013-14
13.36031	17.60393	22.39171	17.52736	48.34806

## 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. Degree College, Pattan is affiliated to the University of Kashmir and follows the university designed curriculum. The college offers UG programmes in B.A., B.Sc., B.Com and B.Sc.IT keeping in mind the objective to provide value based quality education and to make the learners professionally competent.

The affiliating University prepares an academic calendar that specifies the dates of admission, duration of the semester, commencement and end of semester. The Staff Council in coordination with admission, time table and disciplinary committees of the college and individual departments provide the guidelines and regularly monitors the effectiveness of the academic curriculum round the year and revises the progress through periodic meetings of the Principal, faculty and the committees. The head of each department submits the workload of his respective department at the beginning of every semester based on which the timetable is framed. The college has mentoring committees at the college and departmental level for the newly introduced Choice Based Credit System (CBCS) for the learners. The process of academic deliverance is very well calibrated in CBCS. The college ensures continuous monitoring in terms of seeking syllabus completion certificates from the concerned faculty on monthly basis. Further it is ensured that the students receive the class room teaching as per the contact hours specified in the CBCS. To ensure the proper documentation of academic deliverance, all the faculty members are advised to submit a lecture breakup of syllabus in advance and after completion of each lecture put up record of same in their class attendance register and the academic monitoring committee along with IQAC ensures its strict implementation. Apart from continuous assessment, periodic tests are conducted by the respective departments for the effective delivery of the curriculum and the assessment of the students. Slow learners are identified and special remedial classes are arranged for them. Conventional classroom teaching is complemented with reasonable use of ICT to make the teaching learning process more effective.

Fields trips and industrial tours are arranged by the college to provide practical exposure and to develop observation skills of the learners. Skill development courses are offered to the learners to enhance their capabilities. Every year, the laboratories are upgraded as per the prescribed curriculum. To strengthen curriculum development and planning, continuous feedback is received from the students. The college invites external experts for various practical evaluations to ensure quality of education and impartiality in the teaching learning process. The college organizes seminars, debates, workshops and interdisciplinary competitions round the year to hone the skills of the learners.

The faculty members are constantly encouraged to attend orientation courses, refresher courses, workshops and seminars to update their knowledge. Internal Quality Assurance Cell (IQAC) of the college ensures that attendance registers are maintained properly by the faculty members, internal examinations are conducted as per the schedule and other events are conducted properly.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

### 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: 5

#### 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
2	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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: 50

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability,**

## **Human Values and Professional Ethics into the Curriculum**

### **Response:**

The college believes in and integrates cross cutting issues with the curriculum that would create positive effect on the learner in terms of his education and societal obligation as well. The college organizes several awareness programmes and related activities to supplement this. The college follows university designed curriculum which incorporates courses like gender sensitization, environment studies, sustainability , energy development, disaster management and personality development.

The gender sensitization course introduces learners to the sensibility about issues of gender in contemporary world and provides a significant viewpoint on the socialization of men and women. It introduces learners about some vital sociological aspects of genders. Learners are sensitized to basic sociological, psychological and legal aspects of gender and effectiveness of this course is supplemented through discussions of resources derived from research, everyday life and literature etc. It inculcates the sense of appreciation of women in all walks of life and men and women professionals should have equal opportunities at work place and should be treated as equal entities.

Personality development course is also taught in the curriculum and various experts from different spheres of life teach the learners personal as well as professional ethics. The subject is complemented by the practical exposure and ensures that the learners shape their own self individually.

An environmental study is another compulsory course that creates awareness among learners about deforestation, global warming, biodiversity and depletion of natural resources. The learners take very active part in various related activities for this course. Apart from this the college has also adopted a village 'MIR JAMAL' in Pattan Tehsil wherein the learners divide themselves in groups and employ themselves in various tasks like health awareness, education of women, plantation and cleanliness etc. The NSS volunteers, both boys and girls of the college help to imbibe the moral, social and ethical values among the learners by actively participating in these activities.

Disaster Management course also the part of the curriculum and inculcates the capacity to, evaluate and manage the different public health aspects of disaster events at local and global level among the learners and to describe, analyze, and evaluate the environmental, , cultural , economic, social, legal and organizational aspects influencing vulnerabilities to face disasters. This course is supplemented by organizing various workshops by the experts from this field and facilitates learners with practical exposure by demonstrations.

To increase awareness level among students about Disaster Management college conducted a one day practical training program of disaster management in year 2017 wherein students were trained on different aspects like First Aid , Resuscitation , Emergency exit during earthquake and fire , tackling flood situations and other emergencies.

The curriculum creates awareness among learners towards realizing self and outcome of right understanding , leading a practical life, human values and social responsibility.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 17

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

Response: 17

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 2.15

1.3.3.1 Number of students undertaking field projects or internships

Response: 50

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** C. Feedback collected and analysed

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## 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)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 100

##### 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
1093	656	774	663	427

##### 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
1093	656	774	663	427

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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:** 7.38

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
38	26	18	1	12

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

The college has a robust mechanism to assess the learning levels of its students. At the time of admissions special pre- admission counselling and guidance sessions are held by career counselling and admissions cells of college. These sessions are designed to assess the aptitude, interests and abilities of the students and guide them to choose the subjects which suit their interests and serve them best.

Teachers deal with the slow learners and advanced learners separately to address to their diverse needs.

**Slow learners:**

Contrary to common belief, slow learners in the regular classroom are neither rare nor unique. The student commonly called a slow learner is one who cannot learn at an average rate from the instructional resources, texts, workbooks, and learning materials that are designed for the majority of students in the classroom. These students need special instructional pacing, frequent feedback, corrective instruction, and/or modified materials, all administered under conditions sufficiently flexible for learning to occur.

The college deals with slow learners in the following manner:

- Special tutorial and remedial classes are conducted for weak students. These classes focus on the fundamental weaknesses of the students and try to address the same in time bound manner.
- The normal classwork focusses on the fundamentals of the subject to build a strong base in the respective subject.
- Special college committee counsels and advises weaker students and understands their problems deeply and comprehensively. This committee conducts periodic sessions with the identified students.

- Economically weaker students are also provided with various scholarships so that the economic hardships do not hamper their studies.
- Some teachers also take one to one sessions with weak and slow learners to boost their confidence and help them to perform better.
- One of the common trait among slow learners is that they understand better by seeing and hearing than by reading. Hence, sometimes audio and visual equipment are used to help the slow learners better.
- Compensatory teaching approach is used. It is an instructional approach that alters the presentation of content to circumvent a student's fundamental weakness or deficiency.

#### Advanced learners:

- For the advanced learners, the college organizes special lectures and career counselling sessions to prepare these students for various career options and opportunities.
- Advanced learners are motivated to secure ranks in university examinations.
- Advanced learners are involved in various co-curricular activities of the college to improve their over all self.
- For the general benefits of all the students the college fraternity also uploads the additional study material on the college website.
- Advance learners are also motivated for state level and national level examinations by providing them various opportunities like study material, books and guidance.

#### 2.2.2 Student - Full time teacher ratio

Response: 39.44

#### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.47

##### 2.2.3.1 Number of differently abled students on rolls

Response: 11

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

Response:

The college is actively engaged in designing and implementing a student centric environment to develop

the research based innovative thinking among the students. The college adopts various modern and technical methods to develop students into responsible citizens. The students are facilitated both through traditional and modern methods of teaching and learning. Lecture method is used in tutorial classes to impart primary concepts related to their syllabus. Besides this, teachers also make use of power point presentations with the help of multimedia projectors to promote simple persuasive arguments and critical engagement of students. Additionally, Brainstorming sessions, Group Discussions and Problem Solving Activities are frequently organized within the classroom to encourage learners to express personal viewpoints and interpretations. The students are also facilitated by the teachers to conduct searches to relevant materials in library, work with other students to solve the problems, prepare oral presentations, make constructive criticism and work under time constraints. Positive and self criticism helps to foster intuitive learning among students. The teachers also conduct one to one sessions for the students who are weak at studies so that they can be guided properly and can compete with others at professional front.

A separate EDUSAT (Educational Satellite ICT initiative) room has been established to provide live lecture session from the best and expert teachers to the students, thus providing the facility to them to see what they read in their textbooks and to do experiments with the help of multimedia technologies. Through the EDUSAT platform students listen lectures of leading resource persons from different colleges and platform provides an opportunity to them to have live interactions therein.

Guest Lectures are also organized by the respective departments to provide knowledge beyond syllabus.

The college has a well maintained library equipped with books relevant to the curriculum and an updated collection of reference books to assist the students in their class work as well as help them to face competitive exams. The library also recently established a separate reading room to ensure students are motivated for self-reading. The reading room also has a space for web resource access where students can access online information sources. The library thus serves as a knowledge resource centre for students as well as the faculty.

Outdoor Activities like Subject tours are frequently organized by the different departments of the college to give students the live experience of tools and techniques that they read only in their text books.

Students are also encouraged to participate in inter and intra college programs like quizzes, debates, etc.

Students are encouraged to participate in inter-university competitions, technical competitions, sports competitions, etc.

Human Values are taught to the students by making them actively participate in activities that inculcate values, ethics and social responsibility in them.

In order to provide a platform to the students in their area of specialization, college committees are functional. Some of the committees are Cultural committee ,Sports Committee, Cafeteria and Mess Committee, Alumni Committee, Placement committee, Industry Interaction Committee and Debate Committee.

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

**Response:** 33.9

#### 2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 39.44

#### 2.3.3.1 Number of mentors

Response: 59

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The dominant teaching-learning methodology is one in which the use of marker and white board is used to disseminate the information by a teacher to the students. However, technology is rapidly becoming a means of educational methodology in recent times. Thus in addition to the conventional methodology, this college makes an optimal use of the available resources of information communication technology (ICT). Students are given a basic training to operate and use computer based ICT for better understanding of the technology and its application in innovative teaching and learning process. The Educational Satellite (EDUSAT) is another important ICT initiative taken by Jammu and Kashmir Higher Education Department to connect as many colleges as possible. Subject experts deliver the lectures via video conferencing and answer the queries of the students at the same time which has ensured a real-time dissemination of knowledge to a large number of students across various Colleges. The College has an EDUSAT room with a capacity of around 50 students.

The College makes sure that teaching methods are upgraded from time to time. At the beginning of each semester teachers are made to prepare a proper lecture plan to be delivered each day till the completion of syllabus. The lectures are aimed to create critical thinking and scientific temper among the students. Practical learning in science and social science subjects is given special attention. Class room discussions, laboratory work, field work, tutorials and assignments are the key components of overall teaching-learning process at our college. The College invites subject experts to deliver some important lectures on selected topics in order to freshen up the knowledge of the students and teachers as well. Subject tours, exposure visits and NSS activities altogether enhance eagerness to learn and develop creativity among students. These are aimed to take the classroom teaching outside for practical implication of theoretical ideas.

A rigorous exercise has been initiated by the college to identify meritorious and hardworking students, their potential to learn more and eagerness to excel in their academics is being given right direction and

guidance. This is done by organising special lecture sessions on University Entrance related patterns and guide them about skills to crack national and state level entrance tests. Intra-college as well as inter college debates and discussions are organised regularly in order to hone the speaking ability of the students. The academically weaker section of students are provided an extra attention. The teachers double their efforts and arrange special lectures (revisions) for these students in addition to their normal teaching assignments. A lot of improvement has been achieved in this direction.

Adoption of the Choice Based Credit System (CBCS) in this college and the introduction of Skill Enhancement Courses (SEC) by the University of Kashmir in undergraduate courses wherein students are given free option to choose a paper of their interest across discipline. This has further enhanced the process of teaching-learning into more innovative and more creative nature.

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 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
12	3	2	3	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 13.49

#### 2.4.3.1 Total experience of full-time teachers

Response: 796

#### 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

Institutional data in prescribed format

#### Document

[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

List of full time teachers from other state and state from which qualifying degree was obtained

#### Document

[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 is affiliated to University of Kashmir and adheres to the syllabus prescribed by affiliating University. The college follows the guidelines and methods to carry out a continuous internal evaluation system at the institutional level. The university has articulated Educational Objectives and Learning

Outcomes of the various courses and programmes to which the college adheres strictly.

The University follows CBCS pattern for observance during an academic calendar and the college is dedicated to complete the assigned syllabus on time. Every six months the students are evaluated according to the university norms.

The students are provided the copies of the syllabus in detail with the exact splitting of each unit. At the end of each portion, a question answer session, followed by discussion is carried out in the class to remove any doubts and to give students a clear understanding of the topic. Surprise Tests/ Class Tests are also conducted by the teachers so that students remain actively engaged in curriculum. The objective questions mapped with the course outcomes are designed by teachers and tested to help the students increase their knowledge of the subject from a basic level. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners.

The Slow learners are given special attention by the teachers. Special/ remedial/ extended classes/ extra classes are organized by them to identify difficulties faced by students, thus facilitating them to overcome them. The teachers also put an extra effort by organizing one to one classes for those students who are shy or have other problems in discussing issues related to their syllabus.

The college hosts online tutorial notes on its official website to assist students in class room teaching.

Assignments and Presentations are also given to the students to engage them in self study. For assignment topics, question papers or viva voce are carried by the teachers.

Students are encouraged to solve previous year question papers to help them self assess their progress.

Quizzes are conducted at the end of each topic to analyze and confirm the understanding of every topic taught.

Additionally, communication skills, critical thinking skills, ability to work in team, leadership qualities are also evaluated time to time.

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

#### **Response:**

The college is affiliated with the University of Kashmir and the examination related queries fall into their domain. The college follows the semester system examination as per university guidelines. Every six months students are evaluated by the university. However the college makes sure that syllabus is completed on time in accordance to the University guidelines. Tutorial classes assisted with various other activities like group discussions, power point presentations, guest lectures, Edusat lectures, etc. are corroborated for maintaining the quality of teaching and also completing the assigned topics within time frame.

The College has a separate grievance cell. The students facing any problem with the examination related matter are directed and personally assisted by the staff.



For smooth conduct of University theory examination, an internal squad comprising of senior faculty members is appointed.

Surprise tests/ class tests are conducted after completion of every unit. The students are provided with the scripts so that they can self assess their performance. Such practices also help teachers to identify the learning capability of students.

Continuous assessment in the form of presentations, assignments, solving previous year question papers, Objective types question solving within time frame also help students to stay actively engaged with the curriculum, self assessment, positive critique and collaborative and participative learning.

Practical labs are also done on daily bases. Every experiment is executed and evaluated based on experiments prescribed by university

The students are actively engaged in co-curricular and extra-curricular activities.

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

#### **Response:**

The examination of the undergraduates of the college is conducted by the affiliating university, which in our case is Kashmir university. Hence, all the examination related grievances are addressed and resolved by the the said university. It has a separate examinations department whose mandate is to conduct examination and resolve examination related grievances of students of the affiliated colleges. University also provides the Xerox copies of answer books to students if demanded after following the proper procedure. The university also entertains RTI to impart transparency and accountability in its functioning.

The college has also its own examination cell which deals with any grievance related to the examination that can be resolved at college level. College examination cell keeps the record of examination attendance of the students, awards of practical examination conducted at the college level and provides details to such students who need the same on account of result withheld / later on status by university.

The college provides full information to the students in case of problems related to the exam. The examination cell of the college maintains proper records of all the examination related communication. Attendance sheets, award lists etc. are maintained semester wise for the transparent and time bound redressal of the student grievances.

The college also provides Xerox copies of attendance sheets and award lists of practice examinations to students in case of discrepancy of results.

To maintain a fool proof vigil on examinations college assigns duties to its staff well in advance and spells complete guidelines in the orders issued.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

##### Response:

The college is affiliated to the university of Kashmir hence the designing of syllabus/curriculum, examination and evaluation is the domain of affiliating university. The university in question has been robust over last few years in making the calendar for the conduct of CIE in sync with the growing needs and changing times. There has been a drastic shift from annual system to semester system 2015 onwards and now towards choice based credit system since 2016.

The college strongly adheres to the academic calendar as provided by the affiliating university from time to time.

At the college level, the students are also evaluated regularly by class tests and presentations.

## 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 College is affiliated to the University of Kashmir. The College offers undergraduate program under Bachelor in Science, Bachelor in Social Science, Bachelor in Commerce and Bachelors in Information Technology. The admission to all the courses is provided on the basis of first come first serve basis based on Higher Secondary Examination result marks secured.

The institution offers 10 subjects in Social Sciences and 5 subjects in Science apart from Commerce stream at the under graduate level. The College website provides details of programmes offered and link to the syllabus of the courses are attached at each departmental profile. The subject combination of the programmes about all the courses running in the institution are mentioned in the prospectus and are also uploaded on the website for ready reference. Time table is pasted on all notice boards and uploaded on the website for wider information of students. The name of teachers and timings of class and subject is also pasted outside each lecture room. Academic calendar for each session is printed on the prospectus and uploaded on the college website. It also outlines the college activities and college sports calendar with specific dates mentioned against each event to be conducted in that academic session.

Study materials of many courses are uploaded at the website by the respective departments for easy accessibility. The College IQAC committee collects lecture plan from all those faculty members who would teach in that particular semester and upload it on the website. The college website is regularly updated with all orders and notice to keep the students, teachers and parents updated with all college related information.

In case the students and parents have any grievance they can submit their grievance regarding College related issues by visiting at the website portal of ‘You Have a Grievance?’ section and submit it. The College IQAC looks into these grievances and address them. Besides the contact details of the institution, Principal, HoDs, and concerned committees are mentioned whereby students and parents can contact for their queries about anything related to the College.

At the end of last semester students are given special classes by different departments in order to train them for university level entrance exams and other competitive exams.

The College website has departmental profiles of all the departments which states the vision and objectives of all the departments of the college. Student progression is listed by each department. The College keeps record of all the alumnae. The faculty take feedback on the courses that need to be improved from the online ‘Student Satisfaction Survey’ on the website.

The Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website in the departmental profile of each department separately (link to the website <http://www.gdcpattan.com/>)

**A ready reference is compiled and attached in a PDF file as additional information.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

#### **Response:**

The institution follows two major methods of evaluation: external and internal process of evaluation. The internal evaluation system is direct student-teacher learning system where teacher assign assignments, surprise class test, project works, field work (for social science students), laboratory work (for science students), class presentation and so on to be evaluated in the classroom. All these are part of program improvement scheme. The external evaluation system is the end term examination with both multiple choice and subjective questions to be evaluated by an external faculty assigned by the affiliating university.

The College has a Counselling Committee, consisting of many faculty members, who help the students at the time of admission in choosing subjects by giving them awareness about the scope of different disciplines in order to choose a path of their choice and be clear about their goals in life.

In order to improve the quality of the institution and to keep a track of the lectures being taught in classroom, the College IQAC keeps proper records of all the lecture plans being submitted by the concerned teacher at the beginning of each semester and upload it on the website. The teachers mark the

lecture number in their attendance register to make sure that the syllabus is completed on time. To appear in the end term examination 75% attendance in classrooms is required for the students so as to make them attend the lectures and also evaluate them in internal processes of evaluation.

The Affiliating University sends answer scripts of end term examination for evaluation to the faculty members. This helps the faculty members understand the performance of students and then try to overcome the deficiencies as per the requirements of students and introduce suitable improvement measures.

Each faculty member of the institution is made a mentor for those students, who are relatively weaker or slow learners, who could not perform better in the internal classroom assessments and are guided as and when needed so as to perform better in the external examination.

In order to capture the feedback of students 'Online Student Satisfaction Survey' is available and displayed on the College website. Feedbacks and valuable suggestions from all stakeholders are sought for assessment to achieve better course outcomes. The College IQAC team look at these feedbacks and take necessary steps and actions wherever necessary at regular intervals.

Few departments of the college hold classes for interested students preparing them for University level entrance tests so that students secure admissions and continue their studies further ahead to achieve better outcomes from the programs. The college keeps records of all the Students' Progression in alumni list along with their current employment and other status.

The Attainment of program outcomes, program specific outcomes and course outcomes evaluated by the institution is separately being mentioned in the departmental profiles of each department separately on the college website (link to the website <http://www.gdcpattan.com/>).

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 37.73

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

Response: 223

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

Response: 591

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

NAAC

## 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:** 11.7

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
3.7	8	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:** 0.08

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

Response: 02

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

Response: 26

#### File Description

#### Document

Supporting document from Funding Agency

[View Document](#)

Any additional information

[View Document](#)

Funding agency website URL

[View Document](#)

### 3.2 Innovation Ecosystem

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

**Response:**

The College is committed to impart quality higher education and undertake research activities at the undergraduate level within the limited resources available at the disposal of College. The institution encourage the teachers and students to undertake major and minor research work respectively.

The institution organise extension lectures, workshop and seminars at the college and allow teachers and students to attend different national and international level academic events.

The science laboratories have fairly enough facilities to be utilised by the students and staff for research. Both the science and social science students are taken on routine subject tours during each academic session to inculcate research temperament in the students outside of the classroom. Moreover, students from science, social science, commerce, and information technology are free to use laboratories, conduct field works, visit industries and conduct small independent researches and submit reports to acquaint with the latest development in their respective fields.

The college library has fairly good number of books which can be used by the students and teachers. At present the College library has a collection of more than 6000 books. However, the library is regularly updated with new books, journals and others materials required for research as and when recommended by different departments of the college. The library has computers which can be used to download eBooks and eJournals by the students and faculty members. Few class rooms and labs are equipped with Over Head Projectors to make the students tech-savvy.

The Skill Enhancement Courses (SEC) introduced by the affiliating University from last year onwards are aimed to impart skill knowledge which will help the students become entrepreneurs and choose a field of their choice and interest to work for a living.

The college debate committee selects and encourages the students to participate in inter-college debate and quiz programs and write essays for college newsletter and magazine to enhance their creative writing and presentation skills.

The College has no recognized Incubation centers as of now. The institution, however, intends to develop research culture through book reading, lectures, and extracurricular activities among faculty and students to acquire and transfer creative knowledge and innovative skills.

### **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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
Response: No	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
Response: No	

<b>3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years</b>	
Response: 0.32	

<b>3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years</b>				
2017-18	2016-17	2015-16	2014-15	2013-14
27	12	12	10	6

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>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</b>	
Response: 0.25	



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
8	1	0	0	1

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

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

**Response:**

The Govt Degree College Pattan conduct various extension activities in the neighbouring areas so that students get exposed to various social and economic problems of these adjacent areas in particular and about the state of J & K in general.

**2013-2014**

The College observed “World No Tobacco Day” on 31-05-2014. The NSS Unit organized an awareness Programme to sensitize the students about harmful effects of consuming tobacco in various forms. Various diseases correlated with smoking such as Lung Cancer, Mouth Cancer, Heart diseases, hyper-tension were discussed by the speakers. The NSS volunteers identified a group of students indulged in smoking were persuaded to develop willpower to quit smoking.

The college observed Environmental Week from 05-06-2014- to 11-06-2014. Series of events were conducted like including the cleanliness drive and a seminar on Major Environmental Issues and their Solution.

**2014-2015**

The NSS unit organised awareness programmes on Sanitation, drug-de-addiction and mental health. Besides a programme on Global Warming - Consequences and Remedies was organised. A two Day camp for raising donation for Flood Victims was also held.

**2015-2016**

During the celebration of Environmental week a documentary titled “ The Bitter Truth: Dal Lake Losing the Battle in a war between locals and the authorities” by Er. Abdul Rashid, EMMRC, University of Kashmir, was also screened to make students aware about the importance of various water bodies and the

responsibilities of citizens towards preserving such resources.

A workshop on “Cashless Society” sponsored by ministry of HRD was held in the college and the experts deliberated on various modes of cashless transactions including the use of Debit and Credit Cards, USSD, UPI, e-Wallet, Aadhar enabled payment system etc.

### 2016-2017

To generate awareness among the masses in general and the student community in particular regarding certain global issues like Green House effect and global warming , the college conducted a debate on the topic (ann poshi teli yeli wan poshi) followed by the plantation drive.

Various seminars on topics like, Save the Girl Child, Drug Abuse and its Hazards on Health, AIDS-Causes, Prevention and Control, Gender Sensitization, were held in consultation with Govt. and NGO's. The State Disaster Management Authority (SDMA) in Collaboration with the State Disaster Response Force (SDRF) and Civil Defence Baramulla organised a one day awareness programme on disaster Preparedness in the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

### 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: 15**

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
8	3	0	3	1

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**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:** 20.43

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
1140	400	0	240	150

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 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:** 7

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
3	0	2	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**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: 3**

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
3	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## 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:**

The college is spread over an area of 39.46 acres with plinth area of 1366 sq.m Comprising building of high standard, spacious classrooms with proper ventilation, numerous laboratories, library, reading room, canteen and having numerous separate washrooms for both girls and boys.

The building is constructed with a concept that every class room has sufficient natural light and ample airflow is provided so as to make academic atmosphere completely organic for students. Minimum electricity is consumed by the college as natural light is available. The college is completely eco-friendly. The college is designed in such a way that there is no disturbance while students are going in the class or coming out from the class. The Class Rooms are set and organized with benches that provide students comfort.

The Library is the heart of an institution. Our College provides a well –equipped library with over 6500 books including text books, reference books. We give top priority for the development of the library. It is our policy to have collection of valuable books pertaining to contemporary legal issues apart from the subjects included in the curriculum. Students can avail the right of borrowing the books.

Keeping the curriculum in mind, the laboratories are equipped with resources for necessary procedures designated to dispense the practical knowledge to students for a hands on experience. All safety measures are taken. Lab assistants are present all sessions to provide necessary support. The labs are maintained in clean and hygienic manner.

College has also one computer laboratory in which 18 computers are loaded with latest softwares. The teachers are also given access to these computers. This makes all communication between departments, within departments and between student and teacher digital allowing easy access.

Further college has five laptops which are also used for implementation of ICT in the functioning of college.

The college also organizes seminars, faculty development programmes in a separate seminar hall. College has also one E-Learning and audio-visual online classroom in a separate building.

The College has strict policy with regards to Sexual Harassment and has opened a women's grievance cell besides CASH . Any student who has had an experience of sexual harassment and wants to complain regarding any faculty member or any other fellow student can meet the faculty in-charge and resolve the issue.

The students are provided with Canteen which gives them an opportunity to choose amongst the wide range of eatables.

The institution has adequate facilities for teaching-learning as would be clear from a glance at the table below

Facility	Total number	Total area in
Class rooms	10	597.56 Sq.m
Labs	8	572.32 Sq.m
Computer lab	1	50.76 Sq.m
Edusat Room	1	38.76 Sq.m
Library	1	52 Sq.m
Reading Room	1	23.2 Sq.m
HOD and faculty Cabin	10	108.3 Sq.m
Conference Hall	1	43.74

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The overall development of students is the prime motto of the college. Our college Shows equal amount of interest and provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities along with academics.

Students are trained under the guidance of qualified Physical Training Instructor. For various games students are selected through selection trials. They are trained and encouraged to participate in various Levels of competition including intramural, interuniversity events, national events. All the participants are awarded with participation certificates. Winner and runner-up teams are awarded with medals and certificates.

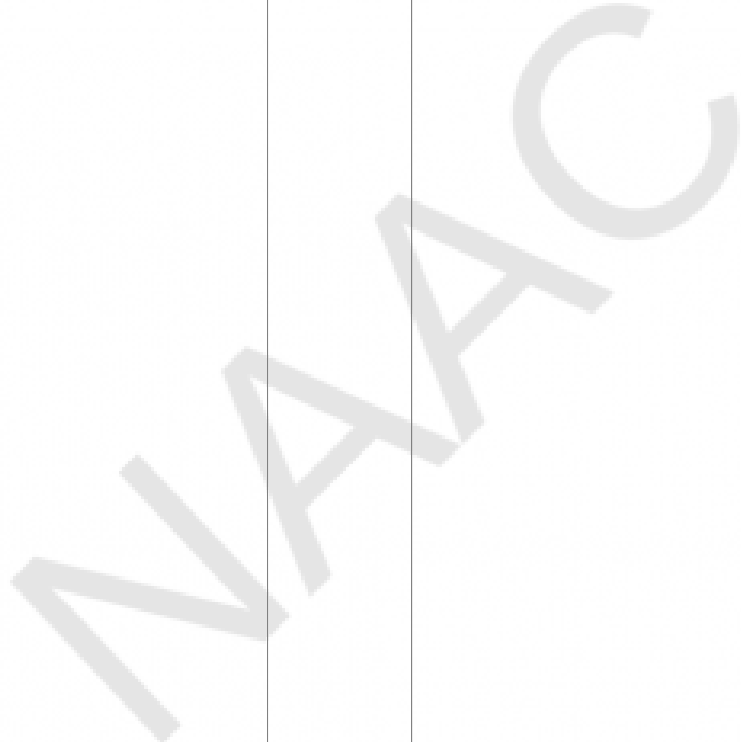
The institution has 11890 sq.m (Approx.) area for outdoor games. Cultural activities are conducted in the lawns under tents.

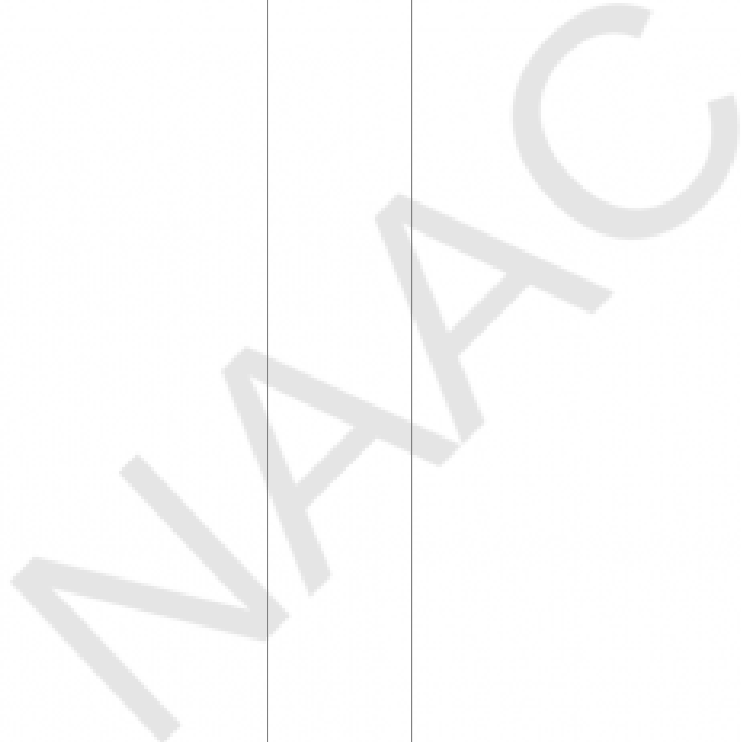
The college organizes events related to NSS with which we promote National integration and sense of social responsibility, inculcation of discipline, dignity of labour and help the students to develop in total personality. We have about 50 students NSS volunteers.

The students are encouraged to actively participate and showcase their talent and skills in various activities like debate, painting, drama, photography etc. The activities contribute to bring out talent among students, which helps to build their overall personality and developing communication skills, leadership skills and team working skills.

S.No	Sports/outdoors games/Cultural Activities	Area	Size

1	Football Ground  (Alternately used)	1	( 11612 Sq.m)
2	Cricket Ground  (Alternately used)	1	





3

Volleyball

2

( 11612 Sq.m)



NAAC

4

Badminton

1

					112.9 Sq.m Approx.)
5	Carron				
6	Chess				
7	T.T.Table	1			

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 28.57**

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4	
File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response: 0**

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
0	0	0	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The college Library is well equipped with all prescribed, recommended and reference books. Approximately 6500 volumes are available for students and teacher's alike. The Library has sufficient books to satisfy the academic needs of the students. The college library follows set norms of the competent authorities. The library of the college has special designated areas for normal use as well as one separate room for reading. A dedicated staff helps the students find the necessary titles. The books are categorized according to programs and subjects. MARC records are being maintained by the library with the aid of J-ISIS software.

Recently college has purchased Library Automation Software SOUL from INFLIBNIT and is in the process of automation of Library records.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

Presently in our college there is no collection of rare books as our college is still in infancy stage. Our college was established in the year 2005 under Prime Minister of India's reconstruction plan and it started its functioning from the same year in two room building meanwhile construction work of building was started and which took about seven years to get completed. In 2012 college was shifted to that building with lot of other challenges. But the college library is well equipped with all the prescribed books, recommended books prescribed in syllabus and also some special books for outstanding students. To generate interest among students with regard to current affairs and general knowledge, the library has subscribed some local, national newspapers and magazines.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 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:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

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

**Response:** 3.33

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
2.10727	3.73005	3.1844	2.5672	5.06736

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 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:** 2.31

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

**Response:** 55

### 4.3 IT Infrastructure

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

**Response:**

Our colleges aim to provide latest facilities to its students so that they can utilize these resources to reach greater heights. Our regularly upgrades and updates its IT facilities.

- The entire campus of the Institution is Wi-Fi enabled with high speed internet connectivity which enables students and faculty to access the internet anywhere in the college. This facility is provided by Jio.

- The Institution encourages faculty to utilize ICT facilities for an effective teaching learning process.
- CCTV cameras are installed at most sensitive places to monitor the activities of the students.
- Labs have been equipped with LCD projectors.
- The institution updates its website regularly
- The college is facilitated with 18 computers in computer lab . These computers are accessible to the students as well as the teachers for academic and co curricular activities. Printers are arranged in office, exam branch and H.O.D Chambers.
- Information about upcoming events is available on website. After completion of the events pictures are also uploaded for easy access. This allows parents to be aware of the programs being conducted in the college as well
- For easier communication, circulars and important notices are also posted on college website.

For instantaneous communication between faculty, we have created a whatsapp group namely “ GDC Pattan Communicator

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 72.72

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

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

#### 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	<a href="#">View Document</a>

## 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
13.36031	17.60393	22.39171	17.52736	48.34806

**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:**

Maintenance

- Before the commencement of academic year. Lab audit is conducted together by all faculty members of the department, requirement list, and defective item list is prepared. Requirement list is signed by H.O.D and then forwarded to the Principal of the college for approval. Principal of the college then discusses the mode of procurement with college purchase committee. On receiving the items, items are checked, tested and then entered in the stock register and bill is recommended for payment.
- Before the commencement of academic year, college development committee visits all class rooms, prepares a list of damaged items, additional items for up gradation. The list is submitted to the Principal of the college. The college principal then assigns job to concern committees..
- The benches and Windows are cleaned and mopping of floor is done every day by sweepers appointed by the college.
- Concerned faculty recommends books to be procured in their respective subjects. All recommendation is routed through the Principal of the college to the library department.
- College library committees along with college purchase committee choose reliable vendors based on their response to queries, availability of books and adherence to terms and conditions.
- Purchase orders are issued by librarian and the Principal. Bills together with books are to sent to Library.
- The details of the bills and books are made in the Accession Register and accession numbers are given to the books. Bills are then recommended for payment
- Cleaning of book racks is done by supporting Staff of the library.
- Before the commencement of academic year, list of unserviceable sports items is prepared. Then list of the required items is prepared by the sports department for full academic year and list is

forwarded to the Principal of the college for approval.

- Then principal of the college convene a meeting with the purchase committee of the college and discusses modes of the procurement of items.
- On receiving the items, the same are entered in the stock register after verification of the invoice with material supplied.

Utilization:

- Time table committee frames table for lab course subjects, the students conduct experiments in their labs assigned in presence of in-charge facility member and lab-in-charge.
- Consumable and non consumable material registers are updated periodically.
- Dead Stock register is to be maintained and updated regularly. .
- Computer laboratory is utilized by the students as per time table.
- The classroom boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other government or non government organizations for conducting exams ( SSRB,PSC)
- Library facility is utilized by students and staff as per rules.
- Students are permitted to play only when they are free and to practice for any competition.

Students are permitted to utilize and take the sports material only when they show college I-cards to the concerned authority and they must enter details of the material in the register.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>



## 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:** 20.84

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
1061	500	0	243	141

#### File Description

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

#### Document

[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:** 4.9

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
65	16	54	158	87

#### File Description

Any additional information

#### Document

[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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 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:** 2.34

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
56	0	0	150	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 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 benefitted by VET	<a href="#">View Document</a>

## 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	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 22.11

## 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	95	237	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 4.8

5.2.2.1 Number of outgoing students progressing to higher education

Response: 17

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response:** 0

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

One representative is elected from each class as class representative from B.A/B.Sc/B.Com undergraduate programmes. The student representative (SR) in the college is selected as per college rules. The students propose the names of the representatives from their respective classes. The student's representative is finally elected by the students in presence of teacher's representative to the Class and the IQAC-Coordinator.

The SR as a spokesperson represents student's views and grievances and conveys these to the concerned authorities for discussion and resolutions. The SR provides important information feedback regarding curriculum, teaching learning and evaluation process. He supervises the necessary availability of teaching aids in class room such as Marker pens, duster, maps, charts and laser pointers. He also creates awareness among the students about the various extension programmes and plays an important part in the academic activities of every department like contribution towards departmental journals and wall magazines and he also encourages students to contribute to these departmental journals and magazines. He also takes part actively in organising departmental programs and quiz programmes which are important Co-curricular activities of every department.

The SR actively take part in encouraging and preparing students to participate in existing student oriented programmes of the college i.e. NCC, NSS, departmental tours and for physical fitness programmes.

The SR plays an important role for preparing students to perform prayers and attain peace in hearts and minds and sometimes also organises some moral lectures in classes. The college annual sports day is an important event and the student representative has the responsibility to coordinate the different sports events and activities and help in making the event successful. He also has the responsibility to choose the volunteers from the students for this activity. Thus he contributes towards a healthy interaction among students and teachers regarding academic, Co-curricular and extra curricular activities of the college.

Finally he ensures discipline in the college by encouraging students to observe the rules and regulations of the college and also work towards maintaining a green and clean campus and instil environmental consciousness. He also creates awareness among the students regarding the necessity of making the college a “Plastic free zone” and stresses the importance of maintaining personal health, hygiene and cleanliness inside and outside of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 11.4

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
11	12	17	10	7

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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:**

To encourage the outgoing students to remain connected with their alma mater college has framed an Alumni Association by the name of "NOOR".

Since the college is in infancy and is located in economically weaker geography due to which a large number of students give up education once they leave the college, as such the membership to NOOR is limited .

College conducts regular meetings of its alumni and takes valuable suggestions/inputs from

them. All member Alumni of college are registered in college database.

As regards the registration of Alumni Association NOOR college had initiated the process but due to prevailing scenario in Kashmir valley the registration of Associations and Societies is an uphill task as number of agencies check and counter check the credentials of members ,etc.

College has framed the by-laws of NOOR which will be duly notified on College website once the registration process is complete.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>

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

**Response:** 1

##### 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
01	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

NAAC



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### VISION

To take the institution to Zenith of academic excellence where learners become professionally competent , morally as well as ethically sound and walkout with imbibed value based quality education

##### MISSION

Providing an effective , supportive , safe and secure learning eco-system for making learners physically fit , mentally tough and intellectually sound.

#### Nature of Governance

The institution is run by Government of J&K and comes under the purview of Higher Education Department (HED). The department runs the affairs of college through Principal of the college ,who is executive head of the institution. All academic and administrative affairs of college are run by Principal of the College with active participation of faculty and administrative staff.

At the start of an academic year college academic council constituted of faculty members meets and chalks out a plan for the challenges ahead. Besides framing various committees the college annual event and sports calendars are finalized and duly published in college prospectus and on college website. In the event calendar it is ensured that all major days of celebration are duly highlighted and the concerned committees are linked in the calendar itself to ensure timely participation and celebration.

To inculcate sportsmanship and discipline among students a well knit sports calendar is publicized at the start of an academic year. In the said calendar various sports activities like Road Race , Cycle Race and intramural tournaments in different disciplines of sports are duly incorporated and specific time line is fixed. From the said intramural tournaments talent is hunted for inter college tournaments conducted by affiliating university.

Majority of decision making in academics , co-curricular activities and sports is participative in nature as every teacher figures in number of committees as per his own willingness and suitability. Any proposal initiated at student level is duly marked to concerned committee who after due diligence forwards same to the Principal with its recommendations. And due care is taken by college administration in deciding the things the way proposed by concerned committee.

Regarding all financial matters college Principal has been authorised by HED to proceed as per codal procedures. In order to breed transparency and accountability into the system Principal ensures that all purchases are done by a college Purchase Committee. Every bill/memo before being passed by the Principal is got duly endorsed by all members of Purchase Committee.

Issues of indiscipline by staff and students , sexual harassment , eve-teasing , etc are referred to College Advisory committee , Discipline Committee and CASH (Committee against sexual harassment) for redressal.

Overall college administration , faculty , non teaching staff and local fund staff work in tandem under overall supervision of Principal of the college to achieve the vision and mission of the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Institution believes in core value of participative and collaborative governance. This reflects in every aspect of institutional working from framing of committees , finalization of time table , procurement of equipments and books , selection of students for various cultural and sports events , conduct of admission and examination as well as other activities of college. College committees have an advisory role and are involved in each and every decision making in the college. There is internal and external audit mechanism in place to pin point any violations and suggest measures thereof.

Further authority has been delegated to implement decentralization in true spirit of the word. Scholarship to students from various organizations like Social Welfare Department , Labour Department and Ministry of Minority Welfare GOI are duly endorsed by Dean Students Welfare of the college.

As an example of decentralization and participative governance college encourages each faculty to participate in decision making regarding procurement of books for college library. This year the process was started by asking individual faculty members to peruse the requirement of text and reference books for the students and submit the list of books to their respective HODs who in turn were asked to compile the departmental requirement of books and submit same to college library.

There after a meeting of College Library Committee was requisitioned wherein the process of procurement was decided. An Expression of Interest (EOI) notice was issued in local newspapers and duly publicized on college website wherein leading booksellers were asked to submit their highest discount offer on print cost of books. Based on same three book sellers were finalised and list of books to be procured forwarded to them.

Once suppliers supplied the books to college Library it was mandatory for librarian to ensure that faculty and departmental head checked all books and certified that same were as per their requirement.

Further all bills were to be endorsed by each and every member of College Library and College Purchase committee.

By following this mechanism it was ensured that every stake holder had due knowledge of procurement of books for the college and thereby any possibility of note of dissent in terms of wrong books in college library got stifled.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

#### Response:

The college works under administrative control of Higher Education Department (HED) of State of Jammu and Kashmir and academic control of affiliating university of Kashmir. All the strategic plan and deployment documents regarding administrative matters and academic matters are sent by HED and University Of Kashmir and are available on their respective websites(links attached).

The college does not have complete academic and administrative autonomy and has to work under the supervision of HED and University of Kashmir for administrative and academic matters.

The College has a strategic and perspective plan in academics , developmental activities, sports , societal outreach , community engagements, human resources development & management and internal interactions.

To implement the strategic plan Principal is forthcoming in showing keen interest in organizing Seminars, Conferences & Workshops to understand perspective of various stake holders and to come up with recommendations thereof.

Further students are encouraged to conduct field trips and small research projects and document all such activities under active supervision of their departmental faculty.

College NSS wing has both boy and girl volunteers who round the year conduct different activities like Blood Donation Camps , AIDs awarness programs , swatch Bharat abhiyans , rallies and all other such programs whereby they reach out to the target audience who get immensely benefited by same. **Certain videos of societal outreach are uploaded on college website.**

Inorder to keep faculty trained and updated on new vistas of learning college encourages them to attend refresher and orientation courses conducted in and outside state.

**College has a perspective plan on development as same is given as an additional information herein.**

In recent times college conducted two inter college workshops/debates wherein faculty and students were called to deliberate on issues of concern.

With the structural change in academics in terms of introduction of Choice Based Credit System (CBCS) scheme , many challenges have come to the fore and scheme is facing lot of issues in its implementation. College took two very important and critical initiatives to understand from

stakeholders as to what kind of problems they were facing in its implementation and to suggest measures thereof.

#### INITIATIVE -I A ONE DAY INTER COLLEGE WORKSHOP ON CBCS- Challenges and Perspectives

Thirty five faculty members from around thirty degree colleges of Kashmir Division participated and after a complete presentation on contours of scheme by resource person on CBCS scheme , three working groups were framed who deliberated on different aspects of scheme and came with suggestions/recommendations for our Department , Affiliating University and UGC. These recommendations were forwarded to concerned quarters.(Copy attached)

INITIATIVE-II An inter college Debate on CBCS with topic " Choice Based Credit System (CBCS) - A Quality Enhancement Initiative in Higher Education" was held in the college wherein student participants from 25 colleges spoke for and against the motion. The event was an ideal forum for understanding the challenges faced by students in implementation of this scheme. Faculty members from different colleges including former Principals also spoke on the occasion.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

#### 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 organizational structure of college is well defined as per the rules of Government. College is headed by Principal at whose table buck stops. Principal administers college through a well defined Organogram which is available on college website. The academic affairs of the college are run through Deans of Science , Humanities and Commerce. All academic affairs which include time table , syllabus updation , internal assessments , etc are taken care off by respective Deans. Dean sciences looks after Departments of Physics , Chemistry , Zoology , Botany , Information Technology and Computer applications. Dean Humanities and languages looks after departments of Urdu , English , Economics , Political Science , Education , Sociology and History. Dean Commerce looks after Department of Commerce.

Regarding the administrative matters which includes financial aspects as well Principal is fully supported by an establishment and accounts section with expert manpower in respective fields.

To encourage participative Governance different affairs of college are looked after by different committees and cells. The detailed list of committees with their well defined mandate is available on college website.

College staff including Principal is governed by JK State Civil Services Regulations (CSR) which are duly published on General Administrative Department (GAD) website of Govt. of Jammu and Kashmir. (Link attached)

Recruitment rules and promotional framework is in sink with University Grants Commission (UGC) Guidelines and is duly publicized on official website of Higher Education Department of Government of J&K. (Link attached)

Grievance redressal mechanism is two fold. Since college is co-educational one as such sexual harassment and eve teasing are the issues which need immediate attention and redressal. College has put sign boards at varoius places asking girl students to report about harassment of any kind and warning boys of consequences of eve teasing and sexual harassment. On such boards the phone numbers of faculty members are duly publicized.

College has a committee for sexual harassment (CASH) in place which redresses grievances of fairer sex.

Grievances of general nature of students and faculty are duly addressed by Grievance Redressal Cell and there is a mechanism of submitting your grievance. There is a "I Have a Grievance" tab on college website as well.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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:** A. All 5 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

There are twenty two committees/cells working independently with two senior most faculty members in the committee designated as convener and co-convener of a committee. Each committee has a well defined mandate which is duly defined in the committee list publicized on college website.

All committees are assigned jobs commensurate to their mandate and after well documented meeting /deliberations administrative orders are issued. Functions like Purchase , Admission , Examination , Evaluation , Sports , Discipline , Debates , Audit , Protocol ,etc are conducted only through respective committees and every committee member is onboard in every decision thereof.

College Scholarship and Financial Aid Committee addresses the requirement of financial support to be extended to needy students in a particular academic year.

There are two components of the program of support to needy students one being extended by the college and second given by other organs of Governance after due endorsement by the college.

##### **I- Internal Scholarship & Financial Aid**

At the start of academic year 2017-18 College Scholarship and Financial Aid Committee met under the chairmanship of Principal and discussed and deliberated on the modalities of offering Scholarship and Financial Aid to students.

After finalizing on the categories of students to be covered under financial aid the committee decided on the quantum of support to be offered to various categories of students. It was decided that financial aid shall be offered to

- Physically challenged students @ Rs.2500/-per annum.
- Orphan Students @ Rs.2500/-per annum.
- Extremely Poor (AAY Category) @ Rs.1500/- per annum.

Further it was decided upon the kind of documentation required for qualifying students for financial aid.

Complete deliberations were got approved as minutes of the meeting by the convener of the committee.

Thereafter a notice was issued to the students soliciting the applications for grant of scholarship/financial aid to them within a fixed time line. The notice was given due publicity on college website and various notice boards of the college.

Two extensions were granted in the time line to get wider participation of students.

After receipt of applications students were called for interview and deposition/verification of their certificates before committee members and a list of selectees was forwarded to Principal for his approval.

Subsequently an administrative order was issued and an advice was send to bank for credit of financial aid directly into the account of selected students.

Complete record of minutes of meeting , notices , approvals and order / Bank advice are attached herewith.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

Since ours is a Government college as such there is no dearth of welfare measures for teaching and non teaching staff. Besides UGC recommended salaries for permanent faculty of the college the welfare measures offered by Government for its employees are hereunder:

- To attend to their exigencies both teaching and non teaching staff are offered leaves as per Government leaves in vogue duly publicized on official website of General



administrative Department (GAD) Government of J&K (Link Attached). Besides 15 casual leaves and one month earned leave or 60 days vacations there are many types of leaves offered to employees.

- Understanding the importance of women folk in development of mankind female staff are offered maternity leave of 6 months and child care leave of 2 years.
- All employees have a Provident Fund Account where Government offers good interest on their Provident Fund Contributions.
- All employees after rendering their services to the college are being offered a decent pension and gratuity on their superannuation.
- All employees have a leave encashment facility of 10 months of last pay at the time of their superannuation.
- All employees are offered a cashless medical cover in all leading hospitals under a well documented scheme by the Government.
- In case of life threatening and prolonged illnesses Government extend complete support in terms of reimbursement of all medical expenses.
- To address the inflationary trends in the market Government provides revised rates of Dearness Allowance as per a well defined mechanism.
- All employees of the college are being offered a Home Rent Allowance @8 percent of basic pay.
- All faculty of college is given a paid leave for attending workshops , conferences , orientation and refresher courses.

### 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	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

**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:** 9.19

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
10	3	2	3	2

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

Performance appraisal is critical for growth of an organization. Appraisal besides differentiating performers from non performers provides an opportunity for course correction. Feedback is vital for performance appraisal

The Department of Higher Education takes an annual performance appraisal of both teaching and non teaching staff by way of submission of their APRs--Annual Performance Appraisal Reports . The format of APRs is predefined and is based on self declarations by an employee on various contributions made by him/her during an academic year. The same is

submitted to the Principal by each employee who in turn besides agreeing / partially agreeing or disagreeing with the self declarations has to grade an employee on a scale of four Viz : Average , Satisfactory , Good and Excellent. If Principal appropriates Excellent to an employee then he has to justify same by a write up on the appraisal.

After Completing the APR Principal dispatches same in a confidential manner to Commissioner Secretary Higher Education Department.

Under Career Advancement Scheme (CAS) UGC has specified API scores for individual teachers to acquire. As such faculty members are encouraged to attend conferences , seminars , paper presentations and take up minor research projects from various funding agencies.

Based on these APRs and API scores (Only for Faculty) an employee is promoted or not promoted from one position to another. Thus understanding the importance of APRs every employee tries to come up to the expectations of students and administration alike.

For the principal to grade an employee it is important to have feedback from students. College has an in house robust feedback system wherein feedback received from students is collated , analyzed and shared in a confidential manner with the concerned person to the extent of bringing change in his attribute under question.

Student feedback is sought in different ways to maintain the confidentiality of exercise. Students are encouraged to go through an online Student Satisfaction survey on college website. Further students are encouraged to give specific feedback/ grievance directly on college mail ID which is accessed by the Principal only.

A comprehensive student feedback form is shared on college website and students are encouraged to submit the same.

At different times Principal seeks suggestions from staff regarding the measures which need to be taken at college level or at the level of department to bring improvements in higher education system, (Some of staff suggestions are shared as an attachment.

All the student feedbacks are accessed by Principal only and as per his wisdom he gets them analyzed and applying due diligence takes corrective measures subsequently.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

Since our college is a Government college and is run on Government funds as such Audits are conducted by various auditing agencies like Departmental Audit by Auditors of Finance Department and Audit by Accountant & Auditor General (AG) of GOI.

Besides Audits conducted by Department from time to time there is a quarterly reconciliation audit by Accountant and Auditor General of India for all Government Payments and Receipts and college procures an No Demand certificate from them which is an indicator of Financial Discipline in the college. (A good number of Receipts attached herewith).

We are sharing a copy of list of defaulting organizations issued by AG in which our college is not present which again is a testimony of our fiscal discipline.

Local Fund Audit of our college was conducted in year 2017 vide Government order no :124-DDAIK of 2017 Dated :11-05-2017 and no objections were raised as we did not receive any communication from the Department in the matter. The said Audit report is shared by concerned Auditors with Department of Higher Education directly and incase any half margins/objections are there same are shared by the Department with the college. We have not received any such communication indicating therein that everything was found satisfactory.

Copy of letters of reconciliation from Auditor General Of India (AG) since 2014 attached herewith.

Further the Departmental Local Fund Audit letter in the NAAC link of College website.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

##### Response:

Since ours is a Government college as such there is complete funding by the Government for infrastructural development, Maintenance, salaries, Electricity, Materials and Supplies, Equipments, Office Expenses, Travel Expenses, etc. College submits budget estimates for a particular year online through the platform of BEAMS (Budget Allocation and Maintenance Service) and Director Finance Higher Education after studying the requirements with concurrence of commissioner secretary releases grants from time to time through BEAMS.

**A copy of Budget allocation is attached herewith.**

Besides Government funding College mobilizes resources through student fee which constitutes college Local fund and utilizes the same for day to day running of college. Student fee is collected under various heads and utilized thereof.

Principal of College is authorized to spend Rs.50.00 Lacs annually from college local funds by following codal procedures.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:

IQAC of the college in its meeting at the start of an academic session deliberates and decides on quality initiatives to be taken to improve upon the teaching learning process. IQAC has

introduced healthy practices for overall academic improvement in the college. Two of such practices are enumerated hereunder;

#### **PRACTICE-I MAPPING OF CLASSES ENGAGED BY FACULTY IN A LUCID MANNER**

IQAC deliberated on the issue of monitoring of class work by the Principal of the college. Since time table is a detailed document and considering the number of classes going on simultaneously it becomes very difficult to map individual teachers in terms of classes engaged.

The IQAC decided an innovative mechanism of time table monitoring by way of keeping a ready reference of each class with the name of corresponding teacher fixed on a small notice board outside each class room. The mechanism provided a lucid way of monitoring the classes engaged by teachers as per time table and has been adopted as a healthy practice by college.

#### **PRACTICE-II MAPPING OF QUANTUM OF SYLLABUS TAUGHT BY FACULTY**

IQAC deliberated on the issue of monitoring the syllabus taught by a particular teacher and it was decided that each teacher before start of an academic calendar will submit a lecture wise detailed plan of his syllabus in advance to the IQAC. During each theory class the teacher will write the lecture no delivered on a particular day in his class attendance and thus a complete mapping of content taught by a teacher will be available in the college.

Further each faculty member is supposed to submit a Syllabus completion certificate at the time of closure of a session/semester and the same certificates stand a testimony to academic deliverance by teachers in a class.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **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:**

College has an Internal Quality assurance Cell(IQAC) which monitors different aspects of teaching learning process. The cell is mandated to act as a hub for documentation of various teaching learning processes of the institution. The college IQAC meets twice at the start (March) and end (December) of an academic year. Before the onset of academics in the college in a particular year the college IQAC conducts a detailed review of the decisions taken in December meeting wherein the issues faced by the college during academic year are flagged.

After understanding the issues of previous year the IQAC strategizes and devises a plan for current academic year. The plan includes framing of a detailed academic calendar where time

lines are fixed for completion of syllabus and conduct of Internal Assessments. Further a complete review of requirements of laboratories and individual departments are taken and detailed SOPs are framed and forwarded to individual Departments and sections of college.

At the end of the session IQAC again meets and analyses as to what has been achieved during the academic year.

Further IQAC of college is mandated to create a repository /record of all the documentation generated round the year which includes copy of time tables ,important student notices , event calendar , sports calendar , publications like prospectus , newsletters and magazines.

College plans to have a robust and widely mandated IQAC post NAAC accreditation.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 0.6

#### 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
02	0	0	01	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### **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:**

College has travelled a mile since its inception in year 2005. Starting from two rooms of a school building, presently college is housed in a spacious academic block consisting of ten classrooms, one boys and one girls washroom block each in ground and first floor of the building, five science laboratories, a library with a reading room, Principal Chamber, Capacious office and two Staff Rooms (Male and Female).

In last five years there has been an incremental increase in overall development of the institution. On the infrastructural side a canteen block besides augmentation of sports in terms of development of a volleyball/badminton court has taken place. To address ever increasing enrolment of students college has submitted a plan for construction of a twelve class room block which has been sanctioned by Government and Rs.50.00 Lacs released out of total cost of 700 Lacs for the project.

On the academic front besides commerce stream a three year six semester undergraduate program B.Sc IT has been introduced in the college. Further around sixteen new faculty members appointed by state Public Service Commission have joined college in year 2016 and 2017. Further laboratories have been complemented with Equipments and Computers / Projectors have been purchased to add up to ICT infrastructure of college.

College Library has been enriched with incremental increase in number of books and automation process has been set in place with purchase of SOUL.

As testimony to its expansion the student enrolment has increased manifold in last five years and at present it is at 2300plus.

In near future college intends to start new courses in the field of emerging fields like Biotechnology, Bioinformatics, Electronics, Statistics, Public administration, etc

NAAC



## 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:** 3

##### 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
03	0	0	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:**

An attractive and safe environment for the students, especially female students is what the college focuses to provide to its students. Our endeavour is to give home like feeling to students to provide them conducive environment for studies. The college gives special emphasis to Gender Sensitivity quotient. The college has separate rest rooms for boys and girls. There is a separate park for girls to enjoy their free time. The institution ensures equal participation of both boys and girls in all co-curricular activities, from cultural to sports. . College has functional dispensary in which all essential medicines are available along with first aid facilities. The services of a reputed MBBS Doctor is hired in the college for routine checking of students and staff. There is a separate emergency provision for female students in case of any sanitary or women specific issue. Suggestion boxes are installed on important corners of the college and every student can drop their grievances on any matter without even giving their name and Roll No. These complaints are well attended and solutions provided.

College has also installed CCTV's cameras with 24/7 recording facility to ensure free and safe campus to students. The gates of the college are also well manned by security guards to prevent any outsider from getting entry into college premises illegally.

College has the rare distinction of having higher enrolment of female students which is the manifestation of the efforts of the college. There is a functional Women's cell in the college which looks after the grievances of the female students in a time bound and secure manner. The cell also organises various counselling sessions with experts educate students as well faculty about gender sensitisation and equality between the two sexes.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 67185

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 3.67

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

Response: 525

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 14295

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

GDC Pattan believes in reducing the waste generation at the source. We take pride in recording minimal solid and liquid wastes in the campus. The minimal generation of wastes in a campus catering to the needs of around 3000 students and staff is a remarkable feat and has been achieved by the collective efforts of all the stakeholders. The solid waste is collected in dust bins installed in and around the campus. The dust bins are regularly emptied by the municipality of the town. The students are encouraged to minimise waste generation. Swachh Bharat cleanliness drives are undertaken regularly in order to keep the campus and surroundings clean. The NSS cadets along with other students play a vital role in keeping the college trash free. The lawns and the path roads of the college are always free from litter. Students and staff have developed the incredible habit of using dustbins hence keeping the campus clean and pristine. The use of paper is discouraged. Old news papers and dailies are collected by the vendor who in turn sends the scraps for recycling. Use of plastics and polythene is banned in the college. The campus is polythene free and smoke free. No hazardous waste is generated in the campus. Use of chemicals is controlled and under professional supervision in the labs. The liquid waste is connected to the main sewers for proper disposal. The glass waste if ever generated is safely disposed off in pits and then covered by soil. The black board markers are not thrown away but refilled with ink and reused. Electronic devices are properly taken care of as such much of e-waste is not generated. Non working electronic equipment is stored away in a separate room and disposed off according to guidelines. Awareness is created among the students regarding the hazards of waste generation. Current global municipal waste generation levels are approximately 1.3 billion tonnes per year, and are expected to increase to a staggering 2.2 billion tonnes approximately by 2025. As such the current per capita waste generation which is approx. 1.2 kg has to be decreased considerably in order to save the society from this monstrous issue. In this regard, the students can play a key role by spreading the awareness among their families and friends. The college Canteen is encouraged to reduce food waste and to use reusable crockery. The use of disposable items is strictly prohibited. The canteen is encouraged to serve healthy food items like fruits, snacks and boiled eggs so as to reduce the generation of polyethene wrappers. The waste generated by college canteen is collected by the local municipal council for proper disposal. The college has a lush green campus which includes two fully grown Chinars (*Platanus orientalis*) adding to the beauty of the compound. The plant wastes including fallen leaves, dry twigs, dry flower plants, prunnings etc are disposed off in pits in order to increase the organic matter of soil for enhanced fertility aiding the biogeo-chemical cycling.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

since the college is not located in a drought prone area, the water requirements of the college are easily met by available resources. However, to stop the surface run off of rainwater and to stop the wastage of an important resource, college has installed a modest water harvesting facility in the college.

The state of Jammu & Kashmir receives the annual rainfall of about 660 mm. this occurs in short spells with high concentration of rainfall during the months of March-April. The location of Government degree college Pattan gives the institution a great potential for water harvesting and conservation of water. Since the college is located on a slope of a small hillock, it makes it convenient to accumulate the water coming down from the hill and to reduce the surface run-off of water. This also helps in reducing the surface erosion and also in conservation of rainwater.

College has installed a large tank in college which is connected to pipes which collect water from the hillock. There is also a natural water spring outside the boundary of college. The college has made provisions to utilize that water as well. This is also collected in the installed tank. College uses this water for irrigating the college parks and plants.

College also takes steps to educate and aware students about conservation of water and its various benefits.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 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:

Going green is no more an option; it is the only way ahead. Our carbon handprint alone can save planet Earth from the disasters of our carbon footprint. GDC Pattan constantly strives towards being an environment friendly complex where Environmental Science is not taught as a mandatory course alone but as a way of life towards achieving a sustainable world. The college strongly believes in 3 R's i.e, Reduce, Reuse and Recycle. The students are encouraged to use reusable and environment friendly products in their daily life and carry the mission of a sustainable planet forward. They are taught to use resources in a sustainable way and how to be water wise. In the campus water is used judiciously in order to reduce the ecological footprint. Being an eco friendly campus, the faculty and administration always encourage green practices among students and staff. Apart from celebrating environmental weeks the college practices Swach Bharat activities in its real spirit. The use of disposable items is strongly discouraged. The students take keen interest in keeping the campus clean and green. Saplings are planted every year on the World Arbour Day. The large number of trees planted throughout the campus plays a vital part in carbon neutrality. The college compound hosts two fully grown Chinars and numerous young ones which remarkably reduce the carbon footprint of the college. The students and staff are encouraged to use bicycles as a mode of transportation. The staff practices car pooling and utilize public transport system rather driving their individual vehicles. The campus is polythene free and smoke free zone. The landscape is designed in such a way so as to allow maximum percolation of rain water for recharging the aquifers and

hence minimises surface run-off. The buildings are energy efficient allowing maximum use of natural resources. The rooms, library and labs are well illuminated and ventilated consequently lamps are not needed during sunny days. The use of electricity is minimal as the buildings are lit up with natural light. Air conditioning is not put into practice rather efficient electric fans are used when needed which helps in energy conservation. All the incandescent lamps have been replaced with energy efficient LED bulbs. During daytime all the lights are switched off to conserve electricity. During colder months, the doors and windows are covered with heavy curtains so that rooms stay warm and no extra expenditures are done. All the devices running on electricity are used only when needed and switched off when idle. Devices like room heaters are completely banned. The Institute endeavours to declare itself paper free in the immediate future as most of the communication is practised virtually via electronic media by way of electronic mails, WhatsApp communication and other social media platforms. In order to take care of the green initiatives a separate College Development Cell and Landscape Development Cell have been established. Sufficient number of gardeners and sweepers have been employed to take care of the lawns and other vegetation.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 0.21

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
0.1	0.05	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students

**8. Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 5

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 7

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
4	0	1	0	2

File Description	Document
Report of the event	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 11

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
2	6	1	2	0

<b>File Description</b>	<b>Document</b>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

The College endeavours for the overall metamorphosis of a student into a responsible citizen. In order to achieve this goal, the college organises and celebrates days of national and international importance. Each year, in the month of June, Environmental week is celebrated. Many events like seminars, quizzes, rallies, cleanliness drives are conducted as a part of week long celebration. The college strives to inculcate a sense of compassion and sensitivity towards their society and country. The ambience of the campus is such that it fosters mutual cooperation and integration among the students. The staff and students regularly take part in community services. Important days like Women's Day, No Tobacco Day, AIDS Day, Teachers Day and Gandhi Jayanti are celebrated with great fervour and enthusiasm. Programs like Swacchh Bharat Abhiyaan are also organized regularly. The sesquicentennial (150th) birth anniversary of Mahatma Gandhi was



celebrated this year in the month of September and October. The event comprised of different activities including an essay writing competition on Gandhian philosophy of non-violence, Legal Aid Camp for girl students on issues like harassment and domestic violence, Intramural twenty-twenty cricket match, fund raiser event, Khadi cum Swadeshi day for promoting local culture, signature campaign to boost principles like non violence, campus cleanliness drive and blood donation camp. These events record a remarkable participation from the students. Students from all the courses and semesters are encouraged to participate in the events.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

Showcasing a complete transparency in all pursuits is one of the core values of the Institution. The college maintains a complete transparency in its financial, academic, administrative and auxiliary activities. Financial audits are conducted regularly by internal and external agencies. All the developmental activities are conducted following proper tendering. Books, periodicals, publications and dailies for library are also procured after floating tenders. Equipments, chemicals and glassware for laboratories are obtained from lowest bidders. College has an Internal Quality Assessment Cell which supervises and monitors the quality of all the academic activities and reviews all the educational activities from time to time. The teachers are required to submit syllabus completion certificates from time to time. The Time Table Committee frames the time tables and constantly monitors its strict compliance. Work load is fairly distributed among the permanent and the academic arrangement faculty. Time table including the names of assigned teachers is pasted on the notice board of all class rooms and laboratories. Study material for all the courses is made available on the college website for the facilitation of teaching – learning process. Notifications regarding admissions and other co-curricular activities are posted on various notice boards for student information and dissemination. The admission process is monitored by the Admission Committee and admissions are done purely on the basis of UGC guidelines. The requisitions for academic arrangement staff is purely calculated and communicated to the nodal agency upon the workload of each subject. All the teachers are required to contribute 16 hours of teaching per week as per the UGC guidelines. The College has an effective Scholarship and Financial Assistance Cell which invites applications from underprivileged students for financial assistance and after rigorous procedure and verification, distribute the scholarships among the deserving students. Various committees are framed which includes participation of all the senior and junior members for a hassle free and transparent functioning. The committees include: College Advisory Committee, College Development Committee, Internal Quality Assurance Cell, Admission Committee, Purchase Committee, Career Counselling Committee, Discipline Committee, College Sports Board, Scholarship and Financial Assistance Committee, Transport Committee, Landscape Development Committee, Library Committee, Subject Tour Committee, Cultural Activities Committee, Medical Assistance Unit, Website/ EDUSAT/ICT Committee, Printing and Stationery Committee, Womens Grievance Redressal Cell, Grievance Redressal Cell, NSS Committee, Accounts and Audits Committee and Redressal of Gender Issues Committee. The fee structure of various courses is provided in the college prospectus. Students deposit the fee online in the University chest against a proper computer generated

receipt. Total financial transparency is practiced and salary and other remunerations paid to the staff are directly credited to their respective bank accounts. Similarly all administrative and miscellaneous expenses are routed through the bank. The records of all the financial transactions are maintained properly. The daily attendance of staff is marked on biometric attendance system. The leave account of the employees is provided to them on the 25th of every month for their information and reservations if any.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice 1

##### 1. Title of the Practice:

Social Outreach and Community Service

##### 1. Objectives of the Practice:

- To inculcate a sense of responsibility and compassion towards the society,
- To instil leadership qualities among students
- To promote team spirit and confidence

##### 1. The Context:

The college firmly believes in the overall development of its students. In addition to the emphasis on academics, the college policies ensure the involvement of students in society and social issues. The current day world is marred by a plethora of social, environmental, moral and political issues. In order to curb the monstrosity of these ills, it is imperative upon educational institutions to inculcate stewardship qualities among students. The main challenging issue in this practice is the time constraint. The students remain busy with their theory and practical classes and as such managing time for social activities without compromising with their studies is an uphill task.

##### 1. The Practice:

The management organizes various events like Swacchh Bharat Abhiyaan, cleanliness drives, rallies addressing social and environmental issues, visits to hospitals and blind school, visits to places of historical importance, and relief activities etc. The students in general and the NSS unit in particular take keen interest in such activities. They observe these issues from a very close perspective and as such help in

disseminating information and awareness at grass root level and in due course of time develop a temper of compassion and leadership. The students are divided into groups and are assigned different tasks. After completion of the tasks they are asked to submit their reports and evaluations.

### **1. Evidence of Success:**

The response of students is overwhelming. They are filled with zest and zeal towards their assigned projects. This helps in boosting the morale and overall confidence of students. They develop a basic comprehension of various issues and design means to counter them. Consequently, students are groomed as more confident and responsible citizens. Today's happy student is tomorrow's successful citizen.

### **1. Problems Encountered and Resources Required:**

Time constraints, frequent internal and external exams are the main problems encountered. Proper training of cadets and availability of funds are the main requisites.

## **Best Practice 2**

### **1. Title of the Practice:**

Financial Aid to Orphans and the Under Privileged Students

### **1. Objectives of the Practice:**

- To assist poor, orphans, specially able etc., to get equitable chances of education
- To reduce dropout rate and to encourage talent
- To work towards social upliftment by providing the underprivileged a chance towards better future.
- To remove the financial hindrance towards achievement of education.

### **1. The Context:**

Lack of proper resources especially money acts as a big hindrance towards achievement of education. A majority of students are forced to drop out because of lack of money. Poverty and physical handicap act as a major deterrent towards achieving education. In order to give the under privileged a fair chance of education, the college leaves no stone unturned towards achieving this goal. The college has a Financial Assistance Cell, which after a thorough and rigorous exercise identifies the deserving students and facilitates their process of education monetarily.

### **1. The Practice:**

Applications are invited from the desirous candidates seeking financial assistance. The application forms are scrutinized and after proper verification the available funds are disbursed into the bank accounts of the selected deserving candidates.

Additionally college has a Poor Fund where the staff contributes regularly out of their own pockets so that the non availability of funds does not act as a deterrent to the educational aspirations of students. The candidates approach the members of the Financial Aid Committee and after proper verification, the expenses of their courses especially the course fee is paid. Besides, the institution has a mechanism for

aiding persons with serious and terminal illnesses. Whenever any such case appears before the college management, funds are raised by the teaching and non teaching staff and disbursed for the cause.

#### **1. Evidence of Success:**

Among the odd 3000 students enrolled in the college, a sizeable chunk comes from the financially challenged section of the society. The students feel free to convey their problems to the staff which helps in creating a student friendly environment and consequently yielding tangible outcome.

#### **1. Problems Encountered and Resources Required:**

Catering to the huge rush of students is a challenge. Funds need to be enhanced. Apart from money other necessities like stationery, books and uniform should also be made available to the needy students free of cost.

### **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:**

Govt Degree College Pattan constantly strives for the empowerment and safety of women. We remain committed to the greater participation of women in the furthering of the national goals. The women's education needs are aimed at seeking a strong and all round development of a creative thinker with global skills, entrepreneurship, professional and statesmanship qualities. Special emphasis is laid on the education of girl students. Ever since its inception, the college has been a flag bearer towards empowering women for a better and brighter future. The enrolment of girl students in various courses of the college has seen a steady increase. Girl students have always been at fore in representing the college. Special attention is paid towards making the campus safe and friendly for girls. A host of measure including a separate lawn for girls, a separate staircase for easy commutation, separate restrooms in all storeys, availability of sanitary napkins, installation of complaint boxes and close circuit cameras etc have been taken to make their stay comfortable. In addition to that, the college has a separate committee for Redressal of Gender Issues in place which takes disciplinary action against complaints if any. The Discipline Committee is constantly making rounds in the campus so that the campus stays safe and peaceful for students. The ambience of the college is such that the girl students can easily approach any teacher in general or any member of the community in particular to register and discuss their issues. The investigations are made on a fast track basis and proper action is initiated against the offender. The policy of the institution emphasizes to lay more stress upon the needs of girl students so that they are encouraged to continue their studies. Girls are encouraged to participate actively in all the curricular and co-curricular activities. They are given chances to represent the college in various inter-college activities held across the valley. In case of any medical emergency they are given free transportation to the nearby sub district hospital, they r taken care of by the staff till their guardians arrive. They are enrolled in various activities like NSS. Various awareness and gender sensitization programmes are conducted from time to time. Many other activities like celebration of

international women’s day, legal aid camps, medical camps etc are held regularly for the benefit of girl students. Such is the serenity of the college that parents send their daughters regularly to the college.

As a result of the relentless efforts of the college towards making the campus friendly for girl students, the current enrolment of girls exceeds that of the boys which reflects a progressive trend.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>



## 5. CONCLUSION

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### Additional Information :

#### a) REGARDING STUDENT ON LINE SURVEY

Since college has been on winter vacations since 24th December 2018 as such the student information in terms of their Email Ids was a big challenge. Since college is in an upcountry geography and people are usually from labour class as such percolation of ITES like Email , Whatsapp etc is very dismal. There is a large chunk of students who have either not given any email in their admission form or have given a mail id accessed by any of their relations.

Fortunately university Examinations were going on and IQAC team contacted the students and convinced them in making mail IDs at their homes and submitting the same to college.

With great difficulty college has been able to collect email IDs of more than sixty percent enrolled students and enlisted them in SSR.

Inorder to extract a response from students it may be feasible to start the SSS in first week of March when college starts. We intend to counsel the students in morning assemblies at the start of academic session regarding a timely response to email queries from NAAC. Further college is going to publish a notice in leading dailies requesting students to give a timely response to email survey from NAAC.

#### b) AVAILABILITY OF DOCUMENTS

Inorder to have a hassle free evaluation of our SSR , college IQAC has tried to keep maximum supporting documents available on college website [www.gdcpattan.com](http://www.gdcpattan.com)

The necessary link for same is

<http://www.gdcpattan.com/documents-in-support-of-ssr/>

### Concluding Remarks :

Government Degree College, Pattan was established in year 2005 under Prime Minister's Reconstruction Program and was allotted 315 kanals of Government Land on National Highway in the Tehsil Pattan of District Baramulla of State of Jammu and Kashmir. The enrolment of students has increased marginally since its inception with 2500 students with girls outnumbering the boys. The college currently offers four courses, viz Bachelor of Science (B. Sc.), Bachelor of Arts (B. A.), Bachelor of Commerce (B. Com) and Bachelor of Information Technology (B. Sc. IT.). It also plans to start more programs in new frontiers like Electronics, Biotechnology, Bio-informatics, Anthropology, Public Administration, Statistics and Applied Mathematics.

Infrastructure of the college is also been upgraded. College proposed construction of a twelve class room

academic block which has been approved by the State Government and its construction is under process.

The college also pays special attention to under privileged economically backward class. Special scholarship programs are offered to them by Government through Department of Social welfare and Department of Labour as well. The College Scholarship Committee also offers financial support to orphans, differently-abled students and economically weaker students.

College has special focus on co-curricular activities as well. The college debating committee has a comprehensive sports calendar during an academic year which is duly publicized in college prospectus.

The College also outreaches the populace of Pattan and organizes various awareness programs. Recently, the college conducted cleanliness drive under Swatch Bharat Abhiyan to create environmental awareness among the community around the college. College also college contributes monetarily to a blind school in Pattan town.

e-governance and implementation of ICT for deliverance of student services is high on our agenda and as part of same the college is in the process of automating Library and making the college website more dynamic in terms of continuous updation and up gradation.

Our aim is to bring our college high on table in academics with blend of co-curricular excellence and we all are working as a team to achieve this goal.