YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Government Degree College Khour
• Name of the Head of the institution	Dr. Tirath Kumar Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9419108122
• Mobile No:	9419108122
• Registered e-mail	gdckhourj@gmail.com
• Alternate e-mail	NA
• Address	Nai Basti Naryana, Khour
• City/Town	Jammu / Khour
• State/UT	JAMMU & KASHMIR
• Pin Code	181203
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Jammu**	
• Name of the IQAC Coordinator	**Prof. Jozafeen Afzal**	
• Phone No.	**9419192177**	
• Alternate phone No.	**9419192177**	
• Mobile	**9419192177**	
• IQAC e-mail address	**iqacgdckhour@gmail.com**	
• Alternate e-mail address	**gdckhourj@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gdckhour.com/notifications/college-prospectus/767

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.68**	**2022**	**27/09/2022**	**26/09/2027**

6.Date of Establishment of IQAC	**04/06/2021**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**2**

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

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

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

The academic calendar was followed as scheduled in the beginning of the academic session. The various developmental activities were carried out as per institutional development plan. NSS/NCC/Sports departmental participations ensured in different state as well as National level competitions. IQAC committee ensured transparency in the various financial activities conducted in the college by tendering the development works and purchase of goods.

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

Plan of Action	Achievements/Outcomes
The academic calendar was prepared in the beginning of the academic session.	The academic calendar was followed as scheduled in the beginning of the academic session. The vermicomposte and rain water conservation units were constructed in the college campus.
PTMs and Alumini meets will be organized on regular basis.	PTMs and Alumini meets were sucesfully conducted.
Functioning of college canteen will be made functional.	The College canteen has been made functional for students and staff of the institution.
To execute the construction of Reading hall on the first floor of library.	The Reading hall on the first floor of library is near completion
To execute the construction of Examination hall on first floor of the main building.	Examination hall on first floor of the main building has been completed.
Plantation drives will be conducted from time to time.	Various plantation drives were conducted on regular basis to make the campus green and eco friendly
Rain water conservation unit will be constructed in college campus.	The Rain water conservation unit was constructed in the college campus.
A Vermicomposit unit will be constructed in college campus.	The vermicompost unit was established in the campus.
To execute repair and face-lifting of front boundary wall of the college.	Repair and face-lifting of front boundary wall of the college has been executed.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	20/01/2024

15.Multidisciplinary / interdisciplinary

No doubt NEP 2020 will lead to set up of multi disciplinary/interdisciplinary education but as the Govt. Degree College Khour is affiliated to University of Jammu, it adheres to the curriculum designed and prescribed by the University. The College has already offered a wide range of Skill enhancement, discipline specific elective and generic elective courses. The introduction of this approach to curriculum integration will be within the framework provided by the affiliated University and the curriculum will be operationalized keeping in mind the requirements and resources of the College.

16.Academic bank of credits (ABC):

Academic bank of credits (i.e. the credit earned by the student can be stored and when the final degree gets completed these can be counted) will also be within the framework provided by affiliated University depending upon integrated curriculum granted to the College. All students enrolled in this college have their Academic bank of credits account.

17.Skill development:

The college imparts skill based and job oriented courses besides formal education at UG Level. In 2019, the college imparted Add-on Certificate Course- Accounts Executive to 30 students under Rastriya Uchatar Shiksha Abhiyan(RUSA). In the session 2021-22 two Add-on Skill Courses viz. Data Entry & Office Automation, and Yoga & Naturopathy were initiated with enrollment strength of 30 students in each course. Add-on Skill Courses viz. Data Entry & Office Automation was done in collaboration with NILIET whereas the Add-on Skill Course Yoga & Naturopathy was started in collaboration with Central University of Jammu. The purpose to introduce such courses is to take higher education on the path of more job and market oriented track for increasing the employment opportunities

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

For appropriate integration of Indian Knowledge system, the college has the facility in the form of automated library in which the students are registered in N list and can access various online courses through MOOCS/SWAYAM. However the online learning e-program delivery/e-assessments will serves as a challenge for low income students in terms of affordability access to devices and internet

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Focus will be given to outcome based education by signing MOUs with public/private enterprising companies. This apprenticeship will help students to practically learn those skills which help them to be more efficient and inventive professionals and also allow them to set up their own business unit. The college has succesfully comleted two skill based vocational courses viz. Data Entry Operator & Yoga and Naturopathy by signing MOU with NIELET and Central University, Jammu respectively. Such type of more courses will be commenced in near future depending upon the grants sanctioned by the state Govt. and also upon the availability of infrastructure.

20.Distance education/online education:

The introduction of the distance mode of education/online education through its well researched curriculum means that those students who may not always be physically present in the college have to adhere to the curriculum designed and prescribed by the affiliated university and the availability of infrastructure in the college.

Extended Profile

1.Programme

1.1   **2**

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

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

2.Student

2.1   **913**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **416**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **264**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **18**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **26**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**2**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**913**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**416**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	**264**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**18**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	26
Number of Sanctioned posts during the year	

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

4.Institution

4.1	9
Total number of Classrooms and Seminar halls	
4.2	65.39913 (Revenue Expenditure and Capex Expenditure)
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	72
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As our institution is affiliated to the University of Jammu, Jammu, it adheres to the curriculum designed and prescribed by the university. Some faculty members of the college even assist other universities/autonomous colleges in preparing their curricula. The effective delivery of the curriculum is executed through various academic committees framed by the college administration. The university through the board of studies of various departments regularly updates the curriculum. The head of each department is a regular member of the board of studies and thereby contributes for the formation of effective curriculum.. Well planned time table is framed keeping in view the long distance daily commuters so that they can attend their all the classes. The college library is fully automated and enriched with the books of every subject Examinations are held in a centralized manner involving the coordination and services of teaching and non-teaching staff members. Thereby ensure the smooth conduct of the examination Vocational and Add-on courses are introduced from time to time to

improve the employment prospectus of the students. The students are also encouraged to take part in various sports activities. The remedial classes are held to supplement the routine course works.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Institution adheres to the academic calendar including conduct of CIE. The college is affiliated to the University of Jammu and hence the pattern of examination and academic calendar prescribed by the university is strictly followed. This academic calendar is reflected in the prospectus / Admission brochure. In the beginning of the session general orientation cum counseling of the new extents is done so as to sensitize them about the mode of examination both internal and external distribution of marks both in theory and practical and other academic activities like regularity of attendance in which the students must attend more than 75% of the total lectures delivered during the semester and a student has to pass internal assessment separately in each subject. The Principal and HODs along with the controller of examination of the college decide on the internal assessment, examination dates and the dates for other academic activities which are displayed on the college notice board well in advance. Regular staff meetings are conducted by the Principal to ensure adherence to the schedule given in the academic calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	A. All of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

These issues are covered within the core subjects such as sociology, EVS, Education etc. Besides this, various efforts are being made by the college to address these through various co curricular and extracurricular activities.

Gender Sensitization.

The course entitled 'Gender Sensitization' has been introduced in 3rd semester as Skill Enhancement Course to make student aware about the problems associated with gender inequity and the remedial measures which can ensure a safe and dignified environment for members of all genders. Women Development Committee conducts Anti-Sexual Harassment Cell, Red-Ribbon Club and NCC/NSS various seminars/ workshops in the college.

Environment and Sustainability

In the college, Environment Science is a compulsory course which is taught in the first two semesters of all programs. The primary focus of this course is to make the students aware about the rising challenges of climate change due to environmental pollution and the ways and means to reverse this trend by organizing various activities like plantation drive, poster making competition/seminars/symposium on these issues frequently from time to time.

Human values and ethics

A series of events such as debates, seminars, poster making and quiz competition etc. are held frequently to promote the Gandhian philosophy like truth and non-violence. Anti-ragging Cell and Grievance redresses cell are place in the college campus.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

145

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The college has taken major steps towards improving the quality of teaching learning by focusing on PowerPoint presentations, charts, graphs, videos, audio-visual aids. The college adopts more on student centric method to support structures in systems by teacher to develop skills in various learning process. Certain steps are taken to address the needs of individuals. The facility of remedial classes is provided in which the stress is given on the difficult areas of the subjects. To enhance their confidence their active participation in different fields is encouraged. Students are encouraged to choose the subject/subjects which suit their caliber. The college offers admission to the entire category of students of different background and with different abilities- SC, ST, OBC, EWS and differently-abled students. They are constantly encouraged to meet their mentors for extra classes. The teachers are easily available to the students who provide them with the books and study material in the form of notes. Such students are also encouraged to participate in sports, cultural events and debates at University, State and National level. Students are encouraged to participate in Seminars, Quiz competitions, debates, discussions and poetry recitation competition. In case, the poor performance in the class room is due to absenteeism, the shortage is notified on the notice board and communicated to parents. Final

year students are guided regarding various career oriented courses competitive examinations, jobs they can opt after graduation.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
913	**18**

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

2.3 - Teaching- Learning Process

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

The college adopts student centric methods by teacher to develop skills in the teaching learning process. So, in addition to traditional teaching methods, focus on new innovations in teaching techniques like ICT, OHP, Smart class rooms etc is laid. The faculty members in general are aware of the needs of the students in terms of the knowledge and skills owing to their previous experiences. The teachers of the college usually make classes more interactive by asking the students to come up with their own innovative ideas and view points so that it adds to their capability. They are also encouraged to attend seminars, debates, symposia and conferences. Group discussions, inter collegiate fests., excursions are also conducted to promote academic excellence and psychological relaxation to the students

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

maximum of 200 words
Various innovative methods have been adopted and used by the teachers to make the class room more appealing to the students. The teachers often make use of smart class room and other ICT enabled class rooms which are incorporated with Interactive Flat Panels to make teaching-learning more effective, interesting & technology oriented. As the traditional forms of teaching around the world changing rapidly with the advancement of technology, the teachers used various online teaching methods.They taught the students through presentation using various presentation tools. Moreover, they deliver online lectures using video conferencing tools or by video sharing platforms such as You Tube or other platforms such as facebook, whatsapp, etc. As the library of the college is automated, the faculty members and the students are registered in NList to access books and other e-resources. The library is enriched with rare books, reference books, encyclopedia and general books in addition to the books of the different subjects which can help the students and teachers for effective teaching learning process. Charts and Models are also used by the faculty members to explain the fundamental topics and advanced technology in theoretical and practical sessions.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

14

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

2.4 - Teacher Profile and Quality

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

14

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

5

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The college is affiliated to the University of Jammu and it adheres to the norms prescribed by the university. Examination committee of the college looks after the fair and smooth conduct of the examination in the institute. All rules and regulations regarding examination and evaluation process are updated regularly and made available on the university website. Whenever the students are in doubt they are encouraged to clarify them by discussing with teachers and principal. The students are informed of the internal and external assessment system at the beginning of every academic year. Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through continuous internal evaluation. The evaluation process is done both in conventional as well as modern manner. The conventional method includes conducting written tests and the innovative method varies from class room discussions, student seminars, presentations, on spot tests and discussions etc. Each student is given individual opportunity to practice the lab work, so that he/she would be able to perform better in the final practical exams and in future endeavors. There is provision of re-test for the students who don't score qualifying marks and the students who could not appear in the internal assessments due to their participation in various curricular and co-curricular activities.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Internal assessment for all courses and subjects is done strictly as per university guiding principle. The college conducts internal assessment. The results are constantly monitored by the class teacher to ensure consistent performance of the students. Centralized date-sheet for test/submission of assignments is notified on the college notice boards and also conveyed to the students by the teachers in their respective classes, at least 15 days in advance. The students who could not appear in the test due to some unavoidable circumstances, there is provision of retest

for them and also for weaker students for improvement. A proper record of the internal assessment is maintained. After evaluating the answer scripts of the internal assessment tests, these are shown to the students for their satisfaction.Internal assessment marks are also displayed on the notice board. The internal assessment record of the students is entered by the respective subject teacher in the award register duly verify by the respective HODs and Principal of the college, and final verification is done by a team appointed by the University. The tests and evaluation process is executed as per the academic calendar of the institution.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are assessed with the help of course outcomes. Admission committee and counseling cell continuously help all the students during admission process of new comers at start of every session. The programmes offered by the institution are Bachelor of Sciences (B.Sc.) Bachelor of Arts (B.A).For this, we prepare them for job market/masters degree programmes/higher education. They are trained to be socially conscious, morally upright, have genuine concern for human values so that they will follow personal and professional ethics to promote peace and love in the community. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Students are apprised with the learning objectives and expected outcomes of the each course at the beginning of the session and during the counseling sessions throughout the year. To improve student's performance, field visits, practicals, demonstrations, increased community participation are included in the design of the curriculum. Coaching classes for the final semester students are provided by the college to help them in the entrance tests for further studies and also for competitive exams. The B.Sc with Computer application programme helps students with the basic and advance knowledge to operate computer which equips the students to meet the

technological advancement of the contemporary competitive world. Job oriented vocational courses help the students for placement in corporate sector.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution from time to time. This college follows a feedback system to assess the teaching learning outcomes. The institute provides opportunity to all the students for improving their performance which in turn results in better attainment of course outcome. The practical courses are evaluated by means of external practical examination where in the examiner appointed by the affiliated university conducts the examination as per set rules laid by the university. The internal practical exams besides day today performance of student in the lab are means of evaluation at college level. In practical 50% marks are attributed to internal and 50% to the external examination. The standards of measuring are high as the question papers are set by the university faculty on the basis of the syllabi of the said courses. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. College maintains a proper record of all academic and co-curricular activities to evaluate the various teaching learning outcomes. The Counseling Cell and mentors of the college help in resolving personal, academic, vocational, psychological etc. problems of the students in order to attain programme outcomes. On completion of graduation in different programs, students seek admission in different universities, for higher education while some other prepare for competition examination and some students can get prepare for competitive examinations to in compete for getting jobs.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

18

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://www.gdckhour.com/documents/aqartwentytwothree

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

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

3.3 - Extension Activities

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

The activities were carried out by our college during the yearwere Symposium, rallies, quizzes extension lectures, awareness program on various social issues prevailing in society such as stress management, feminism Vs Women hood, cleanliness and hygiene issues and students are sensitized and made aware about the consequences of these serious issues. The institution took keen interest in "Plantation Drive" and Von Mahotsav celebration in Collaboration with department of Social Forestry to create awareness among the students and masses about the importance of trees in enriching and to conserve the ecosystem. The institution tries to make the students understand the importance of preserving and safe guarding the Environment. The activities of the college are not limited to the curriculums but surpass that. All the important days and

national festivals are also celebrated regularly in the college with the aim to develop feeling of nationality and inculcate ethical values among the students. The college offers special camp for the students which undertook different activities under various government programs like "Fit India Mission", "Ek Bharat Shreshtha Bharat", Swachh Bharat Abhiyan to serve the society at large and also imbibe them with qualities to become responsible citizen.

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	<u>View File</u>

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

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

150

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College is affiliated to the University of Jammu and was established in August 2011 by Govt. of Jammu & Kashmir. Initially the college started functioning at Govt. Higher Secondary School Khour with merely 98 students in Arts Stream only. Now, it is located at the left bank of Partap Canal at Nai Basti Narayana which is away from the hustle and bustle of the city and provides a congenial environment for studies. This College has emerged as a modern co-education institution of studies that offers arts and science streams. The college building is well-structured which constitutes 06 IT enabled and 03 traditional class-rooms, newly established & well furnished science and Computer laboratories, browsing centre, examination hall, fully automated Library and a big playground. All the classrooms are well designed and fully ventilated. Apart from it, the college has provided separate toilet facilities to male and female students of the college. Moreover, to cater the needs of the students, a Canteen facility is also available in the College campus.A separate hut for the Chowkidar is also there in the College.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The College has a big playground located in front of the college building. The entire area of the college is approximately 108 kanals. Although the play ground is available for various sports activities, it is not sufficient for all the games due to lack of various courts and other facilities. The college offers many games like Kho-Kho,Volley-ball, Kabaddi, Table tennis, Powerlifting, Wrestling, Cricket, Football and Badminton to students. The sports culture in the College instils healthy competition, sportsmanship, and teamwork among students . The College organises various cultural events from time to time to promote students' creative and artistic pursuits.The students are provided opportunities to participate in cultural programs at various levels of inter/intra competitions.This is keeping in view the holistic development of students with all round personality development. Moreover, the college holds farewell functions for outgoing students and freshers parties for freshers. NSS/NCC days and other national festivals are celebrated by the NSS volunteers and NCC cadets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

65.39913

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College Library is fully automated using cloud 4.0 version of e-granthalaya Software, which is a Cloud Ready Application; uses PostgreSQL - an Open Source DBMS as back-end solution. The Software is multilingual, UNICODE compliant, provides an online data entry solution and compliance with library standards. Books are catalogued and barcoded.Various sections are constituted in the library for easy access of desired books to the College students and faculty.The OPAC is available in public domain where various online services can be accessed.

The College Library is an integrated Knowledge resource centre having a good collection of books, periodicals and references covering all aspects of academic studies. College Library is located in an independent block comprising an office, a separate reading room for staff and students, e-access zone, toilets etc.. A special place has been allotted for keeping the belongings of the students. Library advisory committee is constituted to strengthen its activities and it allocates department wise budget for purchase of books, periodicals and also conducts annual stock verification. The College library has access to e-resources through the N-LIST database, DELNET and NDL. Leading newspapers, magazines, Journals are subscribed and a photocopying facility is available in the Library at subsidised rates.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources — **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

2.27791

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

37

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

To meet the growing demands of the technically skilled professionals in the modern world, the College ensures that students, faculty, and other staff members are facilitated with the latest IT facilities. College is providing smart boards (Interactive Flat Panels), IFPD Podiums in Smart Classrooms which facilitates the teaching learning process. Each department of the College is well equipped with Computers, printers, scanners and projectors for academic purposes. The College is well equipped with a Wi-Fi facility. College has BSNL broadband connection in the administrative block, teaching departments, and Library for the smooth functioning of all departmental works. College provides a well equipped computer lab which accommodates about 50 students at a time for practical sessions. The IT equipments are always well maintained and updated.

The College has its own website (https://www.gdckhour.com/college/) which is updated regularly to provide the latest information to all stakeholders.All faculty members and students are authorised to access the Internet facility in browsing centre (IT Lab) and do their various computer related works. Generator facilities have also been made available in the College for uninterrupted power supply. The whole campus is WiFi enabled and under the surveillance of CCTV cameras.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

65.39913

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The College has policies and procedures in place for maintenance and utilisation of infrastructure and facilities. College Development Committee, academic committees are responsible for decision-making, for upgradation and maintenance of the same. The institution receives grants from the administrative department for upkeep/maintenance of infrastructure/equipment. The College ensures best utilisation of the budget allocated for the

infrastructural maintenance by holding regular meetings of concerned committees in order to plan and monitor the developmental projects.The Heads of the Departments prepare the proposals as per the requirement of their respective departments. The purchases of the college are mostly carried through Gem or approved agencies after completing all the codal formalities. The admission policies adhere to the norms prescribed by the University of Jammu with regards to the selection process. In order to maintain academic standards, the college starts class work immediately after the admission process is over. To maintain Cleanliness and Hygiene in the college premises, sweeper regularly cleans the classrooms, washrooms and corridors. Library is maintained by the Librarian and the supporting staff. The stock verification of library books, sports equipment and other stock items are done once in a year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

384

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

`1`

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

`0`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`1`

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

To create the sense of responsibility, awareness and leadership in young minds and to ensure inclusiveness of all students, the institution provides ample opportunities and exposure to students to contribute/involve in the academic, co-curricular and administrative functioning of the institution. The students' clubs and students' body/council are constituted to represent the genuine issues/suggestions of students for the welfare of students as well as for the progress and development of the institution. The college provides congenial environment and liberty to these bodies/clubs to work. College have also Suggestion Box for students to represent their issues, suggestions to college administration.College have also NSS and NCC units for the students to have more exposure and opportunities to develop leadership, managerial and volunteering attributes in students which in turn foster the active participation of students in college initiatives and actives and more importantly create the thrust to serve the society and nation.

The students' body/ clubs/Units contribute the college in the following activities: -

To maintain the discipline and to prevent ragging and sexual harassment.

To maintain the strict compliance to wear uniform.

In publishing college newsletter and in conducting various environmental and social awareness programs and activities.

To plan and organize seminars, debates, cultural & literary

activities, etc. In conducting Tours/Picnics. In campus beautification.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

7

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

With the objective to develop bond of respect, culture & belonginess amongst stakeholders towards institution and involvement of luminaries (remained over years) of the college in the development of institution, the college has created Alumni Association in 2020-21of the students graduated from this institution. At present there are about 50 alumni. As the college is newly established in 2011 and have 5-6 batches of passed out graduate students so most of the alumni are pursuing their higher qualifications like MA/ B.Ed and are preparing for competitive examinations.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

The vision of the institution is to establish itself as a leading center of knowledge and excellence, dedicated to imparting quality education and fostering essential skills and attributes in young minds. By doing so, it aims to contribute to the creation of a progressive, peaceful, and civilized society. To achieve this, the institution is committed to elevating standards across administrative, academic, and co-curricular domains through the implementation of outcome-based frameworks focused on quality. This approach seeks to enhance individual performance, increase opportunities and livelihood prospects, and cultivate a spirit of service towards society and nation-building.

Mission

The mission of the institution is to nurture scientific temperaments, critical thinking abilities, and a thirst for knowledge among students, enabling them to become competent, self-reliant, and responsible members of society. It seeks to provide ample opportunities and platforms for students to explore and develop their talents and skills. Additionally, the institution endeavors to modernize its campus facilities and promote the productive use of information and communication technology (ICT). Through the effective utilization of stakeholder potential and

experience, it aims to sustain holistic development. Moreover, the institution values diversity, dignity, and respect for all individuals, aiming to create a positive impact on society by promoting cultural integration and providing quality education even in challenging geographical contexts.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The administration performs its functions using the decentralized approach involving the staff of the college (both academic and administrative). The staff plays an important role in all decision making matters related to the college. The staff participates actively at different levels to streamline the flow of various developmental activities, cultural activities, sports activities, NCC/NSS activities, etc. In every department, Head of department takes the responsibility of preparing internal time-table, allotment of teaching subjects among staff members, preparation of results of internal assessment, shortages cases, purchases related to department, extension lectures on current topics etc. All these activities are performed in consent and collaboration with the staff members of the department. A perfect balance is maintained between the Head and other staff members of the department for efficient working of the department. Periodic meetings of the Head's with the Principal are held to discuss various issues related to the students, staff and administration.

The various committees that are functioning presently as per decentralized and participative approach of administration are as follows:- Advisory Committee Purchase, CollegeDevelopment Committee, Discipline Committee Library Committee, Cultural/Literary/Creative Activity Committee, Career Counselling Committee ,Scholarship/Financial Aid Committee,Grievances Redress Committee, Tour & Picnic Committee , Internal Assessment Record Committee, UGC Committee, NAAC/IQAC Committee, Anti Ragging Committee, Red Ribbon Club, Sexual Harassment Committee, College Beautification Committee, College Canteen Committee, Local Fund Committee, Sports Committee, Examination committee, College Newsletter and Mazagine Publication Committee, Income Tax

committee, Time Table Committee, RUSA Committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](View%20File)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college administration holds meetings on regular basis to make strategic plans related to developmental andacademic works and for their timely execution.The college has submitted its proposal for reading rooms at the first floor of library and examination hall on the first floor of main building for which grants have been sanctioned and work is to be executed in near future. Two gensets have been installed to meet to electricity cuts in the area. Science laboratories are recently installed with new instruments and specimens.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File](View%20File)

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

The college operates with decentralized decision-making across various levels, including department heads, committee conveners, and examination wing authorities. Regular meetings are conducted at each level to maintain a smooth hierarchical process. Additionally, monthly staff meetings, bi-monthly department head meetings, and ad hoc Boards of Studies gatherings ensure effective communication and coordination. All processes are meticulously mapped, with Standard Operating Procedures (SOPs) established and tested for operational efficiency.

The Internal Quality Assurance Cell (IQAC) oversees the functioning of organizational bodies, ensuring coherence. Various

subsidiary cells, such as the Anti-Ragging Cell and Grievance Redressal Cell, contribute to streamlined administration. Notably, accessibility to all college officials is emphasized, fostering open interaction.

A structured grievance redressal system accommodates both staff and student concerns. Students can address issues through class representatives, the College Association, and department heads. Additionally, a 'Suggestions Box' provides a platform for regular feedback. Overall, the college's organizational framework prioritizes efficiency, transparency, and stakeholder engagement.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Teaching and Non-Teaching

Hygienic working environment

Well maintained, furnished work stations for staff

2. Increments:

Teaching

Annual and special increments on emoluments

Non-Teaching

Annual and special increments on emoluments

3. Leave

Teaching

Vacation leave based on academic calendar

Casual, Maternity and Sick Leave as per policy

Paternity leave for male employees

Duty leave for attending conferences, congresses, symposia and seminars, delivering

lectures in institutes and colleges

Special leave for exigencies which may arise

Non-Teaching

Casual, Maternity and Sick Leave as per policy

Paternity leave for male employees

Earned leave which can be availed during the time of vacation period in the academic

calendar of the University

Special leave for exigencies which may arise

4. Personal and Professional Development:

Teaching and Non-Teaching

The College encourages its staff to participate in specific needs based personal and

Professional programmes, development programmes, etc. These programmes are delivered

by established, known experts in their respective fields.

Yoga clinics are conducted for health and relaxation techniques.

Counselling services are offered through a Wellness experts.

5. Financial Support

Teaching and Non-Teaching

The College provides necessary guarantee so that the staff can avail loan from the bank

where the salary of the employee is credited.

6. Health

Teaching and Non-Teaching

The HED supports a contributory and voluntary Group Medical Insurance for teaching and

non-teaching staff members for ease in accessibility to comprehensive health services.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

4

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

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

As per the vision of the University and the institution in particular, the performance management is considered as a continuous process for improvement towards success. The Performance management system has evolved from the annual performance appraisal system devised by HED. The teaching faculty fills up the annual report themselves and gets it verified from the head of the institution. Students have the opportunity to provide feedback to Faculty Members which is compiled in individual reports by the committee.

Every department also charts a vision, mission and action plan aligned with the College vision and mission. The action plan is a calendar for events and activities to be initiated or executed by the department in the course of one academic year. This plan is either reviewed during the academic year based on priorities or annually. At the end of the academic year, the department reviews the action plan based on weightage and reviews the vision and mission if necessary, in adherence to the direction that the department would like to take towards fulfillment of building a centre of excellence.

Each faculty member further has the opportunity to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. The self-appraisal also enables administrative and non-teaching staff members to evaluate their work priorities and performance versus

the vision and mission of the University

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Financial Audit is an annual activity which the college undergoes regularly. There are two kinds of financial audits conducted annually, one by the Finance Department of State Govt. and the other by the Account General (AG). The salary is reconciled by the AG. Financial matters are routed through cashier and accountant. The internal financial audit is not performed by the college. After the conduct of audit, the officers submit the audit report to the State Govt. with detailed objections. The State Govt. sends the same report to the college for settling the audit objections within a stipulated time period.The college cashier and accountant go through the objections/irregularities raised by the audit party and reply the observations raised with detailed justification within stipulated time. The audit reports for the year 2020 and its reply-are enclosed as additional information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

As the college is Government financed institution, it receives sufficient grants/funds under different specified needs from state Government from time to time and adopts necessary and sufficient measure for the mobilization of funds. Though some amount of funds are generated from the fee collected from the students in the form of local funds. Budget is prepared as per the requirements of the college. The allocation of the funds for proposed plans and requirements of various departments of the college are strictly monitored by the principal through various committees. The received funds are thus utilized in recurring expenses like salary to staff, infrastructural development, academic activities, various purchases and other extra-curricular activities. All the purchases are done after following the required codal formalities. The academic audit is the job of the University of Jammu to which the college is affiliated. Likewise administrative audit is assigned to the department of higher education, government of J&K UT.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

The institution's education policy aims to nurture well-rounded individuals through quality education. The Internal Quality Assurance Cell (IQAC) oversees all operations, implementing reforms in teaching, learning, and strategy formulation. It

focuses on infrastructure enhancement, faculty development, and fostering self-learning among students to ensure continuous improvement and readiness for future challenges

- The institution's education policy aims to cultivate well-rounded individuals through quality education, driven by the Internal Quality Assurance Cell (IQAC).
- IQAC oversees various reforms in teaching, learning, and institutional operations to ensure continuous improvement.
- It plays a pivotal role in formulating the college's developmental, academic, and financial strategies.
- With time, IQAC's role is expected to expand, steering academic, extracurricular, and strategic initiatives towards excellence.
- Practices for quality enhancement include orientation programs for students at the beginning of each academic session.
- Students are well-informed about examination procedures and syllabus coverage for internal assessment exams.
- Stringent measures are in place to maintain exam integrity, supervised by designated staff and committees.
- Evaluation processes are transparent, with performance displayed publicly, and students receive feedback on assignments.
- Adherence to prescribed syllabi and university regulations is strictly enforced.
- The college maintains a dress code and discipline committee to ensure decorum on campus, with special provisions for newcomers and specific uniforms for sports and NCC cadets.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

The IQAC holds a meeting prior to the start of the new academic session to develop a strategy for the proper implementation of the academic calendar issued by the University of Jammu. The IQAC ensures that academic activities are carried out on time. IQAC monitors instruction delivery at the class, faculty, and subject

levels using a variety of mechanisms. The Academic Cumulative Activity Calendar (published in the college prospectus and available on the college website) details the schedule of various activities such as admissions, national days and festivals, Teachers Day, sports activities, academic tours, NCC and NSS registration, and so on. The IQAC also conducts student evaluations of the institution's teachers and analyses the collected data based on points obtained in various evaluation parameters. The principal of the college monitors the teaching learning process and other activities that take place in the institution.

IQAC implements numerous reforms at the level of teaching and learning on a regular basis. Some of them are described further below.

- Audio-visual aids for teaching and learning are installed, and traditional classrooms are transformed into smart classrooms with ICT capabilities. Classrooms and labs are equipped with projectors, speakers, power backup, visuals, interaction boards, and other technology.
- Students are encouraged to participate in quiz competitions and other intra and inter college competitions.
- IQAC emphasizes on field trips participation, seminars at university level, essay writing competitions, participation in sports.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As the college is a co-education institute safety/security of the students is an important issue. College is sensitive towards women issues and therefore imparts gender sensitivity among students and faculty through various clubs and committee which conduct gender sensitization programs. Anti-ragging committee is there which works tom free the campus from violence and ragging. College has complete boundary wall with only one entry/exit gate. The college campus is under CCTV surveillance . Grievance redresses cell, women development cell, Sexual Harassment Cell and discipline committee of the college regularly conduct awareness program from time to time. The college counseling cell and women cell provide counseling especially to female studies from time to time particularly at time of admission for new entrants. The girl students are encouraged to be confident and find solution to their problems which may also include gender related issues. The institution has established a girl common room which girl students can use during their free time in order to study and interact with each other.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Differently coloured bins are used tocollected and segregated the solidwaste and is disposed off in the pits.

Liquid waste management: Liquid waste coming out of kitchen / washrooms/ laboratories is again poured into the pits dug out at outlets.

Biomedical waste management:Pits covered by soil are used to manage the biomedical wastes.

e-Waste Management: College has procured a lot of electronic equipment but the same has not been accumulated yet in the form of e-waste. Disposal of e-waste as and when produced shall be done by tendering processes and procedures.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit — D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

B. Any 3 of the above

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

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

Most of the students taking admissions in the college are local. The flex board of environmental awareness, social harmony, unity

and values are displayed in the college campus. The College always encourages students to organize and participate in various programmes organized by the college, inter-college, university, and other government or non-government organizations to make them aware of cultural, regional, linguistic, communal, and socioeconomic diversity.Books are very important in everyone's life, especially in the life of a student.The library of college is well equipped with several inspirational and motivational books and students are encouraged to read these books. College believes in respecting students from all religions. College Celebrates festivals like Diwali, Christmas, Eid, New Year etc. The NCC in the college plays an important role in promoting an inclusive environment for students' cultural, regional, and socioeconomic diversity. NCC offers a variety of local, national, and international camps for their cadets to explore the divirsity of cultures in our nation. Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances. Anti-ragging committees which works to free the campus from violence and ragging. The college counseling cell provide counseling especially to the students from time to time.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

India, as a country, includes people from various backgrounds, including cultural, social, economic, linguistic, and ethnic differences, all of which are governed and guided by the Constitution, regardless of caste, religion, race, or gender. The college sensitizes its students and employeesto the constitutional obligations regarding citizens' values, rights, dutiesand responsibilities,therby enabling them to act as responsible citizens.

College Celebrated various events of national importance like Constitution Day, Republic Day, Independence Day,National Unity Day or Rashtriya Ekta Diwas etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

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

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

All National festivals are celebrated with enthusiasm. The institution tries its best to organize every national festival and birth / death anniversaries of the great Indian personalities. The main objective behind organizing such functions is to recall the events or contributions of our leaders in building the nation. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. The events are organized in the form of symposium, lectures, debates, poster making, quiz competitions, special talks etc. The list of major events includes

International Yoga day (21st June) - that boosts the physical, mental and spiritual well- being among the student community.

Teacher's day (5th September) - to commemorate the birth anniversary of former vice president of India.

Gandhi Jayanti (2 October) - To promote the Gandhian ideas of Truth and Non-violence among the youth.

Constitution Day also known as National law day is celebrated in college on 26 November every year to commemorate the adoption of the constitution of India.

Rashtriya Ekta Diwas (National Integration Day) -Focusing on the unified diversity of the nation, College celebrates Rashtriya Ekta Diwas in the college. The day starts with the pledge for unity by the NCC and NSS volunteers along with staff members followed by events like debate, lecture, symposium etc.

Lohri festival (13th January) - Lohri is celebrated at College with a lot of exuberance and fanfare. Students show great enthusiasm in the celebrations of Lohri festival.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

1. Empowerment of girl students

To provide equal opportunity and gender equity in the society, the girl students are motivated for their future journey as entrepreneurs and enabling them to pursue their dreams and become financially self sufficient. For this, the Add-on courses are being introduced from time to time. In addition to this, programs on Gender Equity, International women Day etc. are celebrated

every year in the college to impart awareness among girl students. Grievances redressal cell and Sexual Harassment committee are there in place to redress their grievances. Financial Assistance is also provided to needy and orphan students. They are encouraged to participate in sports. Yoga classes and NSS constructon of 100 bedded Girls hostel has been started.

2. Upliftmentof the Students from Ruraland Border-belt area through Quality Education

Government Degree College, Khour is a co-educational institution affiliated to University of Jammu and 3 Km apart from Indo-Pakistan border. The College envisages the dream of socio-economic uplifting of the rural masses and their overall development through quality education.

The institution has taken multifarious initiatives for the socio-economic upliftment of the area by providing quality education to the students. The campus is with internet facility and the digitalization of six classrooms with the latest technology gadgets has been done.

The College also has e-library facility in which there is a separate enclosure for students to work on computers for accessing e-resources. Additionally, the library has access to e-resources through a programme entitled National Digital Library and Information Services infrastructure for Scholarly Content (N-LIST).

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The college is committed to generate self employment skills, positive attitude, sense of responsibility and generating initiative taking capabilities among the students. The college has Wi-Fi enabled campus and ICT enabled classrooms. The whole campus is under the surveillance of CCTV cameras. The college boosts self confidence, high self esteems and social skills in the students by exposing them to different activities like debates, quizzes,

seminars, cultural, NSS/NCC activities, great personalities like scientists, teachers and administrators from different fields are invited for interaction with the students. It has produced a good number of educated women in the locality. Some of them are engaged in the field of education, health services, finance and other spheres.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Adoption of NEP-2020 (4 years under graduate programme)

Creation of separate departmental chambers by aluminium partitioning

Promote more Registration of Alumni in the Alumni Association of the college

Adoption of feedback system as per format of department of Higher Education

Organising of training programme/workshop Organising of seminars/conferences

Evaluation/upradation of Sports infrastructure like Running Track, BBasket Ball court.