



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Government Degree College Akhnoor
• Name of the Head of the institution	Dr. Namrata
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01924213837
• Mobile No:	9419203086
• Registered e-mail	principalgdcahnoor@gmail.com
• Alternate e-mail	drnamrata2505@gmail.com
• Address	Vill. Palwan P/O and Tehsil Akhnoor
• City/Town	Akhnoor
• State/UT	J&K
• Pin Code	181201
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Jammu University
• Name of the IQAC Coordinator	Prof. Ravi
• Phone No.	01924213837
• Alternate phone No.	9419145244
• Mobile	9419145244
• IQAC e-mail address	iqacakhnoor@gmail.com
• Alternate e-mail address	ravichagdal21@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://gdcakhnoor.com/naac/aqargdcakhnoor1920.pdf">http://gdcakhnoor.com/naac/aqargdcakhnoor1920.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://gdcakhnoor.com/naac/eventcalendar2021.pdf">http://gdcakhnoor.com/naac/eventcalendar2021.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.87	2019	28/03/2019	28/03/2024

**6.Date of Establishment of IQAC** 01/01/2010

**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
Institutional 1	Salary	State Government	2020-21	49500000
Institutional 1	NPS	State Government	2020-21	1820000
Institutional 1	Campus Upgradation and Repairing	State Government	2020-21	2540000
Institutional 1	Books	State Government	2020-21	800000
Institutional 1	ICT Infrastructure	State Government	2020-21	2460000
Institutional 1	Browsing Center	State Government	2020-21	2000000
Institutional 1	Furniture	State Government	2020-21	400000
Institutional 1	Machinery and Equipment	State Government	2020-21	1050000
Institutional 1	Office Expenses	State Government	2020-21	465000
Institutional 1	Sports	State Government	2020-21	1000000
Institutional 1	Pension	State Government	2020-21	3106000
Institutional 1	Skill Course	State Government	2020-21	1500000
Institutional 1	Electricity	State Government	2020-21	1300000
Institutional 1	Mislinenous	State Government	2020-21	722000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
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<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
More equipment for science laboratories were purchased.	
Heavy Genset of 62.5KVA was installed in the campus to meet the power requirement of the college.	
All the Science departments, NSS/NCC unit/Sports department were provided with Desktop computers along with printers.	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Conversion of traditional class rooms into ICT enabled class rooms	08 Conventional classroom were converted into ICT enabled Classrooms
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	29/01/2022

**Extended Profile****1. Programme**

1.1	181
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	2439
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	896
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	600
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	31
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	75.70889
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
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

Government Degree College Akhnoor is affiliated to University of Jammu and adheres to the curriculum designed and prescribed by the University. However, within the framework provided by the University, the curriculum is operationalized keeping in mind the requirements and resources of the college. Even in the designing of the curriculum, the faculty members play a very active role as members of the respective Board of Studies. Some faculty members of this college even assist other Universities/Autonomous colleges in preparing their curricula.

As the college has implemented CBCS in all its programmes, the College offers a wide range of Skill Enhancement, Discipline Specific Elective and Generic Elective Courses. The courses are offered keeping in mind the interest of students, infrastructure of college, scope of a particular course for job prospects and further studies etc. A Counselling Committee is set up during the phase of admissions which helps the students with the various issues related to admission process. After admissions, the students are allotted various sections based on the respective strength in various courses. Workload for each subject is calculated and accordingly demand for teachers on academic arrangement is presented to the higher authorities if required. Teachers on Guest lecture basis are invited in case of any exigency. Many students come to this college by commuting daily from distant places. The time table is framed in such a manner that it remains convenient even for long distance commuters to attend all their classes. Still some students find it difficult to come early or stay till last periods due to non-availability of timely transport facilities to their homes.

Each department determines its own pace of completion of syllabus as per the requirement of each course. In addition to the regular class work, different activities like guest lectures, field trips, seminars, interaction sessions, workshops etc. are regularly organized. Wherever the curriculum requires, or can be supplemented using Communication technology, the Smart Class Room well equipped with ICT tools is used. Internal Assessment Examinations are held in a centralized manner involving the coordination and services of teachers from different subjects thereby ensuring the smooth conduct of the examination. Remedial classes for students are held to supplement the routine course work. These classes cater chiefly to the students from socially disadvantaged sections (SC, ST, OBC and Minorities) but can be attended by any student in need. Vocational and Add-On Courses are introduced under RUSA to improve the employment prospects of the students. Regular feedback is taken from students as well as parents both formally and informally regarding different aspects of curriculum. This is used by the teachers as members of BoS for curriculum designing as well as for better implementation of curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to University of Jammu and implements the curriculum prepared by the BoS of University of Jammu. The institute has developed a structured and documented process for implementing the curriculum. It is as follows:

- Before the commencement of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other cocurricular and extra-curricular activities.
- HoD prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published on the college website.
- Faculty members revise the objectives of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the course objective. Faculty members also prepare assignments in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners
- IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.3 - Teachers of the Institution participate in B. Any 3 of the above



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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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)

02

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

99

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

99

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Government Degree College, Akhnoor places great importance on promoting a value based education. Towards this end, the college has introduced many courses that deal directly with issues like Gender inequality, Environment and Sustainability, Ethics etc.

#### Gender Sensitization

A course titled 'Gender Sensitization' has been introduced in third semester (Skill enhancement course in Sociology) to make students aware about the problems associated with gender inequality and the remedial measures which can ensure a safe and dignified environment for members of all genders. An unusually high female to male students' ratio (approx. 2:1) in the college serves as an example of women empowerment in Akhnoor. Seminars and workshops on the issue of women empowerment and gender equality are regularly held in the college. International women's day is celebrated every year in the

college.

#### Environment and Sustainability

There are two compulsory courses on Environmental Science which are taught in the first two semesters of all programmes. The primary focus of which is to educate the students about the damage being done to environment, rising challenge of climate change, and the ways and means to reverse this trend. In addition to these, there is an optional skill course on 'Solid waste management'. Many workshops dealing with issues like pollution, sustainable agriculture, deforestation etc. are regularly held. The poster making competitions/Seminars/symposium on the issues relating to environment are regular feature of the college. The plantation drives are organized within the college campus from time to time. The college has played a very active role in Swachh Bharat Abhiyan and adopted five nearby villages for carrying out 100

hours activities on cleanliness and sanitation by NSS volunteers.

#### Human Values and Ethics

A course on 'Ethics and its Applications' has been offered (Skill enhancement course in Philosophy) in fifth semester. Among other things it deals with the topics like capital punishment, euthanasia, patriarchy, animal rights and rights of future generations. There is also a core course on Indian philosophy which elaborates on the traditional Indian values and their relevance in present context. A series of events such as debates, seminars, poster making and quiz competitions etc. are held frequently to promote the Gandhian values like truth and non-violence. Anti-Ragging cell, Grievance Redressal Cell, Caste Based Discrimination Cell etc. are active in the college campus. On the whole the college endeavors to provide the students with an education that encompasses much more than purely academic studies so as to develop them into good human beings before anything else.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

NIL

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)	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

D. Any 1 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows** C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://gdcakhnoor.com/naac/ssurvey2020.pdf">https://gdcakhnoor.com/naac/ssurvey2020.pdf</a>

## 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

1130

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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

887

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 assesses the learning levels of the students at the time of the commencement of the session. Orientation cum counselling of the new entrants is done to introduce about teaching learning and evaluation program, examination mode, benefits of NCC, sports and other cultural activities.

Students are segregated as slow and advanced learners on the basis of learning ability, previous class marks, performance in internal assessment and daily performance in class.

For slow learners, online remedial classes and problem solving sessions are organized through wise app, Google meet etc. due to COVID-19 pandemic. Additional learning material shared by teachers through online resources. They are encouraged to participate in sports, virtual meetings and inter-college competitions to promote interactions with other students.

Advanced learners are encouraged to participate in national and international Seminars, Quiz competitions, debates etc. They are chosen as CRs and cultural coordinators with the aim to inculcate the leadership qualities and are also given attention to enable them to secure top positions at university level.

In case, the poor performance in the class is due to absenteeism, the shortage is notified through Google classrooms, wise app etc. To cope up the shortage, extra classes are arranged for such students.

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
2439	32

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

## 2.3 - Teaching- Learning Process

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

The College focuses on imparting education through student centric approach, besides traditional teaching methods. The college practices new innovative teaching techniques like ICT enabled infrastructure, OHP, Smart Classrooms etc. to enhance learning experience in student centric approach.

During the COVID-19 Pandemic, the College has adopted online teaching tools like Google meet, wise app, Google forms and Google classroom etc. for online teaching. During Online classes, students are allotted exercises and assignments on different topics in terms of presentations to enhance the learning outcomes.

The participative learning is encouraged through various activities like online quiz, group discussion, presentations, webinars, and conferences, etc. to put students at the centre of the online teaching and learning process. Experimental learning is promoted by analysis of experiments during Practical classes. Challenging problems are assigned to students to solve to enhance problem solving ability.

Apart from these, the college also promotes Activity based learning through various activities, like quizzes, debates, games etc. Ability Enhancement, Generic and Skill Enhancement courses are offered to students along with their main course. Final year students are guided regarding various career oriented courses, competitive examinations and jobs they can opt after graduation.

File Description	Documents
Upload any additional information	No File Uploaded
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

The College adopts ICT enabled tools besides traditional Classroom education. The faculty members of the College use ICT enabled tools with traditional mode of instruction including online resources for effective teaching-learning process. To enhance the quality of Teaching- learning, the faculty members also make an effort to use blended learning that aims to combine the strengths of both traditional and online learning methods.

Teachers often make use of multimedia teaching aids like projectors, interactive panels and smart class rooms to make teaching learning more effective, interesting and technology oriented. The labs are ICT enabled with projectors and smart boards installed and are enabled with good speed Wi-Fi connection. The course material is also shared to students through mail, PDFs, PPTs, video lectures etc.

To improve the effectiveness of the Online Teaching-learning process, Tools like Wise app, Google meet, Google classroom and Google forms are used to manage and post course related information like learning material, quizzes, Assignments, attendance and evaluations etc. Online quizzes are conducted to record the feedback of the students. Faculty members and some students of the college are registered on NDL e-library to access e-resources online.

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**

77



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

13

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)	<a href="#">View File</a>

### 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

103

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 institution ensures that all students are aware of the evaluation process through the college prospectus which is updated annually. During the orientation programme, the newly admitted students are updated regarding rules and regulations of the affiliating university, examination and evaluation process at the commencement of the session.

Internal assessments for theory and practical will be conducted by the college as per the University's rules. Centralised date-sheet of online internal assessment is notified through wise app, Google classroom and also conveyed to the students by their teachers in their respective classes in advance.

For transparent and robust for internal assessment, Quality of question papers are checked and final question paper is approved by Internal Examination Committee. In order to ensure transparency in internal assessment, after conducting the online assessment, marks are also displayed to students.

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. The result of the internal assessment is verified by internal assessment committee of the college and then by the inspection committee framed by the University of Jammu. A proper record of the internal assessment is maintained.

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

A transparent, time-bound and efficient method is being followed in the college to deal with internal examination related grievances. Due to COVID-19 pandemic, the internal examinations conducted through online mode during the session 2020-21.

An internal College examination committee has constituted for smooth conduction of online examination. The online internal examination conducted by the college through Google forms, wise app etc. as per the directions of University of Jammu. In case the students have any grievances regarding examination process, they are helped by the College examination committee.

After the end semester examination, the answer scripts are evaluated and final result is declared. If student has any grievances related to evaluation of answer scripts, there is an option of re-evaluation within 15 days of the declaration of the result. Students are provided guidance by the internal College examination committee regarding the processes of re-evaluation.

For errors like mark sheet reflecting student as absent, result withheld, result later on due to typographical mistakes or any other reason, the internal assessment committee sends the duly certified required records to the University for the Necessary Action and favour of the student.

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 programmes and courses offered by the institution are given in prospectus which is uploaded on the college website. The programmes offered by the institution are Bachelor of Sciences (B.Sc.) Bachelor of Arts (B.A) and Bachelor of Commerce (B. Com.). Through regular meetings of Principal, teacher are acquainted about the stated Program and course outcomes and also guided for effective implementation.

Personal counselling of the student is done as per the need of the students. The Course Outcomes are communicated to the students by the respective faculty members. Learning Outcomes of the Programs and Courses are observed and measured periodically. After the completion of three years course in respective programmes, the student attains comprehensive knowledge and skill about the course contents which enables the student to feel equipped and competent to seek jobs or pursue further studies.

The programs offered by the college help the students to meet the technological advancement of the contemporary competitive world and to get better career opportunities. They are trained to be good citizens, 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.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The College has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The complete and comprehensive evaluation of students is done by taking the data of students' performance from the faculty in the end of each academic session. The course outcomes are evaluated based on the results of the internal assessment tests, home assignments, practical tests and University examinations.

In practical, 50% marks are attributed to internal test conducted by the college and 50% to the external examination. For external practical assessment, the examiner appointed by the affiliated university conducts the examination. Theory examination conducted by university accounts for 80% of marks while 20% marks are allotted to internal assessment test conducted by the college.

Due to COVID-19 pandemic, Internal assessment and end semester examinations are conducted online by the college as per guidelines issued by University of Jammu during the session 2020-21. End semester exams of 6th semester were conducted through online mode by

University of Jammu. The marks of the internal assessment test are displayed to students. The institute provides opportunity to all the students for improving their performance which in turn results in better attainment of course outcome.

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

582

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://gdcakhnoor.com/naac/gaz62021.pdf">https://gdcakhnoor.com/naac/gaz62021.pdf</a>

### 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://gdcakhnoor.com/naac/ssurvey2020.pdf>

### 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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

01

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)	<a href="#">View File</a>

## 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)	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

On 1-sep- 2021 to 5-sep-21 NSS organized Awareness camp in adopted villages to encourage people about different types of minerals, proteins and nutrients present in food.

ON 10th Oct. 2021 NSS Organized Awareness camp in adopted villages to aware people about recycling of plastic.

On 25th Oct. 2021 NSS unit of GDC AKHNOOR organised a camp in collaboration with NYK IN adopted villages to collect waste and used plastic

On 7th December 2021 NSS UNIT OF GDC AKHNOOR cleaned the Jia potha ghat at akhnoor . About 35 volunteer participated in this drive by

picking up plastic items like wrappers , plastic bottles and polythene ,etc.

On 10th December 2021 NSS unit organized Winter clothing donation drive in which college staff members and students donate wollen clothes.

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

1

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

### 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

14



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

588

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 was established in the year 2005 and started functioning from Govt. Middle School Akhnoor with 117 students. It was shifted to the present building in the year 2007 at village Palwan on Akhnoor Kaleeth road about 6 Kms from Akhnoor town. During the past 15 years, the students have increased manifold and have crossed more than two thousand in 2020. The infrastructural policy is designed by taking into consideration the future requirement of teachers, administration staff and students particularly which promotes effective teaching and learning. The college building is well structured with an open area of 340 kanals, largest of all the newly established colleges of Jammu Division. The college building comprises of classrooms, laboratories, library, canteen and a spacious playground. At present there are 9 classrooms, 2 additional rooms being used as classrooms and one fabricated women study room. There is a smart classroom which is equipped with modern technological facilities and is used frequently by teachers and students. There are five laboratories in the college campus, one each in Physics, Chemistry, Botany, Zoology and Computers. Each laboratory is well equipped with tools, chemicals and other necessary equipment as per requirement. The college has a well maintained library with around 9000 books. The library section lends books to the students and the faculty. A reading room has also been provided for the convenience of faculty members. IGNOU center has been set up in the college campus to facilitate the community for open learning. Necessary budget is allocated for the construction, enhancement and up gradation of infrastructure in keeping with the educational, social, environmental and extra- curricular

requirements of the learners. The project of College hostel expansion is in the pipe line as 100 bedded OBC/SC girls hostel has been approved and sanctioned by the directorate of social welfare department. One more academic block having 06 classrooms, one multipurpose hall with seating capacity of 500 students/people, 05 laboratories, 2 HOD/staffrooms and few toilet rooms has been constructed but not yet handed over. The college administration intends to upgrade its standard every year to cater to the needs of the current generation of students.

File Description	Documents
Upload any additional information	No File Uploaded
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 adequate space for sports and cultural activities. There is a big playground in front of the college complex. To promote various games and sports in Akhnoor town, the J&K Sports Council has approved the construction of basketball court of 28.66m x 15.24m size, kho-kho ground of 29m x16 m size, handball court of 18m x 9m size, volleyball court of 40m x 20m size, cricket/football ground, sitting tiers (3 No.) around the cricket stadium and a VIP Pavilion in the college playground. At present, the college playground has only a basketball court with a cemented leveling. In addition, the basic structure of the sitting tiers and VIP Pavilion has been completed and rest of the construction is under process. In addition, there is facility for table tennis and other indoor-games like carom & chess. The college has teams for different sports activities. The college has sufficient stock of sports equipments which is provided to the students for practice and participation in different sports activities. The college provides additional equipment as and when required by the students by updating themselves through interactions with students. The college students participate in various inter-college and inter-university competitions and have brought laurels to college by winning prizes in various sports activities. In keeping with the tradition of creating leaders of the future, education of one institution is not only informative but formative also as well as for the holistic development of stakeholders there is a equal thrust on co-curricular and extra- curricular activities. The college extensively organizes cultural activities on various occasions like national and religious

festivals throughout the year. The college students, NCC cadets and NSS students also participate actively in various cultural activities and national festivals like Gandhi Jayanti, Independence day, Republic day etc. Moreover, students also participate with great enthusiasm every year in "Display your Talent" competition organized by Department of Student welfare, University of Jammu and have won various accolades for the college. These students are encouraged and trained by the cultural committee. The college does not have an auditorium but different cultural activities are conducted in the makeshift stage in the college premises.

File Description	Documents
Upload any additional information	No File Uploaded
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.

10

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

103.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is partially automated and automation work is in progress. The library has subscription to e-books and e-journals. The library is wifi enabled.

File Description	Documents
Upload any additional information	No File Uploaded
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 B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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)

5.79820

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

#### 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

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

IT facilities strengthen the teaching and learning process. The college has a well maintained computer lab with 25 computers in working condition providing IT facility to the teaching, non-teaching faculty and students of college. The repair and maintenance of computers is done from time to time by hired professionals as and when required. The college has introduced BSNL Wi-Fi facility from March 2021, which covers the entire college building. Earlier the college was using JIO WIFI and WIMAX WIFI. The teaching and non-teaching staff is made aware of various IT techniques through 15 days workshop organized in summer break. The up gradation in the computer lab is done by replacing the old systems with new ones or old systems are upgraded with latest configuration whichever is possible. The college purchase new systems with latest technology according to the requirement. Outside technicians are hired for maintenance and up-gradation of computer. The college has sufficient infrastructure i.e. computers, printers, scanners and LCD Projectors which the staff can utilize any time to prepare their course material/ lectures. The college has Smart Classroom with multimedia facility where students/ teachers can deliver presentations/ lectures. The college understands the need and promotes the use of ICT enabled learning tools for quality education. ICT enabled

education has a positive impact on teachers and learners since it provides a more interactive and visually attractive learning environment. It also makes the students skilled for the new digital world and competence that are needed for training, self-development and employment. The college has a Smart Classroom having seating capacity of 100 plus students respectively in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize. The institution has upgraded the IT infrastructure by adding up the new and latest software and hardware technologies to strengthen the office computerization system for the benefit of students and staff, and to make the internet facility more easily accessible.

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

#### 4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 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	No File Uploaded

#### 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)

75.70889

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Government Degree College Akhnoor follows a fair mechanism for the maintenance and utilization of all physical, academic and support facilities which are well communicated among stakeholders. The primary responsibility of developing the college infrastructure lies with the advisory committee of the college. The college is allotted funds by the UGC and higher education department which is utilized judiciously for upgrading college infrastructure from time to time. There are five laboratories in the college campus, one each in Physics, Chemistry, Botany, Zoology and Computers which creates and strengthens an environment for effective teaching and learning. The college library has a vast collection of more than 9000 books related to various subjects. The college has a library committee which looks after the proper functioning of the library and allocation of funds for the purchase of new books. The students as well as faculty members are registered with NDL e- library where they can access the journals, articles and research papers. The college has a vast sports complex under construction. In addition, there is a facility for table-tennis and other indoor games like chess and carom. The college provides additional equipment as and when required by the students by updating themselves through interactions with students. Presently, there are only 11 classrooms and one Smart classroom with multimedia facility where students/teachers can deliver presentations/lectures. The institution has upgraded certain classrooms also with smart panels. Besides academic activities, students also participate in extra curriculum activities. The college students, NCC cadets and NSS students also participate actively in various cultural activities and National festivals like Gandhi Jayanti, Independence Day, Republic day etc. Moreover, our students also participate with great enthusiasm every year in "Display your Talent" competition organized by Department of Students Welfare, University of Jammu. The working



of the college is completely decentralized and participative. Each faculty member is assigned different academic duties in addition to teaching, learning and evaluation. The college administration intends to upgrade its standard every year to cater the needs of the current generation of students.

File Description	Documents
Upload any additional information	No File Uploaded
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

352

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

**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**

**D. 1 of the above**

File Description	Documents
Link to institutional website	<a href="https://gdcakhnoor.com/naac/Default%20Folder%20(16).pdf">https://gdcakhnoor.com/naac/Default%20Folder%20(16).pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**B. Any 3 of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

30

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
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.**

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

The college encourages students to have student representative for every semester in arts , medical , non Medical, B.Com streams. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who orders the convener of Respective committee to handle that in a nice way. The percentage of completion of syllabus sought by the Jammu University before commencement of examination is verified from these students representatives before passing to university authorities. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

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

**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**

8

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

## 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

**The college has started the process of registering the Alumni Association.**

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 :** To make GDC Akhnoor one of the pioneer institution of Higher Education as well as developing whole some personality of younger generations by providing innovative educational environments, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper. To inculcate the indispensable virtues of tolerance, honesty, hard work and amity among our students. **MISSION :** To transform lives of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge through innovation and ethical practices. To promote reservations and integration of cultural diversities of the region, state and country. The vision and mission statement clearly depicts the intent of the college administration to work as per the standards and guidelines of Higher Education department. In spite of being located in rural area, the college administration and staff has set a clear goal to uplift the students of rural area by providing them best knowledge using the infrastructure, equipments, and laboratories at their disposal. The college is committed to generate self employment skills, positive attitude, sense of responsibility and generating initiative taking capabilities among the students. The emphasis is on providing quality education which will help them to raise their

standard both economically as well as morally. The college is committed to provide quality education to the students and cater to the needs of students at various platforms so that they become better citizens of India. Students are given abundant opportunities to groom themselves and learn skills of leadership that help them to deal with their peers, team building, resource utilization, confidence building etc. The college boosts self-confidence, high self-esteems and social skills in the students by exposing them to different activities like debate, quiz, seminars, cultural, NSS/NCC activities, great personalities like scientists, teachers and administrators from different fields are invited for interaction with the students. The students are also exposed to the external environment by sending them to different institutions in and out of the state.

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

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

The college practices decentralisation and participative management by engaging all the staff members in various committees. Teaching as well as non-teaching staff is equally employed in the implementation of various academic as well as co-curricular activities. The committees are generally framed at the beginning of the academic year. This facilitates the smooth execution of the activities to be performed in the college. The staff meetings are conducted periodically to make staff members aware about their responsibilities in various committees. Every issue that needs to be addressed is discussed in the meetings and the solution is found in consent with the staff members of the respective committee. The functioning of all the teaching departments is monitored by the HoD of the department. The HoD's are always encouraged to discuss any departmental matter with the head of the institution. So far as the office work is concerned, Senior Assistant, Head Assistant, Junior Assistant and Class IV employees handle the office administration. The head of institution is open and available to both teaching as well as non-teaching staff for their suggestions to uplift and upgrade the reputation and work culture of the institution.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution adopts various strategies for effective outcomes. It includes

- Use of ICT enabled classrooms for better learning. This results in improved pass percentage among the students.
- Proper facilitation and support to the students regarding their problems.
- Curriculum as per the demand in the technology sector.
- To provide best devices and apparatus in the laboratories.
- To inculcate human values and moral ethics among students.
- To focus on making students skilled as per the current job opportunities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 institutional bodies are governed by the Department of Higher Education, J&K Govt. However, each individual institution is administered by the head of the institution i.e. Principal of the college. It is the responsibility and foremost duty of the Principal to run college as per the guidelines provided and policies framed by the Department of Higher Education. The appointments of the teaching staff are done by the Deptt. of Higher Education through standard procedures. The service rules are applicable to all the employees without any bias. The Principal in consultation with teaching and non-teaching staff ensures that all the activities performed in the



college are conducted in systematic way. The services of senior faculty members are employed for the conduct of academic activities in an efficient way. The various committees are formed at the beginning of session and are assigned the tasks according to the institutional plans for the curricular, co-curricular and extracurricular activities that enhance the overall development of students.

File Description	Documents
Paste link for additional information	<a href="https://gdcakhnoor.com/naac/coderule.pdf">https://gdcakhnoor.com/naac/coderule.pdf</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The various welfare schemes include Group Insurance, Medical Insurance, State Life Insurance, Maternity and Paternity leave, Child Care Leave for female staff, duty leave for attending Refresher/Orientation Course. All the permanent staff members can avail fifteen days casual leave. The teaching staff is provided summer and winter holidays every year. Internet and free Wi-Fi facilities are also available in campus for staff.

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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

21

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The performance appraisal of the teaching staff is done through a standard procedure. The teaching staff is required to fill APR (Annual Performance Report) form every year. This form contains details about the academic/research activities performed by the faculty member in terms of teaching hours, involvement in co-curricular and extra co-curricular activities, details of various courses/conferences/seminars attended by the staff member, practices adopted by the staff member to enhance the level of teaching, the involvement in the welfare of students and community, research undertaken during the session etc. This form is then submitted to Principal Of the college. The Principal signs the APR with his/her remarks. It is mandatory for all the staff members to fill this form as it is required for the promotion of the staff member to next grade.

The appointment of non-teaching staff is done by the Government of Jammu and Kashmir and after joining the department as per service rules the verification is done by the internal verification committee framed by the head of the institution. Departmental Promotion Committee (DPC) is being conducted after every 3 years. The principal of the college is being asked to give report (Annual Progress Report of last 3 years) wherein the performance, conduct,

handwriting and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

Internal audit is conducted by the internal audit committees constituted by the principal of the institution involving different faculty members. Financial audit of the accounts is very important process and is strictly followed by this institution. The college undergoes an external audit (centre/state) conducted by Accountant General's Office. A team of members from AG office visits the college to verify and confirm all financial documents available in the college. Report of this audit is submitted to Higher Education department and AG office. All the clarifications regarding audit are sought from the college. The whole process of audit is strictly monitored by the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

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

The institution is run by the Department of Higher Education, Government of J&K. All the funds are primarily allotted by the Higher Education Department of J&K. The allotment of funds to the institution goes through the full cycle of planning annual budget as per the requirements. The same is being discussed with Chief Accounts Officer / Financial Advisor for allotment of funds under different heads. The allotments are made to institution throughout the financial year using Budget Evaluation and Management System (BEAMS) portal. The Principal of the college in consultation with College Development Committee/ Purchase Committee ensure optimum utilisation of funds. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government. Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college.

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

### 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 IQAC of the institution has worked significantly to adapt and implement the quality assurance strategies and processes:

All the faculty members are encouraged to upgrade their skills by

making them participate in Orientation and Refresher courses, Workshops, Faculty development programmes, Seminars and Conferences related to the teacher-learning process and research.

Teachers with Ph.D are also encouraged and motivated to act as research supervisors for the research scholars.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The IQAC makes proper provisions for providing counselling to needy students during admission and examination time.

The IQAC provides guidelines, internet access and verification processes for the students to get the scholarships like PMSSS.

The college provides platform for the students to participate in Intra-college and Inter-college level debates, competitions, seminars, display your talent programmes, etc.

Several skill enhancement ability courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

The teaching staff is encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.

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

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

To analyse its teaching learning process, the institution reviews its structure and methodologies of operations and learning outcomes at periodic intervals.

Students feedback on faculty, teaching learning process and evaluation is conducted. Students feedback provides insight into the actual quality of teaching learning process. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

The IQAC committee along with proctorial board conducts regular visit to the classes regarding the regularity and punctuality of class work.

The worthy Convenor of IQAC keeps track on the completion of syllabus and ascertain information regarding the quantum of syllabus completed.

This is the usual working process of IQAC but this year due to Covid pandemic, these methodologies could not be implemented in a proper way.

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)**

**C. Any 2 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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Institution shows gender sensitivity in providing facilities such as:

The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The sensitivity towards the girl students at this institute is carried as follows:

1. Safety and security of Girls Students: Women development cell/Sexual Harrasment /Anti Ragging Committees havebeen constituted headed by a senior female professor for caring the girls students. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour.

2. Counseling: The female teaching faculty in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. The teachers are further instructed to counsel in cordial and cooperative manner so that senses of belonging and loving care prevail among the student community. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice.



**3. Girls Common Room:** The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

File Description	Documents
Annual gender sensitization action plan	<a href="https://gdcakhnoor.com/naac/eventcalendar2021.pdf">https://gdcakhnoor.com/naac/eventcalendar2021.pdf</a>
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	<a href="https://gdcakhnoor.com/naac/Committee2020-21.pdf">https://gdcakhnoor.com/naac/Committee2020-21.pdf</a>

**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	<a href="#">View File</a>
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** For collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected

and dumped to decompose for manure. Liquid waste All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured. E- Waste management The college has minimum e-waste. The waste if any is sold to vendors for recycling

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

**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** D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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:** D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

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	No File Uploaded

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, religious day like Guruparab, Holi, Diwali etc also promote tolerance and hormaony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The students and employees are senitized about the constitutional obligations: values, rights, duties and responsibilities of citizens.

To aware the students constitutional Day, Voter Day, Dr, B R Ambedkar Jayanti etc is celebrated every Year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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** B. Any 3 of the above

**of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Institute regularly celebrates national commemorative days like National Integration Day, Republic Day and Independence day, International women's Day, Gandhi Jayanti, Constitutional Day, Yoga Day, International Youth Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 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. Upgradation of ICT Infrastructure:

To promote the ICT based education, 08 No. of more conventional classrooms have been converted into ICT enabled class room (Interactive Panels, with audio/video system). A big Genset has been installed in the campus during year to meet the power requirement of the college. More Over the college has established a new browsing

center with sixteen computer, Multifunctional Printer etc for the students and installed 12 Broadband connections (Optical Fibre) of data speed of 50 Mbps during the year. To enhance the comprehension level of students and to update them with modern Teaching gadgets the college has provided most of the Departments, NSS and NCC officers Library, with teaching aids like desktops, portable PA system, laser printers, visualizers and allied ICT gadgets for effective and optimum use in class rooms Three portable all in one projectors have been purchased for other Science Labs. The three tier teaching activity concept like chalk and talk, PPT and video animation is being encouraged. The college has planned to convert all the traditional class rooms into ICT enabled class Rooms. The college has also registered for inflib.net a digital library to provided digital contents anywhere in 24 hours.

2. Eco-Friendly Campus: GDCakhnoor has its own Campus of 340 Kanals of Land. The most of the Campus areas is covered with trees, plants, Grass etc. Every Year the NCC and NSS Units of the college organized plantation drives with the collaboration of Social Forestry Department or Rural Department of State Government. The programme like Earth Day is celebrated every year. Every Year the NSS Volunteers organizes a winter campus on environmentally friendly activities. The Campus area is neat and full of greenery. This college has adapted paperless activities for official and academic purpose. The admission process of the college is online and all communication with administrative department and with students becomes online. The fee collection and employee salary system is totally in online mode.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

#### 1. Intriduction of Skill Courses: (Soft Skills)

In tune with institutional vision and mission the College has introduced skill courses like course in computer concept conducted by NIELIT jammu in collaboration with higher education and soft skills and personality development conducted by central university of Jammu. The skill based programmes envisages to orient UG students

by imparting employability enhancement training to learners .

Under this 67 students were registered for computer skill course and 32 students were registered for soft skill and personality development. In skill-based learning students are groomed to become successful leaders in their chosen field. To facilitate this process, it is paramount for students to think beyond grades and acquire real life skills.

These tangible experiences are often overlooked in the traditional form of education. Skill-based education is definitely more effective and purpose-driven, which helps students receive a clear objective along with a vibrant culture. It is a perfect mixture of opinions, values and routine to form a solid foundation. It promotes and develops the art of learning and development hence empowering the students to become successful in their chosen field. The aim of conducting these courses in our college is enhancement of learning through ICT and enhance their technical skills and to make them more relevant in the contemporary times and market. The students were given training in the College to enhance their communication skill extempore capability and confidence.

2. Six NSS volunteers of this college got vice chancellor commendation certificate for voluntarily social services of more than 120 hours on swachhta activities during the period. One girl NSS volunteer represented the College and participated in National Integration camp at Kurukshetra University, Kurukshetra. The participation was important to build a unity and peace with spiritual harmony between different states and cultures of India. The mission of participation was to contribute to the education of the students through a value based system to help to build a better world so that they can play a constructive role in society. The participation was very useful for our volunteer to share our culture, languages and experience.

## 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

Government Degree College Akhnoor is affiliated to University of Jammu and adheres to the curriculum designed and prescribed by the University. However, within the framework provided by the University, the curriculum is operationalized keeping in mind the requirements and resources of the college. Even in the designing of the curriculum, the faculty members play a very active role as members of the respective Board of Studies. Some faculty members of this college even assist other Universities/Autonomous colleges in preparing their curricula.

As the college has implemented CBCS in all its programmes, the College offers a wide range of Skill Enhancement, Discipline Specific Elective and Generic Elective Courses. The courses are offered keeping in mind the interest of students, infrastructure of college, scope of a particular course for job prospects and further studies etc. A Counselling Committee is set up during the phase of admissions which helps the students with the various issues related to admission process. After admissions, the students are allotted various sections based on the respective strength in various courses. Workload for each subject is calculated and accordingly demand for teachers on academic arrangement is presented to the higher authorities if required. Teachers on Guest lecture basis are invited in case of any exigency. Many students come to this college by commuting daily from distant places. The time table is framed in such a manner that it remains convenient even for long distance commuters to attend all their classes. Still some students find it difficult to come early or stay till last periods due to non-availability of timely transport facilities to

their homes.

Each department determines its own pace of completion of syllabus as per the requirement of each course. In addition to the regular class work, different activities like guest lectures, field trips, seminars, interaction sessions, workshops etc. are regularly organized. Wherever the curriculum requires, or can be supplemented using Communication technology, the Smart Class Room



well equipped with ICT tools is used. Internal Assessment Examinations are held in a centralized manner involving the coordination and services of teachers from different subjects thereby ensuring the smooth conduct of the examination. Remedial classes for students are held to supplement the routine course work. These classes cater chiefly to the students from socially disadvantaged sections (SC, ST, OBC and Minorities) but can be attended by any student in need. Vocational and Add-On Courses are introduced under RUSA to improve the employment prospects of the students. Regular feedback is taken from students as well as parents both formally and informally regarding different aspects of curriculum. This is used by the teachers as members of BoS for curriculum designing as well as for better implementation of curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to University of Jammu and implements the curriculum prepared by the BoS of University of Jammu. The institute has developed a structured and documented process for implementing the curriculum. It is as follows:

- Before the commencement of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other cocurricular and extra-curricular activities.
- HoD prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published on the college website.
- Faculty members revise the objectives of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the course objective. Faculty members also prepare assignments

inadvance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners

- IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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 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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

02

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

99

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

99

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Government Degree College, Akhnoor places great importance on promoting a value based education. Towards this end, the college

has introduced many courses that deal directly with issues like Gender inequality, Environment and Sustainability, Ethics etc.

#### Gender Sensitization

A course titled 'Gender Sensitization' has been introduced in third semester (Skill enhancement course in Sociology) to make students aware about the problems associated with gender inequality and the remedial measures which can ensure a safe and dignified environment for members of all genders. An unusually high female to male students' ratio (approx. 2:1) in the college serves as an example of women empowerment in Akhnoor. Seminars and workshops on the issue of women empowerment and gender equality are regularly held in the college. International women's day is celebrated every year in the college.

#### Environment and Sustainability

There are two compulsory courses on Environmental Science which are taught in the first two semesters of all programmes. The primary focus of which is to educate the students about the damage being done to environment, rising challenge of climate change, and the ways and means to reverse this trend. In addition to these, there is an optional skill course on 'Solid waste management'. Many workshops dealing with issues like pollution, sustainable agriculture, deforestation etc. are regularly held. The poster making competitions/Seminars/symposium on the issues relating to environment are regular feature of the college. The plantation drives are organized within the college campus from time to time. The college has played a very active role in Swachh Bharat Abhiyan and adopted five nearby villages for carrying out 100

hours activities on cleanliness and sanitation by NSS volunteers.

#### Human Values and Ethics

A course on 'Ethics and its Applications' has been offered (Skill enhancement course in Philosophy) in fifth semester. Among other things it deals with the topics like capital punishment, euthanasia, patriarchy, animal rights and rights of future generations. There is also a core course on Indian philosophy which elaborates on the traditional Indian values and their relevance in present context. A series of events such as debates, seminars, poster making and quiz competitions etc. are held frequently to promote the Gandhian values like truth and non-

violence. Anti-Ragging cell, Grievance Redressal Cell, Caste Based Discrimination Cell etc. are active in the college campus. On the whole the college endeavors to provide the students with an education that encompasses much more than purely academic studies so as to develop them into good human beings before anything else.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

NIL

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)	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://gdcakhnoor.com/naac/ssurvey2020.pdf">https://gdcakhnoor.com/naac/ssurvey2020.pdf</a>

#### 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**

1130

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 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

887

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 assesses the learning levels of the students at the time of the commencement of the session. Orientation cum counselling of the new entrants is done to introduce about teaching learning and evaluation program, examination mode, benefits of NCC, sports and other cultural activities.

Students are segregated as slow and advanced learners on the basis of learning ability, previous class marks, performance in internal assessment and daily performance in class.

For slow learners, online remedial classes and problem solving sessions are organized through wise app, Google meet etc. due to COVID-19 pandemic. Additional learning material shared by teachers through online resources. They are encouraged to participate in sports, virtual meetings and inter-college competitions to promote interactions with other students.

Advanced learners are encouraged to participate in national and international Seminars, Quiz competitions, debates etc. They are chosen as CRs and cultural coordinators with the aim to inculcate the leadership qualities and are also given attention to enable them to secure top positions at university level.

In case, the poor performance in the class is due to absenteeism, the shortage is notified through Google classrooms, wise app etc. To cope up the shortage, extra classes are arranged for such students.

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
2439	32

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

### 2.3 - Teaching- Learning Process

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

The College focuses on imparting education through student centric approach, besides traditional teaching methods. The college practices new innovative teaching techniques like ICT enabled infrastructure, OHP, Smart Classrooms etc. to enhance learning experience in student centric approach.

During the COVID-19 Pandemic, the College has adopted online teaching tools like Google meet, wise app, Google forms and Google classroom etc. for online teaching. During Online classes, students are allotted exercises and assignments on different topics in terms of presentations to enhance the learning outcomes.

The participative learning is encouraged through various activities like online quiz, group discussion, presentations, webinars, and conferences, etc. to put students at the centre of the online teaching and learning process. Experimental learning is promoted by analysis of experiments during Practical classes. Challenging problems are assigned to students to solve to enhance problem solving ability.



Apart from these, the college also promotes Activity based learning through various activities, like quizzes, debates, games etc. Ability Enhancement, Generic and Skill Enhancement courses are offered to students along with their main course. Final year students are guided regarding various career oriented courses, competitive examinations and jobs they can opt after graduation.

File Description	Documents
Upload any additional information	No File Uploaded
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

The College adopts ICT enabled tools besides traditional Classroom education. The faculty members of the College use ICT enabled tools with traditional mode of instruction including online resources for effective teaching-learning process. To enhance the quality of Teaching- learning, the faculty members also make an effort to use blended learning that aims to combine the strengths of both traditional and online learning methods.

Teachers often make use of multimedia teaching aids like projectors, interactive panels and smart class rooms to make teaching learning more effective, interesting and technology oriented. The labs are ICT enabled with projectors and smart boards installed and are enabled with good speed Wi-Fi connection. The course material is also shared to students through mail, PDFs, PPTs, video lectures etc.

To improve the effectiveness of the Online Teaching-learning process, Tools like Wise app, Google meet, Google classroom and Google forms are used to manage and post course related information like learning material, quizzes, Assignments, attendance and evaluations etc. Online quizzes are conducted to record the feedback of the students. Faculty members and some students of the college are registered on NDL e-library to access e-resources online.

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

77

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

13

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)	<a href="#">View File</a>

### 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

103

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 institution ensures that all students are aware of the evaluation process through the college prospectus which is updated annually. During the orientation programme, the newly admitted students are updated regarding rules and regulations of the affiliating university, examination and evaluation process at the commencement of the session.

Internal assessments for theory and practical will be conducted by the college as per the University's rules. Centralised date-sheet of online internal assessment is notified through wise app, Google classroom and also conveyed to the students by their teachers in their respective classes in advance.

For transparent and robust for internal assessment, Quality of question papers are checked and final question paper is approved by Internal Examination Committee. In order to ensure

transparency in internal assessment, after conducting the online assessment, marks are also displayed to students.

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. The result of the internal assessment is verified by internal assessment committee of the college and then by the inspection committee framed by the University of Jammu. A proper record of the internal assessment is maintained.

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

A transparent, time-bound and efficient method is being followed in the college to deal with internal examination related grievances. Due to COVID-19 pandemic, the internal examinations conducted through online mode during the session 2020-21.

An internal College examination committee has constituted for smooth conduction of online examination. The online internal examination conducted by the college through Google forms, wise app etc. as per the directions of University of Jammu. In case the students have any grievances regarding examination process, they are helped by the College examination committee.

After the end semester examination, the answer scripts are evaluated and final result is declared. If student has any grievances related to evaluation of answer scripts, there is an option of re-evaluation within 15 days of the declaration of the result. Students are provided guidance by the internal College examination committee regarding the processes of re-evaluation.

For errors like mark sheet reflecting student as absent, result withheld, result later on due to typographical mistakes or any other reason, the internal assessment committee sends the duly certified required records to the University for the Necessary Action and favour of the student.

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 programmes and courses offered by the institution are given in prospectus which is uploaded on the college website. The programmes offered by the institution are Bachelor of Sciences (B.Sc.) Bachelor of Arts (B.A) and Bachelor of Commerce (B. Com.). Through regular meetings of Principal, teacher are acquainted about the stated Program and course outcomes and also guided for effective implementation.

Personal counselling of the student is done as per the need of the students. The Course Outcomes are communicated to the students by the respective faculty members. Learning Outcomes of the Programs and Courses are observed and measured periodically. After the completion of three years course in respective programmes, the student attains comprehensive knowledge and skill about the course contents which enables the student to feel equipped and competent to seek jobs or pursue further studies.

The programs offered by the college help the students to meet the technological advancement of the contemporary competitive world and to get better career opportunities. They are trained to be good citizens, 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.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The College has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The complete and comprehensive evaluation of students is done by taking the data of students' performance from the faculty in the end of each academic session. The course outcomes are evaluated based on the results of the internal assessment tests, home assignments, practical tests and University examinations.

In practical, 50% marks are attributed to internal test conducted by the college and 50% to the external examination. For external practical assessment, the examiner appointed by the affiliated university conducts the examination. Theory examination conducted by university accounts for 80% of marks while 20% marks are allotted to internal assessment test conducted by the college.

Due to COVID-19 pandemic, Internal assessment and end semester examinations are conducted online by the college as per guidelines issued by University of Jammu during the session 2020-21. End semester exams of 6th semester were conducted through online mode by University of Jammu. The marks of the internal assessment test are displayed to students. The institute provides opportunity to all the students for improving their performance which in turn results in better attainment of course outcome.

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

582

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://gdcakhnoor.com/naac/gaz62021.pdf">https://gdcakhnoor.com/naac/gaz62021.pdf</a>

## 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://gdcakhnoor.com/naac/ssurvey2020.pdf>

## 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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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

01

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

#### 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**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

On 1-sep- 2021 to 5-sep-21 NSS organized Awareness camp in adopted villages to encourage people about different types of minerals, proteins and nutrients present in food.

ON 10th Oct. 2021 NSS Organized Awareness camp in adopted villages to aware people about recycling of plastic.

On 25th Oct. 2021 NSS unit of GDC AKHNOOR organised a camp in collaboration with NYK IN adopted villages to collect waste and used plastic

On 7th December 2021 NSS UNIT OF GDC AKHNOOR cleaned the Jia potha ghat at akhnoor . About 35 volunteer participated in this drive by picking up plastic items like wrappers , plastic bottles and polythene ,etc.

On 10th December 2021 NSS unit organized Winter clothing donation drive in which college staff members and students donate wollen clothes.

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****1**

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

**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****14**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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****588**

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 was established in the year 2005 and started functioning from Govt. Middle School Akhnoor with 117 students. It was shifted to the present building in the year 2007 at village Palwan on Akhnoor Kaleeth road about 6 Kms from Akhnoor town. During the past 15 years, the students have increased manifold and have crossed more than two thousand in 2020. The infrastructural policy is designed by taking into consideration the future requirement of teachers, administration staff and students particularly which promotes effective teaching and learning. The college building is well structured with an open area of 340 kanals, largest of all the newly established colleges of Jammu Division. The college building comprises of classrooms, laboratories, library, canteen and a spacious playground. At present there are 9 classrooms, 2 additional rooms being used as classrooms and one fabricated women study room. There is a smart classroom which is equipped with modern technological facilities and is used frequently by teachers and students. There are five laboratories in the college campus, one each in Physics, Chemistry, Botany, Zoology and Computers. Each laboratory is well equipped with tools, chemicals and other necessary equipment as per requirement. The college has a well maintained library with around 9000 books. The library section lends books to the students and the faculty. A reading room has also been provided for the convenience of faculty members. IGNOU center has been set up in the college campus to facilitate the community for open learning. Necessary budget is allocated for the construction, enhancement and up gradation of infrastructure in keeping with the educational, social, environmental and extra- curricular requirements of the learners. The project of College hostel expansion is in the pipe line as 100 bedded OBC/SC girls hostel has been approved and sanctioned by the directorate of social welfare department. One more academic block having 06 classrooms, one multipurpose hall with seating capacity of 500 students/people, 05 laboratories, 2 HOD/staffrooms and few toilet rooms has been constructed but not yet handed over. The college administration intends to upgrade its standard every year to cater to the needs of the current generation of students.

File Description	Documents
Upload any additional information	No File Uploaded
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 adequate space for sports and cultural activities. There is a big playground in front of the college complex. To promote various games and sports in Akhnoor town, the J&K Sports Council has approved the construction of basketball court of 28.66m x 15.24m size, kho-kho ground of 29m x 16 m size, handball court of 18m x 9m size, volleyball court of 40m x 20m size, cricket/football ground, sitting tiers (3 No.) around the cricket stadium and a VIP Pavilion in the college playground. At present, the college playground has only a basketball court with a cemented leveling. In addition, the basic structure of the sitting tiers and VIP Pavilion has been completed and rest of the construction is under process. In addition, there is facility for table tennis and other indoor-games like carom & chess. The college has teams for different sports activities. The college has sufficient stock of sports equipments which is provided to the students for practice and participation in different sports activities. The college provides additional equipment as and when required by the students by updating themselves through interactions with students. The college students participate in various inter-college and inter-university competitions and have brought laurels to college by winning prizes in various sports activities. In keeping with the tradition of creating leaders of the future, education of one institution is not only informative but formative also as well as for the holistic development of stakeholders there is an equal thrust on co-curricular and extra-curricular activities. The college extensively organizes cultural activities on various occasions like national and religious festivals throughout the year. The college students, NCC cadets and NSS students also participate actively in various cultural activities and national festivals like Gandhi Jayanti, Independence day, Republic day etc. Moreover, students also participate with great enthusiasm every year in "Display your Talent" competition organized by Department of Student welfare, University of Jammu and have won various accolades for the college. These students are encouraged and trained by the cultural committee. The college does not have an auditorium but

different cultural activities are conducted in the makeshift stage in the college premises.

File Description	Documents
Upload any additional information	No File Uploaded
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.

10

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

103.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

Library is partially automated and automation work is in progress. The library has subscription to e-books and e-journals. The library is wifi enabled.

File Description	Documents
Upload any additional information	No File Uploaded
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**

B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

5.79820

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

**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**

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

IT facilities strengthen the teaching and learning process. The college has a well maintained computer lab with 25 computers in working condition providing IT facility to the teaching, non-teaching faculty and students of college. The repair and maintenance of computers is done from time to time by hired professionals as and when required. The college has introduced BSNL Wi-Fi facility from March 2021, which covers the entire college building. Earlier the college was using JIO WIFI and WIMAX WIFI. The teaching and non-teaching staff is made aware of various IT techniques through 15 days workshop organized in summer break. The up gradation in the computer lab is done by replacing the old systems with new ones or old systems are upgraded with latest configuration whichever is possible. The college purchase new systems with latest technology according to the requirement. Outside technicians are hired for maintenance and up-gradation of computer. The college has sufficient infrastructure i.e. computers, printers, scanners and LCD Projectors which the staff can utilize any time to prepare their course material/ lectures. The college has Smart Classroom with multimedia facility where students/ teachers can deliver presentations/ lectures. The college understands the need and promotes the use of ICT enabled learning tools for quality education. ICT enabled education has a positive impact on teachers and learners since it provides a more interactive and visually attractive learning environment. It also makes the students skilled for the new digital world and competence that are needed for training, self-development and employment. The college has a Smart Classroom having seating capacity of 100 plus students respectively in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize.



The institution has upgraded the IT infrastructure by adding up the new and latest software and hardware technologies to strengthen the office computerization system for the benefit of students and staff, and to make the internet facility more easily accessible.

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

#### 4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 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	No File Uploaded

#### 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)

75.70889

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Government Degree College Akhnoor follows a fair mechanism for the maintenance and utilization of all physical, academic and support facilities which are well communicated among stakeholders. The primary responsibility of developing the college infrastructure lies with the advisory committee of the college. The college is allotted funds by the UGC and higher education department which is utilized judiciously for upgrading college infrastructure from time to time. There are five laboratories in the college campus, one each in Physics, Chemistry, Botany, Zoology and Computers which creates and strengthens an environment for effective teaching and learning. The college library has a vast collection of more than 9000 books related to various subjects. The college has a library committee which looks after the proper functioning of the library and allocation of funds for the purchase of new books. The students as well as faculty members are registered with NDL e- library where they can access the journals, articles and research papers. The college has a vast sports complex under construction. In addition, there is a facility for table-tennis and other indoor games like chess and carom. The college provides additional equipment as and when required by the students by updating themselves through interactions with students. Presently, there are only 11 classrooms and one Smart classroom with multimedia facility where students/teachers can deliver presentations/lectures. The institution has upgraded certain classrooms also with smart panels. Besides academic activities, students also participate in extra curriculum activities. The college students, NCC cadets and NSS students also participate actively in various cultural activities and National festivals like Gandhi Jayanti, Independence Day, Republic day etc. Moreover, our students also participate with great enthusiasm every year in "Display your Talent" competition organized by Department of Students Welfare, University of Jammu. The working

of the college is completely decentralized and participative. Each faculty member is assigned different academic duties in addition to teaching, learning and evaluation. The college administration intends to upgrade its standard every year to cater the needs of the current generation of students.

File Description	Documents
Upload any additional information	No File Uploaded
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

352

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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 benefitted 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)	<a href="#">View File</a>

**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**

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="https://gdcakhnoor.com/naac/Default%20Folder%20(16).pdf">https://gdcakhnoor.com/naac/Default%20Folder%20(16).pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

B. Any 3 of the above

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

30

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
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.**

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

The college encourages students to have student representative for every semester in arts , medical , non Medical, B.Com streams. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the principal, who orders the convener of Respective committee to handle that in a nice way. The percentage of completion of syllabus sought by the Jammu University before commencement of examination is verified from these students representatives before passing to university authorities. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

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

**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**

8

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

**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

The college has started the process of registering the Alumni Association.

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 :** To make GDC Akhnoor one of the pioneer institution of Higher Education as well as developing whole some personality of younger generations by providing innovative educational environments, opportunities and experiences that enable individuals, communities and the region to grow, thrive and prosper. To inculcate the indispensable virtues of tolerance, honesty, hard work and amity among our students. **MISSION :** To transform lives of students into good human beings, responsible citizens and competent professionals, focusing on assimilation, generation and dissemination of knowledge through innovation and ethical practices. To promote reservations and integration of cultural diversities of the region, state and country. The vision and mission statement clearly depicts the intent of the college administration to work as per the standards and guidelines of Higher Education department. In spite of being located in rural area, the college administration and staff has set a clear goal to uplift the students of rural area by providing them best knowledge using the infrastructure, equipments, and laboratories at their disposal. The college is committed to generate self employment skills, positive attitude, sense of responsibility and



generating initiative taking capabilities among the students. The emphasis is on providing quality education which will help them to raise their standard both economically as well as morally. The college is committed to provide quality education to the students and cater to the needs of students at various platforms so that they become better citizens of India. Students are given abundant opportunities to groom themselves and learn skills of leadership that help them to deal with their peers, team building, resource utilization, confidence building etc. The college boosts self-confidence, high self-esteems and social skills in the students by exposing them to different activities like debate, quiz, seminars, cultural, NSS/NCC activities, great personalities like scientists, teachers and administrators from different fields are invited for interaction with the students. The students are also exposed to the external environment by sending them to different institutions in and out of the state.

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

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

The college practices decentralisation and participative management by engaging all the staff members in various committees. Teaching as well as non-teaching staff is equally employed in the implementation of various academic as well as co-curricular activities. The committees are generally framed at the beginning of the academic year. This facilitates the smooth execution of the activities to be performed in the college. The staff meetings are conducted periodically to make staff members aware about their responsibilities in various committees. Every issue that needs to be addressed is discussed in the meetings and the solution is found in consent with the staff members of the respective committee. The functioning of all the teaching departments is monitored by the HoD of the department. The HoD's are always encouraged to discuss any departmental matter with the head of the institution. So far as the office work is concerned, Senior Assistant, Head Assistant, Junior Assistant and Class IV employees handle the office administration. The head of institution is open and available to both teaching as well as non-teaching staff for their suggestions to uplift and upgrade the

reputation and work culture of the institution.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution adopts various strategies for effective outcomes. It includes

- Use of ICT enabled classrooms for better learning. This results in improved pass percentage among the students.
- Proper facilitation and support to the students regarding their problems.
- Curriculum as per the demand in the technology sector.
- To provide best devices and apparatus in the laboratories.
- To inculcate human values and moral ethics among students.
- To focus on making students skilled as per the current job opportunities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 institutional bodies are governed by the Department of Higher Education, J&K Govt. However, each individual institution is administered by the head of the institution i.e. Principal of the college. It is the responsibility and foremost duty of the Principal to run college as per the guidelines provided and policies framed by the Department of Higher Education. The appointments of the teaching staff are done by the Deptt. of Higher Education through standard procedures. The service rules are applicable to all the employees without any bias. The

Principal in consultation with teaching and non-teaching staff ensures that all the activities performed in the college are conducted in systematic way. The services of senior faculty members are employed for the conduct of academic activities in an efficient way. The various committees are formed at the beginning of session and are assigned the tasks according to the institutional plans for the curricular, co-curricular and extracurricular activities that enhance the overall development of students.

File Description	Documents
Paste link for additional information	<a href="https://gdcakhnoor.com/naac/coderule.pdf">https://gdcakhnoor.com/naac/coderule.pdf</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The various welfare schemes include Group Insurance, Medical Insurance, State Life Insurance, Maternity and Paternity leave, Child Care Leave for female staff, duty leave for attending Refresher/Orientation Course. All the permanent staff members can avail fifteen days casual leave. The teaching staff is provided summer and winter holidays every year. Internet and free Wi-Fi

facilities are also available in campus for staff.

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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

21

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The performance appraisal of the teaching staff is done through a standard procedure. The teaching staff is required to fill APR (Annual Performance Report) form every year. This form contains details about the academic/research activities performed by the

faculty member in terms of teaching hours, involvement in co-curricular and extra co-curricular activities, details of various courses/conferences/seminars attended by the staff member, practices adopted by the staff member to enhance the level of teaching, the involvement in the welfare of students and community, research undertaken during the session etc. This form is then submitted to Principal Of the college. The Principal signs the APR with his/her remarks. It is mandatory for all the staff members to fill this form as it is required for the promotion of the staff member to next grade.

The appointment of non-teaching staff is done by the Government of Jammu and Kashmir and after joining the department as per service rules the verification is done by the internal verification committee framed by the head of the institution. Departmental Promotion Committee (DPC) is being conducted after every 3 years. The principal of the college is being asked to give report (Annual Progress Report of last 3 years) wherein the performance, conduct, handwriting and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

Internal audit is conducted by the internal audit committees constituted by the principal of the institution involving different faculty members. Financial audit of the accounts is very important process and is strictly followed by this institution. The college undergoes an external audit (centre/state) conducted by Accountant General's Office. A team of members from AG office visits the college to verify and confirm all financial documents available in the college. Report of this audit is submitted to Higher Education department and AG office. All the clarifications regarding audit are sought from the college. The whole process of audit is strictly monitored by the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

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

The institution is run by the Department of Higher Education, Government of J&K. All the funds are primarily allotted by the Higher Education Department of J&K. The allotment of funds to the institution goes through the full cycle of planning annual budget as per the requirements. The same is being discussed with Chief Accounts Officer / Financial Advisor for allotment of funds under different heads. The allotments are made to institution throughout the financial year using Budget Evaluation and Management System (BEAMS) portal. The Principal of the college in consultation with College Development Committee/ Purchase Committee ensure optimum utilisation of funds. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college.

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

## 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 IQAC of the institution has worked significantly to adapt and implement the quality assurance strategies and processes:

All the faculty members are encouraged to upgrade their skills by making them participate in Orientation and Refresher courses, Workshops, Faculty development programmes, Seminars and Conferences related to the teacher-learning process and research.

Teachers with Ph.D are also encouraged and motivated to act as research supervisors for the research scholars.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The IQAC makes proper provisions for providing counselling to needy students during admission and examination time.

The IQAC provides guidelines, internet access and verification processes for the students to get the scholarships like PMSSS.

The college provides platform for the students to participate in Intra-college and Inter-college level debates, competitions, seminars, display your talent programmes, etc.

Several skill enhancement ability courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

The teaching staff is encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken



from all the members of IQAC for improvement and better implementation of curriculum.

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

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

To analyse its teaching learning process, the institution reviews its structure and methodologies of operations and learning outcomes at periodic intervals.

Students feedback on faculty, teaching learning process and evaluation is conducted. Students feedback provides insight into the actual quality of teaching learning process. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

The IQAC committee along with proctorial board conducts regular visit to the classes regarding the regularity and punctuality of class work.

The worthy Convenor of IQAC keeps track on the completion of syllabus and ascertain information regarding the quantum of syllabus completed.

This is the usual working process of IQAC but this year due to Covid pandemic, these methodologies could not be implemented in a proper way.

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);**

C. Any 2 of the above

**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)**

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	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Institution shows gender sensitivity in providing facilities such as:

The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The sensitivity towards the girl students at this institute is carried as follows:

- 1. Safety and security of Girls Students:** Women development cell/Sexual Harrasment /Anti Ragging Committees havebeen constituted headed by a senior female professor for caring the girls students. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour.
- 2. Counseling:** The female teaching faculty in particular are advised to counsel girl students in class, parks, library, common

room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. The teachers are further instructed to counsel in cordial and cooperative manner so that senses of belonging and loving care prevail among the student community. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice.

3. Girls Common Room: The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

File Description	Documents
Annual gender sensitization action plan	<a href="https://gdcakhnoor.com/naac/eventcalendar2021.pdf">https://gdcakhnoor.com/naac/eventcalendar2021.pdf</a>
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	<a href="https://gdcakhnoor.com/naac/Committee2020-21.pdf">https://gdcakhnoor.com/naac/Committee2020-21.pdf</a>

**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	<a href="#">View File</a>
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** For collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure. **Liquid waste** All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured. **E- Waste management** The college has minimum e-waste. The waste if any is sold to vendors for recycling

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

**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**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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

D. Any 1 of the above

<b>vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	E. None of the above
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	No File Uploaded
<b>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>	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, religious day like Guruparab, Holi, Diwali etc also promote tolerance and hormaony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The students and employees are senitized about the constitutional obligations: values, rights, duties and responsibilities of citizens.

To aware the students constitutional Day, Voter Day, Dr, B R Ambedkar Jayanti etc is celebrated every Year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Institute regularly celebrates national commemorative days like National Integration Day, Republic Day and Independence day, International women's Day, Gandhi Jayanti, Constitutional Day, Yoga Day, International Youth Day etc.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 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. Upgradation of ICT Infrastructure:

To promote the ICT based education, 08 No. of more conventional classrooms have been converted into ICT enabled class room (Interactive Panels, with audio/video system). A big Genset has been installed in the campus during year to meet the power requirement of the college. More Over the college has established a new browsing center with sixteen computer, Multifunctional Printer etc for the students and installed 12 Broadband connections (Optical Fibre) of data speed of 50 Mbps during the year. To enhance the comprehension level of students and to update them with modern Teaching gadgets the college has provided most of the Departments, NSS and NCC officers Library, with teaching aids like desktops, portable PA system, laser printers, visualizers and allied ICT gadgets for effective and optimum use in class rooms Three portable all in one projectors have been purchased for other Science Labs. The three tier teaching activity concept like chalk and talk, PPT and video animation is being encouraged. The college has planned to convert all the traditional class rooms into ICT enabled class Rooms. The college has also registered for inflib.net a digital library to provided digital contents anywhere in 24 hours.

2. Eco-Friendly Campus: GDC Akhnoor has its own Campus of 340 Kanals of Land. The most of the Campus areas is covered with trees, plants, Grass etc. Every Year the NCC and NSS Units of the college organized plantation drives with the collaboration of Social Forestry Department or Rural Department of State Government. The programme like Earth Day is celebrated every year. Every Year the NSS Volunteers organizes a winter campus on environmentally friendly activities. The Campus area is neat and



full of greenery. This college has adapted paperless activities for official and academic purpose. The admission process of the college is online and all communication with administrative department and with students becomes online. The fee collection and employee salary system is totally in online mode.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

#### 1. Intriduction of Skill Courses: (Soft Skills)

In tune with institutional vision and mission the College has introduced skill courses like course in computer concept conducted by NIELIT jammu in collaboration with higher education and soft skills and personality development conducted by central university of Jammu. The skill based programmes envisages to orient UG students by imparting employability enhancement training to learnness .

Under this 67 students were registered for computer skill course and 32 students were registered for soft skill and personality development. In skill- based learning students are groomed to become successful leaders in their chosen field. To facilitate this process ,it is paramount for students to think beyond grades and acquire real life skills.

These tangible experiences are often overlooked in the traditional form of education skill- based education is definitely more effective and purpose- driven , which helps students receive a clear objective along with a vibrant culture. It is a perfect mixture of opinions , values and routine to form a solid foundation . It promotes and develops the art of learning and development hence empowering the students to become successful in their chosen field. The aim of conducting these courses in our college is enhancement of learning through ICT and enhance their technical skills and to make them more relevant in the contemporary times and market . The students were given training in the College to enhance their communication skill extempore capability and confidence.

2. Six NSS volunteers of this college got vice chancellor commendation certificate for voluntarily social services of more than 120 hours on swachhta activities during the period . One girl NSS volunteer represented the College and participated in National Integration camp at kurukshetra University, kurukshetra. The participation was important to build a unity and peace with spiritual harmony between different states and cultures of india . The mission of participation was to contribute to the education of the students through a value based system to help to build a better world so that they can play a construction role in society . The participation was very useful for our volunteer to share our culture, languages and experience.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The college proposes following future plan of action for the year 2020-21

- Development of students and staff parking.
- Upgradation of Girls Common Room.
- Construction of Waste Management Unit/ Polythene recycling.
- Establishment Browsing Center with power backup.
- Operationalization of new Academic Block.
- Conversion of all Traditional Class Rooms into ICT enabled Rooms.
- Organisation of one week workshop, preferably "ICT in Education" for teachers.
- Covid vaccination to all the students of the college.
- Automation of College Library.