



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE RAMBAN

GOVT. DEGREE COLLEGE RAMBAN PO-CHANDERKOT - 182148, RAMBAN
JAMMU AND KASHMIR

182148

www.gdcramban.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College Ramban established in 2005, recognized by UGC under section 2(f) and 12(b) in 2007 and permanently affiliated to University of Jammu. It is located at an altitude of 1,156 metres (3,792 feet) above the sea level. The boundary lines of Ramban district encompass hill station Patnitop as its southernmost point, Assar on its eastern edge, Gool to the west, and Banihal to the north. This is the first college of higher education in the entire district Ramban and is presently the largest co-educational institution of the entire district. This Institution of Higher Learning is making new generation capable of responding to day-to-day challenges of life. At present, the College is offering education at undergraduate level in the disciplines of Arts, Commerce and Science to around 1000 students of Ramban district. The institution has been established to create access to higher education for the upliftment of the otherwise educational backward area of the state. The Student-Profile of the college is diverse and represents all sections of the society.

The teaching-learning process is enriched and made productive by the rich experience of teachers and availability of good resources to the students. Govt. Degree College Ramban strives to produce human resource which are ready to face the challenges in the life for bettering their well-being and the society. For this we are committed for effective contribution towards high standards of teaching-learning process. As the college is situated in rural area, the major focus is on inclusion of youth in higher education. The college campus is spread over 45 Kanals of land having adequate facilities like classrooms, library and laboratories etc.

The College implements all norms prescribed by UGC and University of Jammu regarding admission, examinations, and evaluation process. Choice Based Credit System (CBCS) has been introduced at UG level from session 2017-18, with the objective of bringing a shift in teaching learning process that permits a flexible and interdisciplinary approach in learning besides providing an opportunity to the learner to choose electives from a wide range of choices available.

Vision

"To develop into an institution of excellence and to produce motivated and capable graduates of character and substance."

Mission

1. To impart leadership qualities to brave new challenges.
2. To encourage the faculty and students to achieve academic excellence.
3. To provide active and stimulating environment and opportunities that enables the learners to grow and prosper.
4. To promote transparency and accountability in academics and administration.
5. To make students socially relevant, ethically and morally strong, so that they can contribute to the society and nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. **Choice Based Credit system (CBCS)** has been introduced in all the academic programmes of the college from the academic session 2017-18. CBCS system enables the students to choose courses of their own choice and permits interdisciplinary approach.
2. **Good Governance system:** For the overall development of the college, the college administration frames a student centric policy in accordance with the vision and mission of the institution. The college frames various committees to formulate a development plan after discussing with the stake holders to transform the vision and mission of the college into reality.
3. **Preferred Institution in the District:** The college is biggest higher educational institution of the district thus a preferred destination for all students.
4. **Transport Facility:** The college has its own transport facility which is made available to the students from various areas of the Ramban. This facility is available to the students at very minimum charges.
5. **Dedicated and Qualified Faculty:** The college has qualified and dedicated faculty.
6. **Canteen Facility:** The available canteen facility in the college serves hygienically prepared food for breakfast, lunch and quick snacks at a subsidized rate for students and staff.
7. **Scholarship to meritorious, socially & economically disadvantaged.** The college provides scholarship to students belonging to socially and economically disadvantaged sections of society.
8. **EDU-SAT facility:** Satellite interactive terminal of the college provides access to lectures of trained and experienced faculty from other parts of the state.
9. **Distance Centers (IGNOU & MANUU) for distance mode learning:** Students belonging to socially and economically backward sections of the society, who are unable to continue studies as regular students utilise distance mode education through MANUU and IGNOU.

Institutional Weakness

1. **Infrastructure:** GDC Ramban has a double storied building with eight class rooms and six laboratories which may not be sufficient to cater the needs of increasing enrollment of the students. The college lacks play ground for the paucity of encumbrance free land.
2. **Locational Disadvantage.** The college is situated at secluded location deficient in allied infrastructure.
3. **Lack of Permanent Teaching Faculty:** At present college has 10 permanent teaching faculty as against 22 sanctioned positions.
4. **No filtering of students at the time of admission:** The college does not have any filtering criteria of students at the time of admission as there is no clearly defined intake capacity by the government or university. All students who have passed 12th standard and fulfil the university prescribed eligibility get admission.
5. **No Hostel facility:** Due to inavailability of hostel facility many students migrate to other parts of state and many other belonging to economically weaker section dropout from studies.

Institutional Opportunity

1. **Higher Education Hub:** The College has the potential to develop into an educational hub for the students of this area and can change the educational landscape of this area which otherwise is a geographically difficult area with lowest literacy rate in the state.
2. **Augmentation of ICT infrastructure for teaching:** Schools and other higher educational institutions around the world are enthusiastic to integrate technology into their classroom, enhance ICT skills acquisition and improve learning outcomes. In the pursuit of this our college has created ICT facilities in the college which requires to be augmented.
3. **Acquisition of additional land for expansion:** The College has sent a proposal to Higher Education Department of J&K Govt. for acquiring additional land measuring 51 kanals located adjacent of the college. Acquisition of additional land will create the opportunity for expansion, such as hostel facility, additional classrooms, playgrounds and other paraphernalia required.
4. **Research and consultancy work:** Many of our faculty member posses research degrees as such there is scope for them for pursuing research and consultancy work and encourage/engage others in the same.
5. **Skill enhancement:** Itroudction of skill ehancement courses relevant to the local market demands to make students employable.

Institutional Challenge

1. **Increasing Enrollment:** Enrollment of students is increasing while as the infrastructure is not augmented proportionally which can affect the quality of education in future.
2. **Introduction of job oriented courses for better employability of the students.** Introduction of new job oriented courses relevant to the market demands of Ramban needs to be added.
3. **Less experienced faculty.** The college is having 10 permanent faculty members, majority of them members are newly appointed.
4. **Low progression of the students.** Majority of students enrolled in this college belong to hilly and far off area of the district where proper schooling facilities are not available. Progression of these students due to their poor academic background is always a challenge.
5. To create access to inernet for students in the college and to make students especially girls tech-savvy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our first priority is always to provide quality education to students, depending on our resources, institutional goals and concern towards the students. The institution has developed a structured and effective mechanism for implementation of the curriculum prescribed by the affiliating University. All departments make plans consistent with the Institutional Vision and Mission and accordingly follow the same. Any information regarding events are displayed on the notice board of the college and the social media such as whatsapp, facebook is also used to share the information for the students, staff and the public.

The college faculty members always engage the students in various activities and conduct different expert lectures through N.S.S programmes etc. We believe in maintaining healthy and friendly environment for all our students. A Committee Against Sexual Harassment (CASH) of the college prevents any harassment to students so that students especially girls get a conducive and free atmosphere in the campus. As per the guidelines of UGC and the University, an Anti- Ragging Committee has been constituted in the college to prevent and handle the issues of ragging if any. The college conducts frequently various programmes on human rights to provide

awareness among the students. Besides, this a discipline Committee comprising senior faculty member ensure discipline and address any such problems in the College.

The HoDs of the different departments of the college participate regularly in various bodies of the University, such as Board of Studies (BOS) meetings etc., organized by University for upgradation and revision of curriculum. Choice Based Credit System (CBCS) has been introduced in all programmes run by the College from academic session 2017-2018.

Field project are carried out by students on issues of environment to study the effects of environment degradation, causes and effects to create awareness among the students about the environment and to make these students responsive towards issues of environment. An attempt has also been made to collect feedback from students and teachers, which we plan to make more comprehensive and inclusive in future.

Teaching-learning and Evaluation

The college is located in hilly and backward district of state with total population of about 3 lacs, despite this the enrollment of students is increasing continuously.. As per the availability of infrastructural facility, the intake capacity of college is 350 seats in Arts and 150 seats in Science streams which almost all are filled every year. However the intake capacity of the college is not clearly defined by the government/university. Seats are not earmarked for the SC/ST/OBC and other reserve categories of the students. Admission is granted to all students having acquired the minimum eligibility as per the university statutes. Eligibility is relaxed by 5% marks for students belonging to reserved category.

The college doesn't have any student or teacher from other states because of the article 370. All students enrolled are locals, which come mostly from poor sections and backward areas. After admission the institution assesses the learning levels of students. Slow and Advanced learners are identified through classroom observations and class tests. The institutions employs many strategies for further improvement of slow and advanced learners, such as remedial coaching/ special attention in class etc., for slow learners and quiz competitions, debates, seminars problem solving tests etc., for advance learners.

The institution focus on student centric methods of teaching learning, such as experiential, participative and problem solving methods. Laboratories are well equipped where the science students perform experiments throughout the session

Mentoring by teachers to students is also facilitated to relieve academic stress and deal with other academic issues of students. ICT, Laptops, Projectors are optimally used by institution to enhance the quality of teaching learning process. Beside this field visits, Science tours, etc., are also organized by the institution every year. At present the college has 11 permanent faculty out of them 4 are Ph.D. Teachers update their knowledge by attending seminars, conferences, refresher courses, orientation courses and workshops, besides their commitment in research and publication.

The internal assessment is absolutely transparent & robust. Marks obtained by the students are displayed on the notice board & the grievances of students are listened and addressed

Research, Innovations and Extension

As part of encouraging research culture among the students and faculty members, a research committee is in place. The research committee encourages faculty members to organize seminars, workshops and guest lectures to create research spirit among college students and faculty members. The college faculty has published 65 research papers in the field of science, social science and humanities and about 9 books/book chapters, in different subject areas over the period of last five years.

The institution is also involved actively in extension activities. The college has been effectively disseminating awareness by sensitizing students through their involvement in various activity based programs, outreach activities, extension activities and holding various innovative programmes. The college has actively participated in Swachh Bharat Mission both for the college campus and for the peripheral communities and villages. Besides this students also participate in health awareness camps, cultural festivals, college sports meets (both inter as well as intra college) debates seminars, quiz, rallies and poster making competitions. The extension activities not only serve the society at large but also imbibe the qualities of being responsible citizens, besides creating awareness and sensitization of the young generation. All national festivals and other important days are celebrated regularly in the college with the aim to develop feelings of nationality and ethical values among the students. Career counseling sessions are also regularly organized in the college from time to time.

Infrastructure and Learning Resources

The college has a built area of about 30,000sft comprising 08 class rooms, 06 laboratories, seminar hall, principal chamber, staff room, faculty rooms, accounts section, library cum- reading room, girls' common room, canteen and college buses etc. The college offers under graduate programmes of Bachelor of Arts & Science streams and from 2018-19 courses of Bachelor of Commerce has been introduced in the college. The college encourages the students for indoor as well as outdoor games and sports like Table Tennis, Wrestling, Chess, Badminton, Volleyball, Kabaddi, Kho- Kho etc. The institution also promotes the various cultural events by encouraging the students to participate in various events. Library of the college has a collection of about nine thousand books and magazines covering all aspects of academic needs of students. Library has a reading section having the seating capacity of around 60 students. IT enabled education has a very positive impact on teaching-learning system by providing a more interactive and visually attractive learning environment. The seminar hall is equipped with advanced ICT facility and sound system which is used in organizing various co-curricular activities like debates, seminars, symposiums, workshops etc. The Edu-Sat network also caters to the need of the students from where they can access to the lectures of trained faculty from the other parts of the state. WiFi network in collaboration with *Reliance JIO* is being established in the college which shall be functional in few week's time. The laboratories of the Science subjects are functional with required science apparatus/materials and these labs also function as ICT enabled classrooms. The physical, academic and sports facilities are properly utilized, maintained and upgraded by the college. The college administration ensures the proper use of resources and facilities for the students and staff. The NSS volunteers of the college are actively participating in various activities like drug addiction rally, cleanliness drive, electoral registration drive etc. Water purifiers and water coolers have been installed in the college to ensure the safe drinking water to the students. Separate and adequate toilets facilities for both boys and girls are available and are properly maintained.

Student Support and Progression

The college has a well-coordinated system to monitor the students in academic, cultural and sports activities.

The college provides financial aid to students belonging to weaker sections of the society. The process of financial aid for the various deserving candidates out of College Local Fund is initiated immediately after the commencement of the session. Scholarship is provided by J&K Social Welfare Department, J&K Tribal Affairs Department, J&K Science and Technology Department as well as J&K Labour Department as per their own notifications and schedule. The college provides academic and career counselling to the students especially at the time of admission. The students are counselled and guided regarding the selection of academic program/subjects etc. The students are encouraged to participate in competitions by teachers individually and collectively depending upon the weaknesses and strengths of the students.

The Career Counseling and Guidance Cell of this college organizes various activities that support students preparation for their career. A variety of skill enhancement programmes are planned every year by the college. Remedial classes are organized for slow learners in their subjects. The college organizes visits of science students to science laboratories/research centres available in Jammu and around to expose students to the research and development happening around. The institution encourages the students to participate in various co-curricular and extra-curricular activities at intra/inter-college levels.

The college has anti-ragging as well as Prevention of Sexual Harassment Committees that ensure the prevention of ragging and sexual harassment incidents in the college. The grievances of the students and staff are addressed at priority by the Grievance Redressal Cell of the college.

The student leaders/senior volunteers of NSS are involved in the decision making and management of NSS activities. The college does not have a registered Alumni Association. However the action plan of 2018-19 includes the facilitation of creation of college Alumni Association and democratically elected student council.

Governance, Leadership and Management

The governance of the college is reflective of effective leadership and is in with the Vision and Mission of the college. The Vision and Mission statement defines the college distinctive characteristics in terms of addressing the needs of students. Involvement of leadership is achieved through well-defined systems and organizational structure. The college has various committees for governance and development of policies, regulations and guidelines, their implementation and continuous improvement. Regulations and Policy Guidelines are the instruments through which all the academic and administrative activities are administered and monitored for effective implementation, thus ensuring quality and continuous improvement at the college level.

The faculty and staff members are involved in various Committees for developing and implementing the management system at various levels. Regular inputs are taken from faculty and staff through regular meetings of the faculty for continuous improvement in the system. Further, suggestions for improvement in various functions such as Admission, Academics, Examination, Finance, Administration, Maintenance, etc. are incorporated for improvement and betterment of the system. The college practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Principal, HoDs and faculty members at all levels. Various committees are in place to review the progress in various functions and accordingly take necessary and timely action for ensuring excellence in college functioning. The academic affairs however are regulated by the University of Jammu to which the college is affiliated. The administrative matters pertaining to the finance and development are governed by the J&K Govt. rules. The college is bound to implement the regulations and guidelines of the Jammu University in its academic affairs. There are set of rules and procedures as a part of welfare to all the govt. employees and same apply to our

college employees too. The college pursues a defined process for evaluation for teaching and non teaching staff. The college continuously works on evolving procedures and strategies for optimum utilization of its financial and other resources.

Institutional Values and Best Practices

Our college has conducted various gender equity promotional programmes by organizing various debates and symposia workshops etc. to emphasize the role of girls in socio-economic development of any society and the country.

Besides relying on hydel power, the college has recently installed solar panels on the roof of the building to cater to almost 50% electricity needs by harnessing solar energy. Lighting power requirements are jointly met through LED bulbs and CFL tube-lights and all CLF will be repalced by LED progressively .

Our institution is committed in the adoption of recent and cost effective methods for solid and liquid waste management. The college has endeavoured in arousing environmental awareness among all the students by the virtue of some practices like mandatory inclusion of Environmental Science in the curriculum of Ist & 2nd semester of under graduate students, organizing rallies on environmental awareness to dwell the significance of the clean environment in the sustenance of life on earth and banning the use of polythene, besides inspiring the young minds for more plantation.

In order to facilitate physically challenged students in the campus, the college has provided ramp as well as rest rooms for such students.

The college has displayed its core values on the college website. All national days , birth days and other important days are celebrated in the college to create awareness and sensitize about their importance, inculcate values and ethics, arouse nationalism and patriotism, sensitize about constitutional obligations the among students

The college adheres to the rules and regulation set by higher education department of the state and affiliating university.

The best practices developed by the institution comprises improving transparency in the evaluations and examinations of internal assessments and identity cards to the students in the college etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE RAMBAN
Address	GOVT. DEGREE COLLEGE RAMBAN PO-CHANDERKOT - 182148, RAMBAN JAMMU AND KASHMIR
City	Ramban
State	Jammu And Kashmir
Pin	182148
Website	www.gdcramban.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	RAVENDER KUMAR TICKOO	01998-266779	9419167464	01998-	principalgdcramban@gmail.com
Associate Professor	OM RAJ KATOCH	01998-	9419166014	-	orkatoch@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	02-05-2005			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Jammu And Kashmir	University of Jammu		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	27-11-2007		View Document	
12B of UGC	27-11-2007		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	GOVT. DEGREE COLLEGE RAMBAN PO- CHANDERKOT - 182148, RAMBAN JAMMU AND KASHMIR	Rural	5.625	3017

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	Hr. Secondary Part II	English	40	0
UG	BSc, Science	36	Hr. Secondary Part II	English	150	76
UG	BA, Arts	36	Hr. Secondary Part II	English + Hindi, English + Urdu	350	162

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				21			
Recruited	0	0	0	0	1	0	0	1	10	0	0	10
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	3	0	0	3
Yet to Recruit				15
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

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

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	399	0	0
	Female	307	0	0	0	307
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	16	12	13
	Female	5	15	4	4
	Others	0	0	0	0
ST	Male	16	15	13	13
	Female	5	1	4	2
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	369	522	359	439
	Female	297	368	281	248
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		706	937	673	719

3. Extended Profile

3.1 Program

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

Response: 18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
706	937	673	719	691

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	24	17	10	58

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
212	178	158	147	150

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	3	3	3

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	22	22	22

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 9

Number of computers

Response: 30

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

2017-18	2016-17	2015-16	2014-15	2013-14
24.70	10.27	9.69	9.29	23.82

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Govt. Degree College Ramban envisions to produce motivated men and women of character and substance. The institution has developed a structured and effective implementation of the curriculum. HoDs meetings are held frequently to discuss the action plan to arrive an optimal and effective way. Each department sets its own Vision and Mission which matches with the institutional Vision and Mission and accordingly follow the delivery mechanism to ensure that the learners we produce are motivated men and women of substance and character. In every session allocation of lectures of all the subjects is planned well in advance according to the rules and regulations of Jammu University. The timetable is prepared for all the classes of the respective programmes at the starting of each semester. HoD of every subject is the member of the board of studies (BoS) of Jammu University of the concerned subject. They regularly participate in meetings of Board of Studies for upgradation of syllabus and change in curriculum. The teaching faculty of the College regularly attend refresher courses / general orientation courses and other faculty development programmes. The faculty also frequently attend / participate in seminars / conferences / workshops to remain updated with the advancements and developments of their respective fields. The college frequently organizes different tours like environmental tours, visit to different laboratories and field tours in each session. The class tests of theory/practical are conducted regularly so that the students' confidence and knowledge is accessed and remedial measures wherever required are taken to further the understanding and confidence of the students. University results of each semester are analyzed and students with backlogs are identified and special attention is provided to such of students to better their performance in ensuing exams. A feedback is also collected from students and faculty members of the college regarding any modification / suggestion in the course contents of the syllabus.

Notices regarding information about the forthcoming events are displayed on the notice board of the college so that the students are updated about the current information and events etc. The print and electronic media is also used for services to spread the information. Also the social media such as whatsapp, facebook are used to share the information for the students, staff and the public.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

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

File Description	Document
Details of the certificate/Diploma programs	View Document

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

Response: 240.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	7	2	0	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 27.78

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

Response: 5

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

has been implemented

Response: 100

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

Response: 3

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

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

Response: 0

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

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

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

1.3 Curriculum Enrichment

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

Response:

The cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc., find an plenty space when it comes to applying them positively into the curriculum. The college teachers engage the students in various activities through expert lectures through N.S.S programmes. We believe in maintaining healthy environment for all its students. There are various committees which take care of the students such as:

1. CASH (Committee Against Sexual Harassment):

We have CASH committee in the college and we are proud to state that no major incident of sexual harassment of female students has been reported during the last five years in the college campus. This cell remains active and frequently interacts with students at regular intervals to identify and redress any grievances in this regard.

2. Anti- Ragging Committee:

As mandated by the guidelines of UGC, J&K Govt. and the University, an Anti- Ragging Committee has been constituted in the college to handle the issues regarding ragging. The names of the committee members along with their mobile numbers are displayed at different parts of the campus. Any student can submit a complaint without disclosing his/her identity in case of any such incident. No incidents of ragging has been reported in last many years.

3. Human Rights:

The college conducts frequently various programmes on Human Rights to create awareness among the students:

- Gender Sensitization and Gender Equity
- Voter's Day Programme
- Swachh Bharath Abhiyan
- Tree Plantation
- Health Awareness Programmes etc.

4. Discipline Committee:

A discipline committee comprising senior faculty members of the college is constituted at the start of every academic session. The committee is mandated to monitor and supervise all matters regarding discipline. All matters of indiscipline are discussed and complaints of students are redressed to their satisfaction. Students indulging in acts of indiscipline are counselled, rebuked, admonished, whatever required. Students are even suspended from the college in serious acts of indiscipline.

File Description	Document
Any Additional Information	View Document

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

Response: 0

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

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 6.94

1.3.3.1 Number of students undertaking field projects or internships

Response: 49

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

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

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 74.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
238	523	322	380	415

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

2017-18	2016-17	2015-16	2014-15	2013-14
540	500	500	500	500

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	24	17	10	58

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

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

The institution assesses the academic performance of students from class room observations, discussions, laboratory practical performances, internal assessment tests, class tests and previous board results etc. This helps in assessing the number of advanced learners and slow learners among the students. Various strategies adopted by the institution for improvement of slow and advanced learners.

Special attention is given to those who are identified as the weak students. Doubts and personal difficulties regarding the subject are addressed individually and in groups in the Tutorial/Remedial classes etc. In the beginning of the session basics of the course /fundamentals are taught for the better understanding of the subject. Concepts which cannot be grasped easily are repeated in subsequent classes. Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process. Slow learners are specially advised and counselled by the counselling cells of the college and the respective subject teacher/HOD. Special classes are taken for weaker students in which the basic concepts are cleared.

Optimum use of audio visual aids is preferred to enhance and concrete knowledge of subject matter. Beside this the parents of these students are also communicated regarding the performance of their wards.

Advanced learners are motivated to target for higher goals. They are provided with additional inputs for better career planning and growth. They are given more opportunities such as to get involved in problem solving activities, quiz competitions, seminars debates etc.

Experts from the different colleges/universities are invited to deliver talks on different topics and subjects in the curriculum. New challenges are assigned to them for further improvement such as: Students are motivated to prepare and submit reports of science field trips and other visits conducted by the respective departments of the college to enhance their practical awareness. Teachers of the college organize group discussions, brainstorming sessions, quiz competitions to develop analytical and problem solving abilities

to improve their presentation skills. Students are encouraged and motivated to perform better in university examinations. Advanced learners are motivated with awards, and prizes for their participation in different curricular and co-curricular activities. Students are motivated to appear in competitive examinations and with this purpose in mind the college library is also well equipped with books related to General Knowledge. Guest lectures and interactive sessions/workshops are also conducted to motivate students. Special coaching workshops are conducted in the college for the students to crack university exams and other entrance tests. Support in terms of availability of number of books from library for longer duration of periods is made available to advance learners. Thus the college ensure that advanced learners' needs are met and they are supported in their quest for knowledge.

2.2.2 Student - Full time teacher ratio

Response: 58.83

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.14

2.2.3.1 Number of differently abled students on rolls

Response: 1

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

2.3 Teaching- Learning Process

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

Response:

Stress is given on student centric process of teaching learning. An opportunity is provided to the students for participation in various curricular and co-curricular activities within and outside the college. The institutional efforts related with experiential learning, participative learning and problem solving methodologies are summarized below:

Experiential learning

All the laboratories are well equipped with multi-media projectors to conduct the practical sessions to validate theory and practical results. Each science student performs practical experiments under the supervision of teacher throughout the session, which gives them practical knowledge. The college invites experts from different fields from time to time to deliver lectures on various topics to enlighten the students. College organizes Botanical, Zoological, Environmental and Industrial visits every year. These

visits provide students an opportunity to go beyond academics and develop a concrete knowledge of subject matter. The college has developed a support system like library (e-resources, e acharya e vidvan) and laboratories (multimedia) for the students and teachers that facilitate the learning.

Participative learning

Classroom discussions, seminars, quiz competitions, debates, brainstorming, Swachh Bharat programme (Awareness Campaigns, Cleanliness Drives, Segregation of Waste at community level, awareness related to female health and hygiene at community level as well as for girls, workshop etc). The NSS unit of the college organizes various social awareness programmes to develop a sense of societal and civic responsibilities, celebration of important days like Science day, Teachers day, Environmental day, Gandhi Jayanti, World Aids day etc. are part of such programmes.

Problem solving methodologies

Quiz competitions/debates/mock tests in various subjects are conducted to enhance problem solving skills, mental and reasoning ability of students, which prepare them for university entrance examinations and various other competitive exams conducted by PSC/JKSSB/Banks and other recruiting agencies.

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

Response: 75

2.3.2.1 Number of teachers using ICT

Response: 9

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

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

Response: 28.24

2.3.3.1 Number of mentors

Response: 25

2.3.4 Innovation and creativity in teaching-learning

Response:

For innovative and creative learning the institution organizes seminars, drawing, painting and modal making competitions in which the students explore their ideas on various topics and issues related to various subjects.

To facilitate teaching-learning process, GDC Ramban makes optimum use of ICT. The college faculty uses laptops and projectors in the laboratories and in class rooms to make learning more interesting for the students. A campus wi-fi facility in collaboration with the *Reliance JIO* is being established in college and the same will be functional shortly for both students and staff for hassle free high speed internet connectivity. You- tube assisted learning and PPTs are being practised. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, students are encouraged to deliver a seminar on a topic assigned to them.

The departments of Physics, Chemistry, Botany, Zoology, Computer Application, Geography, Environmental Science work on creative and innovative methods of experiential and participative learning. Students also make Paintings/Drawings on various themes for spreading awareness on different issues. Another innovative procedure is mentoring system for students. Here the teachers undertake personal mentoring of the students. Teachers discuss academic as well as personal problems of the students and try to figure out problems and remedial measures required. Problems are also discussed with the parents of the students.

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

Departmental quiz competitions are frequently conducted by the different departments of the college to encourage problem solving skills and learning among the students. It makes teaching more interesting for the students. Field visits are conducted from time to time to provide first-hand knowledge to the students about environment, bio sciences etc. The students are advised to consult the e-resources and take benefit of the e-books, online lectures and other academic material related to their courses available online.

2.4 Teacher Profile and Quality

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

Response: 24.55

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 38.33

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

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

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 5.33

2.4.3.1 Total experience of full-time teachers

Response: 64

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the University of Jammu. Choice Based Credit System (CBCS) has been introduced in the college from the academic session 2017-18.

Each department works out the details of how the CIE will be carried out for each paper keeping in mind that learning objectives of each paper are achieved. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. Normally a common schedule for the conduct of examination for internal assessments is issued when about 50% of course teaching is done. The assessment/assignments are evaluated and the result is shared with the students. Students are given opportunity to check the answer sheets and grievance if any is addressed depending upon the merit. Those who miss the assessment/assignment test due to some genuine reason, health problems or participation in co-curricular activities of the college are given an opportunity to appear in the assignment on an alternate date with different question paper. Students not able perform well are given opportunity to perform better. There is a set schedule for conducting the assessment/assignments which the students know in advance. This helps them to prepare in advance. Exam stress management sessions are also conducted to enhance the performance of the students.

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

Response:

All the students are acquainted with the evaluation process through the college prospectus which is updated annually besides this, all teachers apprise the students about the details of courses, evaluation process and time lines associated with it, at the start of the session for all newly enrolled students. Class wise orientation programmes are also held at the beginning of every academic session to apprise students about the evaluation process and schedule. Before the beginning of the session, teaching plans and Internal Assessment Schedules are prepared. College is affiliated to the University of Jammu and follows the pattern of internal assessments as per the University guidelines. Examination Committee of the college formulates the schedule of continuous evaluation in theory and practicals to ensure uniformity across courses and departments under CBCS scheme.

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

adopt proper techniques and strategies of attempting question paper.

The internal assessment awards are displayed on the notice board for the information of the students. The college adopts an effective mechanism for redressal of grievances pertaining to internal assessment. Moderation of marks and evaluation is also done in case such a need arises, which is discussed and deliberated and decided on merit without any bias and prejudice. The maximum and minimum marks in internal assessments are further reviewed, discussed and debated regularly. A complete record of the internal assessment is also prepared which is subject to further scrutiny and checking of the inspectors appointed by the university. Students are also assessed by the teachers on the basis of their overall performance and participation in the class and college in different activities.

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

Response:

Being an affiliated college of the University of Jammu, all end semester examinations are conducted by the affiliating university. The grievance related to the end semester examination are dealt as per statues laid down by the university of Jammu. The university under these statues provides the opportunity to students for rechecking and re-evaluation of the answer scripts within the time lines provided in the statues. All such grievances are disposed off timely. Students need to apply to the university for correction in marks card and re-checking/ re-evaluation etc. The college supports students and the teachers on their part by assessing their claims and guides them accordingly. For any kind of administrative or technical difficulties such as errors in the mark sheets, withheld results, the college pro-actively follows such cases and correction or declaration of result is ensured at the earliest possible.

Internal assessment committee addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded by the internal assessment committee /examination committee. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students. Students who are not satisfied with their evaluation are given the opportunity to visit their answer sheets and conduct of re-test is also facilitated. Absentees and failures cases are re-examined, while those who want to improve are also given a chance.

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

Response:

The college follows the Academic Calendar of the University of Jammu. The Internal Assessment Committee/ Examination Committee decides the dates during which the internal assessment/home assignments are to be given to students and dates for conduct of supplementary tests for failures and absentees etc. These dates are adhered to in each semester. In the odd semester the dates for the assessment lies towards last week of September and in the even semester the dates are usually towards the end March. For the practical papers the CIE is conducted in almost on daily basis in practical classes depending on the nature of assignment. Dates for conducting/submission of assessment/assignment and submission of

records by the individual teachers to the examination committee are displayed on notice boards by the internal assessment committee/ examination committee.

2.6 Student Performance and Learning Outcomes

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

Response:

The Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are assessed with the help of course outcomes. Admission committee and counseling cell continuously help all the students during admission process of new comers at start of every session. After commencement of the class work, opportunity is granted to students to change their subject in case they feel so. However such a facility is limited for about ten days only as the college has to file the record of registration to the affiliating university within a stipulated time frame.

Programme-specific outcomes of all the subjects and courses are highlighted by the teacher concerned and heads of the departments of the college through career options open to students after completion of the course. Details and achievements of ex-students are also shared with the students.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Students are apprised with the learning objectives and expected outcomes of the each course at the beginning of the session and during the counselling sessions throughout the year. The syllabus depicting the learning objectives of each course is readily available for students and teachers on the Jammu University website. All the notices, events, programmes etc. are updated on college website.

File Description	Document
Link for Additional Information	View Document

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

Response:

Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution from time to time. This college follows a feedback system to assess the teaching learning outcomes. Final year students are provided with feedback forms to provide inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc. A suggestion/complaint box has been put in place for students to drop their suggestions and complaints for redressal. The college has also developed a Grievance Redressal Mechanism, where the students can also place their problems at any point of time while studying. The institution deals with

students' grievances carefully/ skillfully by preserving its confidentiality and identity, while at the same time taking concrete steps for resolution. Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures. The college also organizes class tests, subject-specific quiz competitions, debates, symposia, talks by experts with interactive sessions, workshops etc. on regular basis to evaluate the teaching-learning outcomes with an intention to enhance the achievement level of the students. College maintains a proper record of all academic and co-curricular activities to evaluate the various teaching learning outcomes. The Counseling Cell and mentors of the college help in resolving personal, academic, vocational, psychological etc. problems of the students in order to attain programme outcomes.

As part of the course outcomes of the various papers taught to students during the three year degree course, there is substantial scope of evaluation of opportunities for skill building, enhancement of conceptual understanding, experiential and fieldwork learning. Students are involved in development related activities, social service activities, awareness campaigns and awareness related activities, visiting villages and other places. A committee of the teachers is constituted to evaluate the performance of the students and their application of learning from across course.

Skill Enhancement Courses which have been recently introduced in syllabus does help the students to understand various techniques and skills in different fields which can surely help them to earn their livelihood in future.

On completion of graduation in different programs, students seek admission in different universities, for higher education while some other prepare for competition examination and some students can get prepare for competitive examinations to in compete for getting jobs.

2.6.3 Average pass percentage of Students

Response: 66.52

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

Response: 147

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

Response: 221

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.28

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description

Document

List of project and grant details

[View Document](#)

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

Response: 0

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

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

Response: 16

3.2 Innovation Ecosystem

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

Response:

The college is having research committee comprises faculty members from various departments of the college having research experience. The committee oversees the smooth and efficient co-ordination of research and development activities in the college, thus fostering overall growth. The college provides e-resources through e-library and internet facility in the library. The faculty members are encouraged to take up research activities utilizing the existing facilities. The college has a research cell to monitor and address the issues of research; motivating the faculty and students to undertake minor and major research projects

with support from various funding agencies so as to create research culture in the institution. The college also motivates the students to prepare wall painting, posters etc., to create awareness and sensitize on current issues. Field visits and subject tours are conducted to enhance the practical knowledge about different aspects of curriculum in different subjects.

The college is constantly promoting research temperament among its teachers. Though the college is in its infancy stage, as the laboratories are not equipped with sufficient instruments required for research and there is no recognized research center in the college yet the faculty members are actively involved in the research work. None of the teachers of our institution is working as recognized research guide. However, teachers are pursuing research and research papers have been published in reputed journals over the past five years and degrees awarded. Our faculty members are pursuing research and Dr. Om Raj Katoch had been awarded Ph. D in 2017 in subject Economics from Department of Economics, University of Jammu and Vijay Kumar is presently pursuing Ph. D in subject Hindi from Department of Hindi, University of Jammu. During the last five years the faculty of this college has published 65 research papers in UGC recognised journal and around 9 books/chapters.

The college research committee is presently working to

- Motivate young faculty to take up research projects sponsored by different funding agencies.
- Facilitate optimum use of the available infrastructure for research activities
- Faculty members are encouraged to attend refresher, induction and orientation courses in interdisciplinary subjects as well.
- Non-Ph.D faculty members are encouraged to go for Ph. D
- Those faculty members who are pursuing Ph. D are constantly urged to complete their doctoral research.
- Faculty members with research degrees are encouraged to publish research papers and present their research findings in seminars/conferences.

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

Response: 0

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

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

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

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

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

Response: 2.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
33	7	11	9	5

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

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

Response: 1.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	2	4	1

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

3.4 Extension Activities

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

Response:

Different extension activities were carried out in the college from 2013-18. The activities carried out by our college were symposia/rallies/debates on various social issues, child labour and ways to abolish, save environment save life, awareness on young and unregistered voters, different components of SVEEP (Value of vote and how to become voter), effects of deforestation, abuses of open defecation, communal harmony, legal rights of women, peace and non-violence, anti plastic campaign, general cleanliness and general hygiene, district level youth mock parliament, swachta pakhwada-swachta pledge, constitution day, celebration of Yoga day, republic day, world human rights day, independence day, road safety awareness, awareness on AIDS, awareness on various issues like drug abuse, deworming, demonetization, Gandhiji's dream of clean India, Gandhiji's role in uniting different communities of India, tree plantation drives, Swachh Bharat Abhiyan, activities by Science and Technology Department, Anniversaries of great personalities etc., The activities of the college are not limited to the curriculum but surpasses beyond that. The college has been effectively disseminating awareness by sensitizing students through their involvement in various activity based programmes, outreach activities, extension activities and holding various innovative programmes. Various awareness programmes have been organized by this institution to address vulnerable issues in society. The students are sensitized and made aware about serious issues prevailing in society like traffic safety issues, hygiene issues, importance of voting and others. The college also offers Swachh Bharat Summer Internship Programme under Swachh Bharat Mission in the neighboring communities and villages to give them a chance to get involved in community level issues, spread awareness and help society by their services. Students participate actively in extension activities organized by NSS from time to time both within as well as outside the college. Besides these students also participate in health awareness camps, cultural festivals, college sports meet (both inter as well as intra College), debates, seminars, quiz, rallies, and poster making competitions funded by various agencies. The extension activities not only serve the society at large but also imbibe the students with qualities to become responsible citizens. All important days are celebrated regularly in the college with the aim to develop feeling of nationality and inculcate ethical values amongst the students. Besides this various career counseling, career guidance and some motivational topic sessions are regularly organized in the college from time to time, wherein the focus is on transfer of knowledge to right persons at right time. The institute takes keen initiatives in preserving and conserving environment in nearby vicinity. The institute tries to make the students understand the importance of preserving and safeguarding the environment.

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

Response: 0

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

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

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

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

Response: 21

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	3	3	3

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

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

Response: 44.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
410	525	350	180	200

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 0

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

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

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

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

Response: 8

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

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

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The vision of the college management is to constantly improve the students learning culture by providing infrastructure that is at par with the prestigious institutions of Jammu & Kashmir. The college is actively trying to improve the quality of education imparted to the students and understand the current needs and problems of our students so that the best could be brought out of them. The college provides learning resources and infrastructure for academic excellence according to its vision and strategic objectives.

The college offers its students various courses at under graduate level in B.A and B.Sc streams, and from 2018-19 courses of B.Com stream will also be introduced in the college. The building comprises of 08 class rooms, 06 Science Laboratories, a seminar hall, Principal chamber, staff room, HoD rooms, accounts section, library cum-reading room and separate wash rooms for boys and girls. The college is also having a separate girls' common room and a canteen for the students and staff with adequate and comfortable sitting facilities and attached washrooms. All the class rooms are having capacity to accommodate about 120 students, with proper and comfortable sitting and ventilation facilities. The seminar hall is equipped with advanced ICT facility and sound system which is used in organizing various co-curricular activities like debates, seminars, symposiums, workshops etc. All the labs. of the college are well equipped with equipment and apparatus required for conduct of practicles. The college has also transport facility to cater to the needs of the learners of different areas.

The college administration is working hard to provide adequate and effective infrastructural facilities for effective teaching learning process. For this purpose every year College Development Committee is constituted by the college for creation, enhancement, maintenance and up gradation of the existing infrastructure step by step. As of now the available infrastructure in the college is sufficient for existing courses and the strength of students. Process of acquisition of additional 51 kanals of land adjacent to college for further expansion and creating facilities like hostel, residential quarters is in process.

File Description	Document
Any additional information	View Document

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

Response:

Sports facilities have been established for various indoor and outdoor games likes, Table Tennis, Wrestling, Badminton, Chess, Volleyball, Kabaddi, Kho-Kho etc. to ensure the focus of providing extra-curricular activities to the students. Every year our students participate at inter-college level and university

level events like “Sangam Youth Festival” held in Bhadarwah campus of Jammu of University and “Display Your Talent” held in Jammu University and compete with best of players of the other institutions. The Physical Education Department of the college is providing support to the students for grooming their sports skills. The department also provides training and practice opportunities for players at all levels. The cultural committee in the college promotes the cultural events at various levels. Every year the college encourages our students to participate and organize events like Farewell Party, Teachers' Day, Independence Day, Republic Day, Display Your Talent etc. both at College level and University level. Due paucity of the encumbrance free land facilities for other major out door games is not available, however to address the issue additional land is being acquired for which the process has been initiated.

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

Response: 44.44

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

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

Response: 58.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
19.60	4.81	5.99	2.8	17.82

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The library of the college is an integrated knowledge resource centre that is stocked with around nine thousand books, periodicals and references covering all aspects of academic studies for students. The library of the college has an open access to all student and faculty. It has a seating capacity for about sixty students. A special place has been allotted in the library for keeping the belongings of student. Library has very conducive atmosphere with the provision of tables, chairs for reading with good ventilation and lighting for the students and staff. Every year library committee is constituted to strengthen and improve the facilities. This committee allocates department wise budget for purchase of books, periodicals and also conducts annual stock verification. Computer and Internet facility is also available in the library to access the online teaching learning resources including e-books, e-journals, magazines, news papers and other literary sources. Library provides the access to e - Books and e-Shodh-Sindhu to further enrichments to students. Photocopier facility on subsided charges is available for the students in the library.

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

Response:

The library makes all efforts to acquire useful books including NET/SLET books, competitive exam books, and subject specific dictionaries, CSR books, journals, magazines, newspapers and other knowledge resources to enrich its collection. This special collection in the library provides the sufficient opportunities to students and teachers to enhance the teaching learning process.

Services provided by the Library to students and teachers.

- Library staff issues books and journals to the students and the teachers.
- The library also issues old University question papers to the students and teachers.
- Newspapers are displayed in the special racks and the special stand made for the purpose.
- Library staff also helps the students to download the material using internet connectivity.
- Meritorious students are given special concession with regard to issue of books.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

4.e-books

5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 2.16

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.75	2.2	1.45	2.384	3

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

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 16.16

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

Response: 116

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college understands the need of information technology and promotes use of it as learning tool for quality education. IT enabled education has a very positive impact on teachers and learners since it provides a more interactive and visually attractive learning environment. It also makes the students skilled for a new digital world and competition. The college has three class rooms with over head projectors and white board. The seminar hall have the seating capacity of 150 students in which white board and overhead projector, podium and LCD are permanently fitted. Any teacher who wishes to take class using projector can utilize this facility very easily. The college has taken following steps in line with the updating IT facilities:

- More than 25 computers and 08 laptops, 10 printers and 02 Photostat machine.
- One seminar hall with ICT enabled facilities.
- The college has its own website which is updated on the regular basis to provide latest information.
- Edu-Sat network empowers the students through technology and caters to the needs of them extensively.
- WiFi network in collaboration with *Reliance JIO* is being established in the college which shall be functional in few weeks time and the high speed internet facility shall be available to students and the staff shortly.

The present teaching-learning process envisages not only chalk and marker method but also use of ICT and giving access to the latest technology and explore to the students. All the faculty members are directed to make the maximum use of ICT facility in teaching-learning process.

4.3.2 Student - Computer ratio

Response: 23.53

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 25.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
3.36	3.25	2.25	4.11	3.00

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

The college has a well-developed mechanism for maintaining and utilizing the physical, academic and support facilities for teaching-learning and extra-curricular activities. These facilities are regularly maintained and upgraded from college resources as well as the resources allotted to the institution from the government from plan and non-plan resources. Maintenance of equipments like Generator Sets, General Lighting, Power Distribution System, Water Coolers, Computers etc. are regularly undertaken as per their preventive maintenance schedules, guidelines by the equipment suppliers. Further our NSS volunteers, other students and all the staff members committed to keep the college infrastructure well maintained. Besides this we have College Development Committee to recommend the maintenance and up gradation of the various facilities in the college. The Time Table Committee ensures the judicious use of the class rooms, library, smart classrooms and laboratories. The college administration ensures the proper use of the resources and the facilities for the learners and staff are: principal chamber, HoD rooms, staff rooms, class rooms, laboratories, seminar hall, library, girl's common room, canteen, transport facility etc.

The sports facilities are regularly upgraded and maintained. The college has a permanent staff member as Physical Training Instructor (PTI) who help and guides the students in various sports activities to groom their sporting talent. The sports committee of the college promotes the indoor and outdoor games and encourages the students participation in local, regional and national level competitions. College has limited resource of land due to which sufficient facilities of outdoor games are not available, however the issue is being addressed by further acquisition of adjacent land and hopefully the issue will be addressed shortly. Every year our students participate at inter-college level, university level events and compete with other degree colleges of state. The NSS unit is also active in the college with more than 100 student volunteers participating in various activities including cleanliness drive, drug addiction rally, electoral registration drive etc.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.92

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

2017-18	2016-17	2015-16	2014-15	2013-14
86	03	43	02	3

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

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

Response: 4.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
59	76	0	35	0

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

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

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

Response: 10.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
160	50	150	0	0

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

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

Response: 0

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

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

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

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

5.2 Student Progression

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

Response: 0

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

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

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

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

Response: 17.45

5.2.2.1 Number of outgoing students progressing to higher education

Response: 37

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

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

Response: 0

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

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

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

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

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

5.3 Student Participation and Activities

<p>5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</p> <p>Response: 0</p>														
<p>5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14										
0	0	0	0	0										
File Description	Document													
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document													

<p>5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution</p> <p>Response:</p> <p>The college does not have an elected student council as of now, nor has been any demand by the students in this regard. Students of the college have free access to express their concerns, grievances etc. with regard to academics, examinations and other aspects. All grievances of the students have been addressed to their satisfaction to till date.</p> <p>Students of the college have been co-opted as members in some of the college committees for the academic session 2018-19. Operation and management of the student transport has been assigned to the students and is working well. It has been decided to create a democratically elected student council from the current academic session 2018-19.</p>				
<p>5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year</p>				

Response: 1

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

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

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

5.4 Alumni Engagement

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

Response:

The college has been established in 2005 and the first batch of 05 students passed out in 2008. Thereafter the number of students passing out has increased progressively and 205 students have passed out in 2018. The college has created a link on the website (www.gdcramabn.com) for registration of alumni with an objective to facilitate the formation of Alumni Association. Efforts are being made to create the Alumni Association as soon as possible.

Many pass out students of this college are serving in J&K Govt. in different capacities and many others are in private sector and some are self-employed. Efforts are being made to reach out the accomplished ones for their inclusion in alumni association so that their experience and position could benefit the college and students. Some known alumni have been invited to college to reminisce their experience with students.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 0**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Effective leadership by setting values and participative decision-making process is key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institution efforts in achieving its vision. The vision statement is the institution's destination for the length of the strategic plan. Vision statements contain the specific characteristics or features that will define the organization in its future state. The vision statement reflecting the goals is to motivate and inspire all stakeholders to achieve the desired results.

For fulfillment of the college mission, the leadership maintains an open and interactive environment. All stakeholders are encouraged to participate and voice their perspectives for effective decision making and planning. An important feature of this is the constant two way communication between staff and the college administration. Principal of the college interacts with staff and students at formal and informal levels, at various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

The administration of the college is completely decentralized by constituting committees for the supervision and monitoring of all activities of the college. These committees meet frequently and work out on the long and short term measures required for the smooth conduct of the college and effective implementation of academic and administrative needs of the all stakeholders. More than 20 such committees usually headed by senior and experienced staff members with representation of the students are constituted every year. These committees in close co-ordination with each other ensure the smooth conduct of academic and administrative matters of the college.

The students are provided sufficient opportunities to groom themselves and better their skills of leadership, team building, resource mobilization, confidence building etc. Students are provided to free access to principal and other staff members to voice their concerns, grievances etc., which are addressed immediately besides this, suggestions of students regarding overall development of the college are also considered. Individual problems of the students especially girls are addressed immediately to their satisfaction. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure and functioning of the university and administrative department. The administration and staff work in complete unison with each other, in tune with the vision and mission of the college.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college administration encourages the culture of participative management involving all staff members in the overall functioning of the college. Principal is the administrative head of the college and all powers of college administration and drawing and disbursing powers as per J&K Govt Financial Code and Civil Service Rules are vested with him, but the overall functioning of the college has been decentralized. Complete management of academic and administrative matters of the college is managed by the committees constituted by the college principal in consultation in with senior staff members. Committees are headed by senior teachers with four to five or more members in each committee. More than 20 such committees are constituted for every academic year to look after the affairs regarding to development, admission, time table, examinations, grievances, anti ragging, purchase, library, culture, discipline etc. These committees meet frequently to discuss the issues and the decisions taken are implemented. Mandate of each committee is defined. The college committees have been empowered to be an essential component for the smooth conduct of academic and administrative matters of the college.

Each subject of arts or science is considered as a separate entity for academic and administrative matters and the senior most teacher of the subject is designated as head of the department. All duties of management of academic and administrative matters pertaining to subject/course are assigned to the head of the department. Heads of departments of the science subjects have to manage and maintain science laboratories and non-teaching staff for the conduct of practicals.

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

6.2 Strategy Development and Deployment

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

Response:

Government Degree College Ramban was established in 2005 and started functioning in Government Higher Secondary School Ramban with modest enrollment of 37. In 2011 the college was shifted to present campus having built area of more than 30,000 sft. The enrollment has steadily increased which at present is 988. During this period new subjects and streams have been also introduced and at present college is imparting education in discipline of arts, science and commerce with 18 different subjects. Infrastructure has been steadily upgraded over the period to meet the requirement.

The college plans and strategies which is usually student centric in line with our mission and vision. All plans are prepared taking in account the need of the college and resources available.

Over the past few years the following development of infrastructure has been carried out

- 1.Solar photo voltaic power plant (Grid Connected) has been installed in the college to reduce the dependence on hydroelectric electricity.
- 2.Separate canteen building with all the modern facilities has been constructed for the facility of students and staff.
- 3.Shortage of safe drinking water has been addressed by adding more water coolers fitted with water purifiers.
- 4.Non-Functional transport services have been made operational.
5. Power backup facility for computer laboratory and library installed to keep the laboratory functional even during power outages. .
- 6.Edu-Sat network has been made operational .
- 7.Smart class room has been established.
- 8.Projector installed in the class rooms to augment the availability of ICT.
- 9.New subjects History, Sociology, Geography and Dogri language and Commerce stream has been introduced in the college.

A proposal for acquisition of additional 51 kannals of lands has been submitted to higher education department for approval and funding. The additional land shall be utilized for creation sports facilities, construction of boys and girls hostels and construction of additional class rooms to meet the increasing enrollment of students and addition of new courses and subjects.

Plans for augementing the ICT infrastructure and repair and renovation of college building has been submitted to administration for approval

Wi-fi network in collaboration with *Reliance JIO* has been installed in the college which shall be operational shortly and will provide high speed dependable internet connectivity for the students and staff.

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

Response:

College is a Government Degree College of J&K state and is affiliated to University of Jammu. All matters of appointments, finance and administration are governed by J&K Government Civil Services Rules and academics, examinations, admission, curriculum etc., is governed by the statues and ordinances of the affiliating university (University of Jammu). Administrative structure of the Higher Education Department, the organisation under whose control the college comes, is Minster for Higher Education-Commissioner/ Secretary to Govt. ,Higher Education Department -Director Colleges-Principal. The principal of the college is administrative head of the college for both administrative and academic matters and is vested with drawing and disbursing (DDO) powers. He is responsible for management of the college and has to report to Director Colleges.

At college level committees are constituted for various activities regarding development, administration, academics etc. The college committees propose the plans for development and other academic and administrative needs of the college both on short-term and long-term basis. These plans are discussed threadbare and carried out on the basis of merit of each proposal. Plans having large financial

implications are submitted to higher education department for necessary approval and funding. The duly constituted committees are assisted by supporting staff comprising Section Officer, Accounts Assistant, Junior Assistant, Laboratory Assistants and other office bearers.

Like all other government organization of state, Civil Services Rules are applied for appointments, promotions, transfer, redressal of grievances of the employees. Appointment of teaching staff is done by Jammu and Kashmir Public Service Commission (JKPSC) and non-gazetted staff by Subordinate Services Recruit Board (SSRB). Academic affairs are regulated by University of Jammu statutes and ordinances.

Some of the committees constituted to manage the college affairs are:

1. Advisory /Development Committee
2. Admission /Time Table Committee
3. Purchase committee
4. IQAC/NAAC/UGC Committee
5. Career Counseling Cell
6. Discipline Committee
7. Sports Committee
8. Library Committee
9. Hospitality and protocol committee
10. Excursion/field trip committee
11. Scholarship committee
12. Canteen committee
13. Examination/Internal Assessment committee
14. Sexual Harassment/Gender Grievances cell /Anti ragging Committee.

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: C. Any 3 of the above

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

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

Response:

College have various committees on different aspects of college functioning. They are advisory committee, development committee, admission committee, purchase committee, debate committee, IQAC/NAAC/UGC committee, sports committee, magazine/prospectus committee, field trips committee, scholarship committee, SC/ST/OBC committee, college transport committee, discipline committee, anti ragging committee, press and publicity committee, grievance redressal committee, library committee etc. Mandate of the each committee is defined. The routine affairs of the committees are conducted by following established norms, conventions and procedures which involves convening of meetings, threadbare discussion and passing of resolutions. Proceedings of the meetings are recorded and endorsed by the all members or by the majority, in case of any dissent. Proceedings are submitted to the principal who in his wisdom takes a final call on the recommendations. Principal also chairs the meeting on major policy decisions and any other matter of importance. The college also has student counseling cell and grievance redressal cell comprising of dedicated and professional faculty members, wherein concerns and issues pertaining to the personal and career related matters of the students are resolved. In case of any dispute or act of indiscipline both parties are given chance to appear before the committee to defend their case. All committees function in transparent and democratic manner without any bias or prejudice. This whole process of governing various aspects of college functioning is participatory, decentralized under the overall command and control of the principal. Minutes of the meeting of the some of the committees and the decisions taken are provided in additional information.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

All rules and procedures applicable to government employees of Jammu & Kashmir state apply to the employees of the college. The list of some of such welfare measures in favour of the college employees are as:

- **Casual leave:** The staff can avail the 15 casual leaves as and when needed to meet any personal engagement or emergency during one calendar year. Besides 10 days special casual leave for attending seminars/ conferences etc., is also admissible.
- **Earned leave:** Non-vocational staff gets the earned leave benefit of 30 days for each year which are accumulated to maximum of 10 months in entire service. Earn accumulated can be encashed at the time retirement. Vocational employees in case of detention on duty during vocations, are granted earn leave proportional to the period of detention is admissible.
- **Maternity/paternity:** 6 months maternity for maximum of two serving children for females and 15 days paternity leave for males is admissible with full salary to all employees.
- **Pension Gratuity, Commuted Pension:** The employees after retirement get regular pension, gratuity a lump sum amount as a reward for their good service as well as commuted pension. However, the employees appointed after 31.12.2009 are not entitled for pension and are covered under NPS scheme.
- **Family pension:** Family pension to the spouse in case of death of pensioner and in case death of both family pension is granted to minor or handicap children.
- **Medical reimbursement:** Medical re-imburement for major ailments is granted under JK Govt. Medical Attendance Rules, for some serious diseases and surgeries on the production of bills and details.
- Festivals advance and housing building advance is also available under JK Civil Service Rules.
- GPF/NPS fund facility available for all govt. employees.
- TA/DA is granted to all employees in case of any deputation or transfer from one place to another.
- Govt. service to next of kin in case of death during service (SRO 43).
- Two years child care leave facility for all female employees for 2 children below the age of 18 years is available.
- Teaching staff is paid salary as per latest UGC 7th Pay Commission. Non-teaching employees get salary as per 7th pay commission of J&K Govt. Employees are paid DA and HRA at par with GOI employees.

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

Response: 0

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

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

File Description

Document

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

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 0

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

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

File Description**Document**

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

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years****Response:** 28.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	3	1	0

File Description**Document**

Details of teachers attending professional development programs during the last five years

[View Document](#)**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:**

Each faculty member has the opportunity to self-appraise his/her efforts towards teaching learning and evaluation related activities, co-curricular, extension, professional development related activities, research and academic contribution. The self-appraisal enables the teaching and non teaching staff members

to evaluate their work priorities and performance versus the vision and mission of the college. The college follows prescribed rules of evaluation / appraisal for teaching and non teaching staff. All the teachers at the end of session have to fill a comprehensive Annual Performance Report (APR) in prescribed format. The APRs contain the profiles of the workers and the self appraisal indicators on various aspects of service, for example, timeliness, consistency, association in curricular and additional curricular exercises, support and commitment to social exercises, commitment in games, discipline, commitment for welfare of the students. They have to maintain the record of teaching, examination, committee work, research etc. for API (Academic Performance Indicators) scores. As per the SRO124 of the J&K Govt., teachers are required score minimum API for placement into the next higher scale. All the claims made by the teachers are verified by the college IQAC. IQAC maintains record of all activities and events of the college. APRs are submitted to the Directors College after recording observation of the principal. Director reviews the APRs and are finally accepted by the Commissioner Secretary of the Higher Education Department. Any mismatch between by claims of the teacher concerned and principal is viewed and disposed off under rules. Overall GOOD performance or above and API score is must for placement into next scale.

Non teaching employees are required to submit their Annual Performance Reports (APRs) every year. However, the parameters of the performance and appraisal are different from the that of the teaching staff. In their case APRs are initiated by principal and accepted by the Director of Colleges.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has to follow the prescribed financial code of the JK Govt for all financial transactions. Financial Audit is an annual activity. There are different kinds of financial audits conducted in the college. One by the Audit and Inspections Department of the J& K Govt. and another by the Accountant General (AG). These agencies audit the complete record of the financial transactions and identify any deviation that may have been committed in any financial transactions and other administrative matters of the college. All paras /half margins are defended and explained to the auditors and incase they are not satisfied audit report is sent to the administrative for action under rules. Reconciliation of income and expenditure is done with AGs every quarter of the financial year. The funds received from UGC and other agencies of GOI are audited by chartered accounts and reports are submitted to the funding agency for settlement of accounts time to time.

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

Response: 0

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

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

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

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

Response:

Govt Degree College Ramban is government of J&K institution. Government of J&K provides funds for the academic and infrastructural development and other recurring expenses such salary etc. No self-financing courses are run by the institution. Strategies to collect funds for the infrastructural development and for the student welfare by the non- government bodies, individuals and philanthropies have not been attempted during the last five years as the college is located in a rural backward area of state and mobilisation of funds from such non- govt agencies is a difficult proposition. College functioning fully depends upon the funds provided by the JK Govt. College has received substantial grant from UGC during 11th plan but no such funding has been provided in 12th plan.

Mobilization of financial resources is done to a great extent through fee paid by the students as prescribed in JK Govt. Order No 25/HE of 2015. Fee collected under various heads, viz., admission fee, Pool Fund, student aid fund, building maintenance fund, games sports fund, reading room fund, furniture fund, stationery fund, magazine fund, motor vehicle fund, identity card fund, student service fund, seminar/cultural fund, activities fund, medical aid fund, relief fund, red cross fund, miscellaneous fund, edusat & NSS fund, Corpus fund, red cross fee, examination development fund, university fee etc.

Fee collected from students is accumulated is deposited in local fund of the college. A part of the fee is remitted to higher education department which maintains a Pool Fund of remitted fee by the colleges, out of which funds are allocated to the colleges for infrastructure development.

The college continuously works on evolving procedures and strategies for optimum utilization of its financial and other resources. The committees workout the plan of action and its execution through thread bare deliberations to be submitted to the principal for its effective implementation. The allocation and mobilization of financial and other resources is monitored by these committees under the guidance and supervision of the principal. Utmost care is taken to implement and operationalize the plan of action under different developmental projects

The capital expenditure is utilized properly for overall development of the institution as per the priority worked out by the concerned . All codal formalities and rules are followed properly and the accounts are audited by AG. The Section Officer and Accountant of the college have the responsibility of maintaining account of income and expenditure.

6.5 Internal Quality Assurance System

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

Response:

The internal quality assurance cell of the college has been setup in 2018 to formulate the action plan for NAAC accreditation of the college. Ever since its constitution the committee has been relentlessly pursuing in this regard. The committee has had many meetings to strategize and plan for NAAC accreditation of the college. An action plan has been chalked out wherein each member has been assigned task specified to NAAC accreditation and quality enhancement in overall teaching, learning and infrastructure facilities. The plan of action includes improvement in library facility by adding more books and providing e-contents in library and photocopy facility. Making B.Com course which has already been approved by government and affiliated by the university, operational from the academic session 2019-20.

IQAC also exhorts the teaching faculty to mobilize the resources from different funding agencies for research activities for their personal and professional development. To ensure quality in teaching learning and extra/co-curricular activities feedback for the assessment of faculty is taken from the students. The feedback is analyzed confidentially and teachers are advised for improvement accordingly. Teachers are advised to interact with students and address their grievances timely. IQAC plans a development programme for support staff by organizing computer training for non teaching staff. IQAC verifies annual Self Appraisal Report of faculty members and API score before the same sent to Higher Education Department for next placement which ensures professional development IQAC also encourage the faculty to go for refresher courses and orientation courses. IQAC also performs its own SWOC analysis from time to time in order to introspect and enhancing the quality initiatives. IQAC has been exhorting upon the teaching faculty members to regularly attend the BOS meeting of the University and forcefully express your and view point and feedback about the course content from the perspective of students and applicability.

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

Response:

IQAC has started effectively functioning this year only by starting the process of monitoring the teaching learning process regularly through review meetings with all Heads of the departments. These meetings facilitate to analyze the learning process, and sensitize the faculty and staff about the purpose and functioning of IQAC. Faculty is constantly impressed to make use of ICT facilities for teaching and learning process.

ICT Equipments have been installed in the class rooms and the laboratories. All the teaching staff are encouraged to use projectors for lectures, making PPT lessons, video lectures, which make the students understand the subject effectively. You tube lecture are arranged for facility of students on topics pertaining to their syllabi. Periodical review of teaching methods and the course content completed by the teachers is done by IQAC. Feedback system has been introduced to analyze the short comings and find out

the gaps and plan interventions. Student learning process is reviewed through class tests, assignments, class seminars, projects and internal assessment tests. Class test are analyzed and the students performing not good are given a chance to better their performance by discussing with the their deficiencies and short comings. University result analysis is made for each semester at the department level and college level. This helps in identifying the slow and fast learners. Fast learners are motivated to perform still better. Remedial measures are taken for slow learners.

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

Response: 0

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

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

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

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

Response:

- Two New Courses viz. History and Sociology introduced in 2013.
- Two more subjects viz Geography and Dogri and Commerce stream introduced in 2018
- Semester System introduced in 2015
- Choice Based Credit System (CBCS) introduced in 2017 replacing semester system
- New Skill Enhancement Courses introduced in 2018.
- Syllabus for almost all the UG courses updated as per UGC standards in BOS meetings.
- Feedback system has been formalized and structured. Feedback collected from students and teachers.
- One Smart Class Room established and class rooms equipped with Multimedia Projectors
- Roof Top Solar Power Project installed in 2018.
- Science laboratories have been upgraded with all the necessary equipment
- Additional land acquisition for expansion processed.
- Campus Wifi network established – commissioning awaited
- New canteen building constructed.
- Safe drinking facility made available in the college
- ICT facility augmented.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 6

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

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

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The college has taken initiatives regarding the safety, security and empowerment of girl students including women. The programmes organized by our institution in this domain, are seminars and guest lectures pertaining to gender issues. The college has adopted following measures and practices aiming at promotion of gender equality and equity among all the stakeholders, within and outside the college premises.

Gatekeeper:-The college gate entry is manned by gatekeeper to check the entry and exit of college students and to prevent entry outdoor visitors during working hours. The college makes all efforts to prevent stalking and eve teasing of the girls outside the vicinity of college campus. Services of the local police are used to eliminate the presence of stalkers or eve teasers outside the college campus. Unifrom dress is prescribed for both and girls to identify presence of outsiders both wthin and outside the campus.

The College Discipline Committee: We have constituted an effective discipline committee comprising male and female faculty members. The committee is entrusted with the task of maintaining discipline among all the students, besides keeping check on any antisocial activity within the premises. Various issues relating to gender conflicts and dignity noticed by the committee or brought in to its notice by

students or staff are promptly addressed and remedial measures taken to prevent re-occurrence.

Gender Sensitization Programmes :Our college has designated committee headed by senior faculty members under the egis of principal, who organize many gender sensitive programmes in the form of seminars and guest lectures encouraging respect for every gender and creating the sense of gender equality among all the stakeholders. A good number of the students are motivated and inspired by organizing frequent counseling sessions to magnify awareness regarding the evils of gender discrimination and need of empowering the girl students by taking measures of promoting gender equality and equity.

Common Room for girls:-The girl students in our college avail the opportunity to make use of their free time and relax in the common room exclusively meant for them. The room is provided with wash room facility and other amenities required. This in addition to a separate toilets reserved for girl students in both floors of the building.

7.1.3 Alternate Energy initiatives such as:

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

Response: 100

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

Response: 100

7.1.3.2 Total annual power requirement (in KWH)

Response: 100

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 20

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

Response: 20

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 100

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

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

Response:

The Waste material in the college does include solid waste in the form of disposable food wrappers, waste paper, soft drink containers, liquid waste etc. The college NSS team besides various cleanliness drives, under the banner of nationwide cleanliness programs i.e. Swatch Bharat Abhiyan, also voluntary participate in the collection and disposal of solid waste in the premises. The solid produced by the college is properly disposed off without causing and degradation to the environment.

Dustbins are placed in large numbers at various locations within the campus meant for collection of the waste from students and college staff. Finally the waste (both solid & liquid) is collected by local disposed off at the sites reserved for this purpose with due care for the environment.

E-waste comprises unused/non-functional electronic hardware parts such as CD's, pen Drives, obsolete PC's, exhausted batteries etc. In our institution very least amount of e-waste is generated that can be disposed without occupying large space and posing environmental threats. Exhausted batteries are disposed off by exchanging with new ones against the cost of junk. We encourage junk traders for visiting the campus and to collect all sort of e-waste, besides we are planning to be in touch with regional auctioneers of the e-waste released in the college so that our campus remain free of all wastes in totality. As of now no solid waste or e -waste is accumulated in the college campus.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Though the college is located just 2kms away from the biggest river Chenab of the state, but water supply available within the campus is not adundant. The water supply of drinking water provided by Public Health Engineer (PHE) Department of the state is just sufficient to meet the requirement of the college. The water supply remains more or less sufficient to meet out the needs of the students and staff for drinking as well as other activities. The increasing enrollment may render the current supply of the water insufficient in due course of time. PHE department is being approached to augment the water supply to meet the requirement of growing enrollment.

Our college has taken steps regarding rain water harvesting techniques by collecting the rain water from the roof of the building in to a underground tank which is latter used for water plants in the campus.

7.1.7 Green Practices

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

Response:

- The college is located in hilly area as such use of bicycles as a mode of transport is not feasible. We have limited free land available as such large scale plantation within the campus and green landscaping is not available.
- The college located at about 6 kms away from the main town Ramban. Cheap public transport is available from every part of town and students are charged subsidised fare. College is also providing transport facility to the students by runing two buses for ferrying the students, for which minimum charges are levied to the students. Almost all students use public transport and use of private vehicles is discouraged.
- We believe in keeping our campus plastic free and hoardings have been put in the college prohibiting use of plastic. College canteen has also been instructed not to use plastic disposable items. Seminars/workshops creating awareness against use of plastics also done. Students regularly help in removing all plastic wrappers etc. if any found in the campus.
- Our college is striving towards incorporation of technology in automation of office digitisation of office. All notices/circulars are circulated using e-mail/whatapp etc. Further, communication with administrative department is done through e-mails mostly.

File Description	Document
Any additional information	View Document

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

Response: 0.03

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.033	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

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

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

Response: 5

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
09	03	01	0	0

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

Response: No

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

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

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

Response: 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	2	0

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

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

Response:

Govt. Degree College Ramban has strived to inculcate the spirit of patriotism and nationalism among the students. The college celebrates with great fervor, national festivals, birth anniversaries and other important days. The prominent national days celebrated include Independence day, Republic Day, National Integration Day etc. Gandhi Jayanti is regularly celebrated in the college, on this day seminars/symposia/rallies are held besides cleanliness drive to clean the entire campus in which students and staff participate.

Birthday of Dr.Radha Krishanan as teachers day on 5th of september is celebrated every year. The students organize colorful cultural programs for teachers. NSS day is celebrated on 24 of September every year in which NSS students organize poster making competition on issues related environment etc., and organize cleanliness drive.

From last two years 31st October the birthday of Sardar Vallabhai Patel is being celebrated as National Integration day on this occasion our students participate in "walk for unity", besides this all students and staff seek pledge for unity and integrity of India . International women day, World Aids Day and World Human Rights Day are also celebrated in the college to create awareness on issue related Aids, Women, Human Rights etc.

File Description	Document
Any additional information	View Document

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

Response:

We believe that openness and transparency leads to building of trust and confidence among the stakeholders. As such the College maintains transparency in its financial, academic, administrative and others auxiliary functions.

We have taken up the following initiatives in this regard in this college.

1. All notices circulars etc are displayed on notice board and circulated among the staff and students, beside this copies are sent by emails/watsapp to staff.
2. Complete transparency is maintained in the conduct of internal assessments of students. Marks secured by the students are displayed on notice board and announced by the teachers in the class. Answer sheets are made available to students for their satisfaction.
3. All the college affairs are discussed in meetings wherein view point of every body is discussed thread bare and decision are taken by taking view point on board. All subject heads are designated as HoDs and are assigned all academics and administrative work regarding their debarment.
4. All purchases are done in a fair and transparent manner. For all purchase's tenders/quotations are invited by publishing notices newspaper, services of Gem Portal are used. All codal formalities prescribed by J&K government financial code are observed.
5. Complete fee structure regarding admission, examinations etc., is displayed on website and admission brochure.
6. All payments regarding purchases, salaries, scholarships is directly credited to the bank account of beneficiary through online mode.
7. Regular audit of the financial transaction is conducted by Accountant General/J&K Government Auditors and chartered accountant.
8. All RTIs regarding all affairs of college are replied in stipulated time frame.
9. Accounts of income and expenditures are reconciled with accountant general and banks regularly.

7.2 Best Practices

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

Response:

BEST PRACTICE NO:1

Title of the practice: Transparency in the internal assessment system.

Objective of the practice:-

- To ensure satisfaction among the learners regarding evaluation of their internal assessment exams.
- To provide opportunity to the students to clear their doubts in evaluation of the answer scripts.
- To foster competition among the students by displaying results of the assessment exams on the notice board.
- To build learner`s confidence on the their teachers in maintaining fairness and transparency.
- To encourage dedicated & intellectual students for doing more hard work and excel in the overall career.

Content of the Practice.

Our college has endeavored substantially in the context of bringing up transparency in the evaluation system of home/ internal assessment exams. In this respect, we have to display the results of all the

home/internal assessment exams on common as well as department notice board in order to let all the learners know about their performance in exams. Besides the above step taken, the answer sheets of the exams are also shown to the students to clear their doubts and suggest corrective measures.

Evidence of the success :

It has been found that the practice of adopting transparency in the evaluation system has improved the results, good number of students have expressed satisfaction over the system and improved their performance.

BEST PRACTICE:2

Title of the practice: Identity cards:

Objective of the practice:-

- To ensure importance of the institutional discipline and its values among all the learners.
- To eliminate the presence of outsiders in the campus, particularly during the working hours.
- To identify the students in the first sight.
- To ensure discipline and conduct in the campus

The content of the practice:

The college administration has taken introduced identity card which remain slung around their neck during their stay at the campus. The students belonging to different semesters have been provided identity cards of different colors to ease their identification according to categories. Due to presence of large number of female students, outsiders intrude into the campus in the disguised of students and create unrest in the campus.

Evidence of the success:

The institution has achieved success in countering the issues arising due to presence of outsiders by introducing the practice of using identity cards by all the learners besides wearing of proper uniform. All the students have adhered to the discipline code of the institution, which has eliminated the presence of outsiders in the campus and and smooth conduct of college work ensured.

7.3 Institutional Distinctiveness

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

Response:

The institution is situated in educationally backward region of the state in which literacy rate of 56%, the

lowest in all district of the state. The college is first and largest higher education institute of the district providing avenues of unprivileged students of the district. The college offers undergraduate degree programs in arts, science and commerce with in 18 different subjects 24 subject combinations and is committed to impart quality education to rural students at their door steps. The vision of our college is based on the preamble ***“To develop into an institution of excellence in this area of state and to produce motivated and capable graduates of character and substance”*** The college has significantly contributed in empowering students of this area providing higher education especially the otherwise unprivileged students of the district. For improved and refined learning among the students various co-curricular activities are organized in the college. Students find opportunities of participating in various seminars, symposia, debates, workshops, poster-making competition, group-discussions. All these activities are conducted aiming at nurturing creativity and enhancing learning abilities among the students.

The college has a library which has about nine thousand books on different subjects and courses for use learners in conducive atmosphere. Students from the different socio and economic background join this college. The students are identified according to their learning capacities and slow learners are identified at the beginning of the session and special attention is given to improve their learning levels by the teachers to make them cope up with their studies. Frequently class tests are conducted to monitor their learning levels. Proper counseling is given to the students at the time of admission in the college and at the time of passing out final examination. The college has been successful in transforming the lives of its learners especially ones belonging to the underprivileged sections.

The Institution ensures wide publicity to the admission process which is published through the prospectus and Institutional website. The notice is uploaded on the Institute’s website also. During the admission process, members of various admission committees and the departments interact with prospective students and their parents regarding course of study.

The vision of the college management is to constantly improve the students learning culture by providing infrastructure that is at par with the prestigious institutions of Jammu & Kashmir. The college is actively trying to improve the quality of education imparted to the students and understand the current needs and problems of our students so that the best could be brought out of them. The college provides learning resources and infrastructure for academic excellence according to its vision and strategic objectives.

In addition of offering various regular courses in the college, the college has signed memorandum of understanding (MOUs) with Indira Gandhi National Open University (IGNOU) and Moulana Azad National Urdu University (MANUU) for having their study centers to provide distance mode education to poor and under privileged learners who cannot afford to pursue regular mode education and employees who wish to study and improve their qualification.

5. CONCLUSION

Additional Information :

Govt. Degree College Ramban has been established in the year 2005 vide Govt. Order No:155-HE-of 2005 ,Dated 02-05-2005 and started functioning from Higher Secondary School Ramban with a batch of mere 37 students. It was shifted to its own campus at Karol, Ramban in 2011. The college is situated at Karol on the right side of Jammu & Kashmir National Highway at a distance of 6 kms from district headquarters of Ramban.

Ramban district happens to be a hilly and educationally backward district of the state. This college caters to the needs of the students belonging to the most deprived and backward population of the state. The catchment area of the college comprises Rajgarh, Batote, Sanasar, Kabbi-Gandhri, Sangaldan, Gool, Banihal, Ukhral etc. The dedicated faculty of the college leaves no stone unturned to impart the quality education among the students to the best of their abilities. Cultural programmes, debates, seminars, quiz competitions and essay writing competitions are organized from time to time for the better intellectual development of the students.

The admission, examinations and evaluation process of the college is based on the rules and regulations laid down by the statutes of the affiliating university i.e University of Jammu.

The college ensures that the requisite faculty with healthy STR is available for teaching learning process. Shortage of permanent faculty is compensated by engagement qualified teachers on one years contract under an arrangement provided by Higher Education Department called “**Academic Arrangement**”. At the start of every academic session shortage of faculty is worked out and provided to “Nodal Principal Jammu Division” for engagement of qualified faculty on academic arrangement on the basis of merit. 15 such teachers are on the faculty of college at present

Further, shortage of non-teaching staff is compensated by the employees engaged on temporary basis against local fund of the college. At present 12 such non-teaching staff members are on the non-teaching staff of the college.

Concluding Remarks :

Govt. Degree College Ramban strives to promote and work strictly on its Vision and Mission for achieving excellence not just in academics but on other co-curricular and extra-curricular fronts also. With the availability of qualified teaching faculty, the college is working with a sense of dedication and vision to impart holistic education to its students. They are encouraged on every step to develop and nurture their intellect, chisel their talent, and character in a free and open atmosphere. Now with the availability of ICT enables classrooms, the teaching-learning process has become more interesting and result oriented. The students are well disciplined and receptive and respond very well to the efforts put by the college in providing quality and value based education..

The institution has developed a structured and effective implementation of the curriculum prescribed by the affiliating University. The college endeavoured significantly by organising different activities within and outside the premises such as symposia, seminars, workshops, poster-making competitions, celebration of important days and awareness rallies etc. To remain updated with the new advancements and developments in

the respective fields, the teaching faculty of the college regularly attend / participate in seminars, conferences, workshops etc. Being the largest co-educational institution of the district, the college has great potential which needs to be developed in the line of global challenges.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>04</td> <td>03</td> <td>03</td> <td>03</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7</td> <td>2</td> <td>0</td> <td>3</td> </tr> </tbody> </table> <p>Remark : Revised as per clarification and supporting documents in SSR</p>	2017-18	2016-17	2015-16	2014-15	2013-14	9	04	03	03	03	2017-18	2016-17	2015-16	2014-15	2013-14	1	7	2	0	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
9	04	03	03	03																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	7	2	0	3																	
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : C. Feedback collected and analysed Answer After DVV Verification: E. Feedback not collected Remark : Revised based on the clarification of the HEI</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>24</td> <td>17</td> <td>10</td> <td>58</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>24</td> <td>17</td> <td>10</td> <td>58</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	9	24	17	10	58	2017-18	2016-17	2015-16	2014-15	2013-14	9	24	17	10	58
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2.2.3	<p>Percentage of differently abled students (Divyangjan) on rolls</p> <p>2.2.3.1. Number of differently abled students on rolls Answer before DVV Verification : 1</p>																				

Answer after DVV Verification: 1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
13	4	8	1	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	3	3	3

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

Answer before DVV Verification : ≥ 50 MBPS

Answer After DVV Verification: < 5 MBPS

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3.35	3.26	2.25	4.11	3.00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3.36	3.25	2.25	4.11	3.00

Remark : Unable to make corrections as attached

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : Revised based on supporting documents produced in SSR

- 6.5.4 Quality assurance initiatives of the institution include:
1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
 2. Academic Administrative Audit (AAA) and initiation of follow up action
 3. Participation in NIRF
 4. ISO Certification
 5. NBA or any other quality audit
- Answer before DVV Verification : C. Any 2 of the above
 Answer After DVV Verification: D. Any 1 of the above
 Remark : NAAC is in process and therefore not considered

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	1	0	0

Answer After DVV Verification :

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

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the

last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	24	17	10	58

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	24	17	10	58

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24.7	10.27	9.69	9.29	23.82

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24.70	10.27	9.69	9.29	23.82