



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. DEGREE COLLEGE FOR WOMEN KATHUA

WARD NO. 2, TEHSIL AND DISTRICT KATHUA

184101

www.gdcwkathua.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College for Women, Kathua was established in 2005, by an order of Govt. of Jammu & Kashmir. The college is recognized by the U.G.C. under section 2 (f), 12 (B). The campus of the college is spread over an environment friendly area of about 60 Kanals, which consists of administrative section, classrooms, laboratories and Library. The lush green lawns in front of the building is creating learner friendly ambience. The college has sufficient infrastructure facilities like Digital Classrooms, Multipurpose Hall, Open-Air theatre and Browsing Centre. The Multipurpose Hall of the college is being used for organizing various curricular activities.

At present, the college is offering courses in Arts Stream and Science Stream. The college has excelled in bagging top position in the University results. Ms Shammi Devi secured fifth University position in BA Sem VI for the session 2020-21. The college has started Skill Courses in collaboration with Central University, Jammu & NIELIT to impart skill-based education to the students.

The college has adequate sports infrastructure for Badminton Kho, Volley Ball, Table Tennis and Cricket. Ms Mona Rajput & Ms Tania Gupta have bagged Gold & Silver Medal respectively in shooting competition at Distt. Level competition 2019-20. The players of college have secured first position in Cricket, Tug of War and Kho Kho in sports festival 2020 and one silver in Judo, one gold and five bronze medals in Wrestling in Inter-Collegiate Wrestling tournament-2021. The NCC and NSS units of the college have been recognized at the National Level by the performance of their cadets and volunteers. Ms Kamakshi Andotra, a NSS Volunteer has been selected for RD Parade, New Delhi 2022. The various Clubs like EBSB, Red Cross, Red Ribbon etc. conduct various activities to enhance the overall personality of students. The college strengthens the quality of education by holding frequent interactive sessions, workshops & seminars at college level or in collaboration with other departments. With continuous support and encouragement from the Higher Education Department, J&K Govt. and parents & citizens of Kathua, the college is trying to emerge as a role model in providing quality education to women from all the sections of society.

Vision

- To act as a Centre of knowledge and wisdom providing high quality, accessible and affordable higher education to all sections of the society.
- To prepare students to be thoughtful, responsible and successful citizens to meet the challenges of a collaborative and competitive globalized environment.

Mission

- To facilitate intellectual stimulation to generate, maintain and disseminate knowledge.
- To empower women by providing them essential academic skills, career development opportunities and entrepreneurship.
- To constantly upgrade the infrastructure, facilities and learning resources of the institution.
- To introduce new multidisciplinary courses in lieu of their acceptance, viability and marketability in

alignment with NEP-2020.

- To evaluate, improve and upgrade programs and policies that can inculcate creative, innovative and critical thinking.
- To create awareness of NEP-2020 among faculty, students & other stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Exclusively women college promoting education of women since its inception
- Excellent geographical location to provide service locally and regionally
- Well Qualified and experienced staff
- Multidisciplinary courses in the disciplines of Arts and Science
- Classrooms with ICT facilities like the digital Interactive panels for teaching
- Well established labs with sufficient Infrastructure
- Smart Room for ICT enabled teaching
- Establishment of Browsing Centre
- Well Stocked Library with more than 10500 books of various subjects
- Equal opportunities to various classes of the society
- Scholarship / financial aid to the SC/ST/OBC/meritorious and needy students
- Multipurpose hall having seating capacity of 250
- Well established NSS and NCC units
- Active participations of Students in Sports, NCC, NSS and extension activities
- Transport facility to students through College Bus
- Canteen facility within the College Campus
- Toilets, washrooms and facility of purified drinking water
- Introduction of Skill Courses to promote entrepreneurship among students
- Regular updation of college Website for giving handy information to the students
- Decentralization of work through different committees/clubs
- Grievances Committee, CASH, Equal Opportunity Cell, PWD Cell to address the student issues
- Facility of CCTV surveillance for safety and security
- Biometric attendance System for teaching and non-teaching staff to ensure attendance
- Power backup/Generators facilities for all the laboratories and class rooms

Institutional Weakness

- Lack of adequate supporting staff
- Limited program diversity when compared to the wide range of programming possibilities in the broad field of education
- No PG programmes in the curriculum
- Lack of funding from national organization for nurturing research
- Less utilization of potential in terms of research and development
- Lack of structured entrepreneurship promotional activities on the campus
- Less participation of alumni in the overall development of the college
- Lack of hostel facility for students
- Being an under graduate college, placement rate is low

Institutional Opportunity

- Well placed to undertake research and outreach programs
- Modernization of library through digitization and RFID
- Enhancing the communication and employability skills of the students to meet the present-day industry requirements
- Conducting more coaching classes to students for JKCET, JUET and Civil Services
- Introduction of PG courses
- Organizing more entrepreneurship and Skill development programme for the students
- Inculcating and strengthening research and consultancy culture among the faculty members.
- Establishing industry –institutional linkages in order to improve employability of students
- To organize more national/international conferences
- To increase the industry partnerships

Institutional Challenge

- Adoption of NEP-2020
- Competition from other colleges who have more diverse programming opportunities and resources for students
- Maintaining a balance between traditional courses and requirement of professional skill
- College is surrounded by water logged area which poses threat to the building.
- Getting funds for Research and infrastructure development
- Increasing the number of placements and training activities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Govt. Degree College for Women, Kathua is affiliated to University of Jammu and tries its level best to keep abreast with the guidelines laid down by the University for the effective operationalisation of the curriculum. The college has adopted a set vision and mission for teaching, learning and extension, providing equal opportunities to women students from all sections of the society to excel. For Curricular Planning and its Implementation, the academic calendar and time-table (theory and practical classes) of all semesters for every academic session is framed and implemented strictly to ensure effective curriculum delivery. A teaching plan is prepared by every department as per the prescribed syllabus by University of Jammu taking into account the number of teaching hours specified.

The college offers 100 percent choice-based credit system for UG programmes in Arts and Science stream. Although the UG curriculum is designed and approved by the university of Jammu, but the improvement of curriculum is taken care of by regular participation of faculty members in meetings of Board of Studies conducted by university of Jammu. The Internal assessment and evaluation in theory and practical's is conducted in each semester to evaluate the academic performance of the students by the concerned teaching faculty as per the norms and is submitted to the university for further incorporation in their academic record.

The curriculum is taught with the objective of developing employability skills, value orientation and social responsiveness in students. Field Visits, Soft Skills, Value Education, Gender Studies, Environmental Studies are components of the undergraduate curriculum addressing cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum. The college is offering skill courses in its curriculum for the last five years and has introduced Industrial skill diploma courses like Course on Computer Concepts, Soft Skills and Personality development in addition to traditional degree courses. Regular field trips are conducted by various departments of the college to augment experimental learning in respective courses. Feedback is taken from Students, Teachers and Alumni of the college at the end of academic year.

Teaching-learning and Evaluation

Govt. Degree College for Women, Kathua adheres to the core aspect of quality in Teaching and Learning process and the has adopted various measures for the evaluation of the parameters under reference. The college caters to the women students from all sections primarily from rural population of District Kathua of J&K. The teaching learning process is conducted in a way to be acceptable and convenient to all the students. The smooth conduct of admission process is ensured by providing all the admission related information on the college website. The average percentage of seats filled against reserved categories (SC, ST, OBC) during the last five years is very good. The teacher-student ratio has always been fair during last five years. Slow learners are helped through remedial classes and individual attention. The teaching-learning–evaluation process includes planning, execution and monitoring. Teaching and Evaluation schedule for a semester is communicated to the students through college academic calendar. The learning level of admitted students is assessed regularly through assessment tests and university examinations. The conduct and evaluation of assignments is done as per the norms of university of Jammu. The college examination committee has set up a monitoring system to conduct the internal assessment tests. The College ensures complete transparency in teaching and evaluation system. The technological innovations in teaching-learning and evaluation have been adopted. The enrolment of students, time table, examination forms and submission of internal assessment marks are managed through online mode. The Course/Programme outcomes have been framed, uploaded on college website and their attainment is ensured using requisite measures. The teachers of the college are using ICT and E-learning resources for the teaching purposes. The concept of mentoring has been added for providing guidance and counselling to the students and stress is being given to strengthen it further. A good number of teachers have Ph.D. degree to their credit. The average teaching experience of teachers in the same institution is fairly high. The pass percentage of outgoing students is above 70 percent for the last five years.

Research, Innovations and Extension

The Govt. Degree College for Women Kathua has adopted a policy to promote research, innovation and consultancy with the objective of faculty to excel in this field. The college has framed a Research and Development committee to promote and develop research quality and ethics. The faculty members are encouraged to write research papers. About 45 number of research papers have been published by teaching faculty during last five years in reputed national and international journals. Moreover, 37 number of books, chapters in edited volumes/books and papers in state, national and international conference proceedings have been published by the faculty members during the last five years. No research projects have been sponsored by the Government or any other agencies during the last five years.

The institute has organised 22 number of workshops/seminars during the last five years that has resulted fruitful

in creating awareness about modern scientific values and practical skills improvement. All these activities refresh the environment of the institution as well. It also offers a unique platform for fruitful discussions, debates and interactions finally culminating into strong and effective recommendations.

The college has conducted 148 extension activities and outreach programmes in the college/neighbourhood community during last five years to sensitize students to social issues and their holistic development. The students of the college have got awards and recognition for Extension activities from govt or recognised body. Approximately, In 148 extension and outreach Programmes conducted in collaboration with industry, community and non-Govt organization through NSS/NCC/Red cross/YRC, sufficient number of students have participated in activities such as Swachh Bharat, AIDS awareness, Gender issue etc. The collaboration is another key indicator and the college has conducted two Industrial skill courses in collaboration with Central University, Jammu and NIELIT, Jammu.

Infrastructure and Learning Resources

The Govt. Degree College for Women Kathua has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. At present, the college has six classrooms out of which five are ICT enabled. All the classrooms are well ventilated and spacious. The college has adequate infrastructure for use of ICT in teaching-learning process. A well-spacious ICT enabled multipurpose hall is being used for conducting curricular and extra-curricular activities. One Girls Common room, Open air theatre, Canteen, E-Content and Browsing centre is also in the college. There are six well equipped laboratories in the college. For ensuring safety of students, fire extinguishers and CCTV cameras have been installed in the campus. Each Science department, Staff room, Library and offices has a computer with printer and Wi-Fi facility. The Computer Lab is well equipped with an Interactive Board, a fixed projector, two air conditioners and 32 number of computers with Wi-Fi, LAN facility with 24*7 power backup. The browsing centre has been set up with ten computers, Interactive digital panel, online UPS and internet facility. The E-content centre is in establishing stage in the college. The IT facilities has been updated from time to time in the college. The College library has been set up with all the requisite facilities: furnished seating arrangement for students and staff, two air conditioners, photostat and Wi-Fi facility. There are 10542 books available in the library. The college has a set-up for indoor and outdoor sports activities inside the campus for students and faculty like Kabaddi, Kho-Kho, Volleyball, badminton, Table-Tennis and Cricket. A good percentage of expenditure has been utilised for infrastructure augmentation during last five years. The College Library is under automation process by using Integrated Library Management System (ILMS) software e-Granthalaya. The college has subscribed for the e-resources like e-journals, Shodh-Sindhu and e-books through N-List. The set established systems and procedures are adopted for maintaining and utilizing physical, academic and support facilities viz laboratory, library, sports complex, computers, classrooms etc. in the college.

Student Support and Progression

Govt. Degree College for Women Kathua has undertaken adequate measures for student support, student progression, students' participation and activities and Alumni engagement. About 9.72 percent of students have been benefitted through scholarships and free ships provided by Government in the last five years. About 2.16 percent of students have been benefitted by financial aid provided by the college during the last five years. The Capacity building and skills enhancement initiatives has been undertaken by the college for Soft skills through

a skill course on Soft skills and personality development. The college has organised sufficient number of activities to promote Language and communication skills, Yoga, physical fitness, health and hygiene and ICT/computing skills. About 18.06 percentage of students have been benefitted by guidance for competitive examinations and career counselling offered by the college during the last five years. The college has adopted a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The college has a well-established Grievance Cell, Anti-ragging committee and committee for sexual harassment cases for early disposal of grievances of any kind. The average percentage of students progressing to higher education during the last five years is more than 17 percent. About 24 number of awards/medals have been won by students for outstanding performance in sports/cultural activities at university/Inter-Collegiate level. The college has always been a staunch believer of engagement of students in administrative, co-curricular and extra-curricular activities. The students of the college have an eminent representation in the college administration. The average number of sports and cultural events/competitions in which students of the college have participated during last five years is 22. An Alumni Association comprising of outgoing students of college has been framed to work in close association with college authorities for the overall development of the college. The registration of the Alumni Association is still pending. The Alumni of the college have given their valuable feedback about the actions that can be taken to upgrade the facilities available in the college.

Governance, Leadership and Management

The governance of Govt. Degree College for Women Kathua ensures that the execution of educational programs reflects the vision and mission of the college. For the constructive internal coordination and monitoring mechanism, the college promotes the culture of decentralization and participative management. The college administration functions in a transparent and decentralised manner. The teachers are involved in all decision-making processes through different committees. Every strategic/perspective plan for the development of the college is estimated through agencies of Government of J & K and approved from the Higher Education Department. The e-governance has been implemented in areas of operation like Administration, Finance and Accounts, Student Admission and Support and Examination. The college has implemented adequate effective welfare measures for teaching and non-teaching staff as per the norms of department of Higher Education. The professional development /administrative training programs have been organized by the college for teaching and non-teaching staff during the last five years. An excellent percentage of teachers have undergone online FDPs /Orientation / Induction/ Refresher/ Short Term Courses during the last five years. The college conducts Annual Performance Reports for teaching and non-teaching staff. The external financial audits have been conducted through AG and finance department from time to time. The college has adopted a set of strategies for mobilisation of funds and the optimal utilisation of resources. The quality policy of the college has contributed significantly to institutionalizing the quality assurance processes in the areas like use of ICT for teaching and establishment of Clean and green campus to augment the quality culture and atmosphere. The college has reviewed its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up. IQAC has collected, analysed and used the feedback from stakeholders to promote quality improvements in the college.

Institutional Values and Best Practices

Govt. Degree College for Women Kathua demonstrates gender sensitivity by providing facilities for its women students for their safety ,security and counselling. The college facilitates energy conservation by use of LED

bulbs in the campus. The solid and liquid waste in the college campus has been properly managed by the use of enough number of dustbins and proper drainage system. The borewell and water tanks have been built in the college for Water conservation. The college has adopted green campus initiatives which include the restricted entry of automobiles, pedestrian friendly pathways, ban on use of plastic and landscaping of college campus with trees and plants. The college IQAC has framed a Green Policy, Environment Policy and Swavhhta Policy for implementation in the college campus. The NCC/NSS has conducted promotion activities to conserve environment and establishment of clean and green campus. The college provides disabled-friendly, barrier free environment to specially abled by providing them necessary facilities like friendly washrooms. The college strictly follows the reservation policies laid out by the government of India from time to time for the admission of students. The college promotes several financial assistance/scholarships provided by the governments of India, State governments to facilitate access to financial assistance among students from weaker sections. The College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The College designs various activities to create awareness about the national identity and symbols. The Institution has a prescribed code of conduct for students, teachers, and other staff that have been displayed on the college website. There is a committee to monitor adherence to the Code of Conduct. The college celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens. The college has adopted execution of Online classes and Online examinations as two best practices that have been successfully implemented and have given fruitful results. The distinctiveness of the college from other institutions lies in establishment of clean and green campus that has provided ethnic ambience to it.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. DEGREE COLLEGE FOR WOMEN KATHUA
Address	Ward No. 2, Tehsil and District Kathua
City	Kathua
State	Jammu And Kashmir
Pin	184101
Website	www.gdcwkathua.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M.S. Pathania	01922-232647	9419163028	01922-232647	womencollegekathua@gmail.com
IQAC / CIQA coordinator	Ravinder Kour	01922-232647	9419974220	01922-0	kour.ravi@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

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

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

State	University name	Document
Jammu And Kashmir	University of Jammu	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-04-2011	View Document
12B of UGC	13-04-2011	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
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ward No. 2, Tehsil and District Kathua	Urban	7.5	7587

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, English	36	HSc Part II	English	960	645
UG	BSc, English	36	HSc Part II	English	240	213
UG	BA, Education	36	HSc Part II	English	600	543
UG	BA, Hindi	36	HSc Part II	Hindi	540	489
UG	BA, Urdu	36	HSc Part II	Urdu	120	39
UG	BA, Dogri	36	HSc Part II	Dogri	240	148
UG	BA, Political Science	36	HSc Part II	English	240	136
UG	BA, Sanskrit	36	HSc Part II	Sanskrit	240	77
UG	BSc, Mathematics	36	HSc Part II	English	120	98
UG	BA, Mathematics	36	HSc Part II	English	60	6
UG	BA, History	36	HSc Part II	English	40	18
UG	BA, Sociology	36	HSc Part II	English	557	557
UG	BA, Computer Applications	36	HSc Part II	English	60	9
UG	BSc, Computer Applications	36	HSc Part II	English	60	17

UG	BA,Economics	36	HSc Part II	English	120	61
UG	BA,Geography	36	HSc Part II	English	425	425
UG	BSc,Geography	36	HSc Part II	English	180	125
UG	BSc,Environmental Science	36	HSc Part II	English	240	180
UG	BA,Environmental Science	36	HSc Part II	English	960	396
UG	BSc,Physics	36	HSc Part II	English	240	88
UG	BSc,Chemistry	36	HSc Part II	English	240	120
UG	BSc,Zoology	36	HSc Part II	English	240	125
UG	BSc,Botany	36	HSc Part II	English	240	125

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	1				1				36			
Recruited	1	0	0	1	1	0	0	1	10	15	0	25
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	9	3	0	12
Yet to Recruit				6
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.	1	0	0	0	0	0	4	6	0	11
M.Phil.	0	0	0	0	0	0	1	7	0	8
PG	0	0	0	1	0	0	5	2	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	4	0	8
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	2	0	2

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	Others	Total
		0	1	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	0	0	0	0	0
	Female	970	13	0	0	983
	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	0	0	0	0	
	Female	202	196	157	142	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	38	27	46	39	
	Others	0	0	0	0	
OBC	Male	0	0	0	0	
	Female	109	116	128	118	
	Others	0	0	0	0	
General	Male	0	0	0	0	
	Female	472	469	585	595	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	46	16	46	52	
	Others	0	0	0	0	
Total		867	824	962	946	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Govt. Degree College for Women Kathua endeavors to offer multidisciplinary courses in Arts and Science stream as per the guidelines of National Education Policy-2020. For that, it has got no objection certificate from Department of Higher Education, UT of Jammu and Kashmir and affiliation from University of Jammu to introduce following courses/Streams from the next academic session 1. BCA Stream 2. Music 3. Food Science and Technology 4. Public Administration 5. Punjabi
2. Academic bank of credits (ABC):	Govt. Degree College for Women does not have Academic bank of credits(ABC).
3. Skill development:	Govt. Degree College for Women Kathua has introduced Skill Enhancement Courses in their regular teaching curriculum for B.A./B.Sc.(CBCS) Semester -III/IV/V/VI as per the guidelines of UGC and University of Jammu. In addition to it, it is imparting two Industrial Skill Courses Viz. Soft Skills and Personality Development and Course on computer concepts. The college has also applied for introduction of following B. Voc. programs 1. Fashion Technology 2. Information Technology
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Govt. Degree College for Women Kathua adopts appropriate measures for integration of Indian Language System as it is imparting teaching in Indian Languages viz. Hindi, Dogri, Sanskrit and Urdu. Besides it, the college organizes different activities to promote the Indian Languages.
5. Focus on Outcome based education (OBE):	Govt. Degree College for Women Kathua strives to adopt appropriate measures to focus on Outcome based education. The college has clearly defined its program outcomes (PO) and course outcomes which clearly describe the qualities, skills and understandings students will develop as a consequence of the learning in their program of study in this college. POs indicate what students are expecting to know and be able to do by the time they graduate from this institution. The students of this college are from different backgrounds and experiences so stress is laid down to enhance their skills, learning and abilities.

6. Distance education/online education:

Govt. Degree College for Women Kathua does not provide distance education but it provides online education to its students in its regular curriculum in addition to offline mode. The use of ICT is always encouraged for teaching learning process.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
268	290	346	272	176
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	23	23	23

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
867	824	962	946	1112
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
395	355	377	351	461

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
268	204	168	170	204

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
33	27	22	21	17

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	33	33	33	33

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 7

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
187.26	159.73	21.36	33.68	18.20

4.3

Number of Computers

Response: 52

4.4

Total number of computers in the campus for academic purpose

Response: 40

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:

The Government Degree College for Women, Kathua adheres to the guidelines laid down by the Department of Higher Education J&K (UT) Government in general and the University of Jammu in particular. The college is in constant touch with the University and tries its level best to keep abreast with the guidelines laid down by the University for the effective operationalisation of the curriculum.

The Institution follows a specific Time-Table Programme for the effective delivery and transaction of the curriculum. At the commencement of academic year, IQAC prepares calendar of events for the entire academic year in consultation with all Heads of Departments. A teaching plan is prepared by every department as per the prescribed syllabus by University of Jammu taking into account the number of teaching hours specified. Accordingly, a plan of action and its implementation take place under the supervision of Head of the Institution. The college also holds a Staff meeting with the Principal on regular basis where all problems and achievements are discussed for the better running and integration of curriculum. For effective implementation of the curriculum, various committees were formed to carry various responsibilities. All the head of the departments are informed to carry their academic responsibilities and maintain their academic records regarding the curriculum. The college also ensures timely completion of internal assessment papers ,evaluation along with preparation of award rolls and their final checking by the University officials For overall quality enhancement, teachers are motivated to participate in seminars, workshops, conferences, refresher courses and orientation courses etc. Teachers are motivated to participate in research & extension activities, lecture series exchange program. The other initiatives undertaken by the college towards curriculum planning and development include:

- CBCS curriculum as prescribed by UGC and adopted by the University of Jammu.
- Providing Wi-Fi facility in the College
- Updation of library both as per specific and general requirement of each course and changing syllabi every year.
- Periodic tests are conducted in the effective delivery of the curriculum and assessment of the students
- All the laboratories are upgraded every year as per the requirement of the curriculum.
- Industrial visits/field Visits are organized to provide practical exposure to the students.

Various classroom teaching methods based on various needs of different subjects are regularly used for the effectively delivery of the curriculum such as :

1. Chalk and talk method. 2. PPT-OHP. 3. ICT-enabled teaching-learning method. 4. Use of scientific models and charts for effective lecture delivery. 5. Dictation of class notes by teachers. 6. Conduct of Periodical internal examinations. 7. Group discussion in class room. 8. Seminars by the student related to curriculum. 9. Science student are provided adequate facilities for their practical classes. 10. Field work/ project work/ visits are conducted regularly.

Hence, Government Degree College for Women, Kathua, provide students with the fundamental knowledge required to excel in their chosen professions in a global environment.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Govt. Degree College for Women, Kathua is affiliated to the University of Jammu and as per the curriculum designed by University of Jammu, the college prepares academic calendar well before the commencement of each session, and same is implemented by institution as per the designed strategic plan. An Academic calendar is prepared by the IQAC of the college stating all the activities that should be followed throughout the year. The calendar states the following events such as Admission process, Teaching schedule for each semester, important events of academic year, sports event, activities related to science, education tour, details of curricular and extra-curricular activities, dates of internal test, winter break, commencement of date of classes for each semester.

The institution adheres to the academic calendar for the conduct of CIE. The academic year usually commences in the month of July and the academic activities of the college are planned by departments/committees constituted by the Principal accordingly. In line with the convention, students are made aware about the evaluation process at the outset of each academic session. With the availability of the lists of courses for the ensuing semesters and with the commencement of classes, the heads of respective departments allocate the syllabus to faculty members, who, in turn, prepare lesson plans accordingly. Departmental time table is sought from all the heads of the departments and is displayed on the notice boards/Website of respective departments/college.

The Principal, Convener of the Examinations and the HODs decide on dates during which the internal assessment tests are to be conducted for the students and dates by which the assessment marks need to be submitted to the office. These dates are adhered to during each semester. In the odd semester, the dates for the assignment lies towards last week of September. In the even semester, the dates are usually in beginning of the March. For the practical papers, the CIE is conducted in almost all practical classes dependent on the nature of assignment. Dates for conducting assignment are all displayed on notice boards by the Convener of Examinations of college. Overall supervision of the internal assessment tests is done by Principal of the college.

The final verification of the Internal Assessment Record is to be done by the University of Jammu and after that, the posting of the Internal Assessment record on the prescribed registers forms an important aspect of the evaluation system. It is done by the specified Internal Assessment Record Checking Committee.

College has a streamlined mechanism for continuous monitoring and evaluation of the students in practical classes too. Daily assessment and grading in practical classes helps the teacher in assessing the actual academic standard of the students with enough time at their disposal in practical classes that extend over a period of two hours.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 22

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	2	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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

Response: 3.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	0	120	0	0

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

1.3 Curriculum Enrichment

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

Response:

Response:

Yes, the institution understands the significance of Integrating Cross-cutting issues with the curriculum for quality education and overall intellectual growth and development of students. Thus, the courses like Guidance and Counseling, Gender Sensitization, Solid Waste Management and Legislative Support are offered by the college in various semesters for under graduate students as the Skill Enhancement Courses.

Professional Ethics

As there is an immense need of professional ethics among the students, a course of 4 credits entitled 'Guidance and counseling' is introduced for B.A. Semester III students in the subject of Education. The Primary motive of this course is to help the students to know their skills and interests that help them in their further career selection. Guidance and counseling is taught to help students to understand themselves, become self-sufficient in making realistic and positive selections and growth in human relationships and concerns. This course also helps the students to identify their strength, weakness and at the same time work on their strength and area of interest to do wonders in future. This course helps them to know about Directive and Non-directive counseling and the role of a teacher as a counselor

Environment and sustainability

To make students aware of how to keep environment safe and clean a skill enhancement course of 2 credits "Solid waste management" is introduced as a compulsory paper for the students of B.A/ B.sc Semester III in the subject of environmental studies. The Objective of this course is to get on broader understandings on various aspects of solid waste management (starting from its generation to processing with options for reuse and recycle, transport and disposal). Here the students understand the concept of biodegradable and non-biodegradable waste and also about the segregation and management of solid waste so as to reduce its volume in the environment.

Gender

The importance of gender sensitization has been recognized by the college. Therefore, a skill enhancement course of 4 credits on 'Gender sensitization' is introduced as a compulsory paper for the students of B.A Semester III in the subject of Sociology. Gender awareness is more analytical and critical since it clarifies issues about gender disparities and gender issues. It pertains to one's effort to show how gender shapes the role of men and women in society including their role in development and how it affects relations between them. The main objective of this course is to sensitize students to issues related to gender and equality among all sexes. It also provides them with tools and skills to develop and integrate a gender perspective in work and life.

Human Values

Legislative assembly is the expression of "Will of the People". For 'Democracy' could not thrive without people extending their consent to legislate on their behalf. Therefore, in order to create an informed

citizenry, the college has introduced a specific course of 4 credits in B.A. Semester III on 'Legislative Support' whose objective is to inculcate human values, the spirit of attentiveness and assertion among students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.07

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
09	09	05	02	03

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 47.29

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 410

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: A. All of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 78.52

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
867	824	962	946	1112

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1200	1200	1200	1200	1200

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
395	355	377	351	461

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college has adopted many methods and events to assess the students in terms of knowledge and skills before the commencement of the academic session. The college admission committee scrutinizes the documents of the students as required for admission purposes which help to complete admission process and for further submission to the university authorities. After the completion of admission process, the students will be classified based on their academic merit, distinctions and other achievements of the students if any. Moreover, Teachers review the academic performance of students from class room lecture and discussion, laboratory practical, internal assessment tests, and previous Board's results. This helps in assessing the number of advanced learners and slow learners amongst the students. The teaching faculty devices the class strategy as per the level of the students and makes every effort possible to cater to the requirement of the students through various methods viz. oral assessment and student feedback in the class.

Advanced Learners

- The advanced Learners are encouraged to organize college fest and are groomed to represent the college in state/UT or national level academic, sports, NCC and NSS activities.
- 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.
- The different departments of the college organize group discussions, quiz competitions to develop analytical and problem solving abilities to improve their presentation skills.
- They are encouraged to obtain top positions in the final University examinations.
- Motivated to appear for competitive examinations and with that purpose in mind the college library is also well equipped with books related to General Knowledge.
- Special coaching classes are conducted in the college for the students to crack Jammu University and other entrance tests.
- Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning.
- They are also motivated with prizes and cash awards for their participation in different curricular and co-curricular activities.
- The advanced learners are given proactive leadership, class representative, cultural coordinators etc.

Slow Learners

- The slow learners are encouraged to take effective part in whatever subjects that interests them to motivate them into learning and are constantly encouraged to meet up with their mentor for extra/remedial classes if ever required.
- Teachers also help these students by tutorials, one to one discussions, making academic groups through social media and supplying books related to their subject.
- In the start of the session, fundamentals are taught for the better understanding of the subject.
- Concepts which could not be grasped easily are repeated in consequent classes.
- Extra classes are conducted for the full coverage of the syllabus where the involvement of the

students is ensured which results in the interactive teaching learning process.

- Remedial classes are conducted for shortage case.
- Special coaching classes are conducted in the college for the students to crack Jammu University Entrance Test.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 26:1

File Description	Document
Any additional information	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:

The Govt. Degree College for Women, Kathua Emphasis upon student centric learning in the college, which helps the students for their overall development. Every approach of the college is student centric by giving well equipped laboratories. The College library is under process of automation and remains open from 9:00 AM to 03:00 PM for the students and has a good number of latest books, e-journals, e-Books and news papers, which helps the students for their updation The college has developed a support system like library (e-resources, NLIST, INFILBNET) and laboratories (multimedia) for the students and teachers that facilitate the learning. Students are provided opportunities to participate in various curricular and co-curricular activities within and outside the college. They are also encouraged to attend seminars, debates, symposiums and conferences. Moreover college also organizes many co-curricular activities and encourages the students to actively participate in these. College encourages the students to participate in making discussion process with college administration through student's representative. The college is also have well equipped computer laboratory which encourages the students and staff to use internet and helps to keep them update with the latest development in their areas of interest. College organizes Botanical, Zoological, Environmental, geographical, educational tours and Industrial visits for the students. These visits provide students an opportunity to go beyond academics and develop a practical perspective on the world of work. Through the various clubs such as Red Ribbon Club, Ek Bharat Shrestha Bharat Club, Cultural club, NCC and NSS, students are given opportunity to participate in many activities like 100 Hours Swachh Bharat Summer Internship (SBSI) programme, NSS winter camp, on Digital Banking under Vittiya Saksharta Abhiyan, Poster Making Competition on Road Safety, celebration of International Women's Day, celebration of Rashtriya Ekta Diwas, celebration of Wildlife Week, awareness regarding

AIDS, Cleanliness Drives, Awareness related to female health and hygiene at community level as well as for school girls, workshop on best out of waste for children in the selected villages, Celebration of various days (Mental health day, Science day, Teachers day, Environmental days, Gandhi Jayanti). The NSS unit of the college organizes various social awareness programmes to develop a sense of societal and civic responsibilities.

Some problem solving methodologies practiced by the College are like

- Quiz competitions
- Skill courses
- JUET coaching.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. Various innovative methods have been used by the teacher to make the class room more appealing. Most of the faculty members use ICT tools. Since college has Wi-Fi facility, You-tube assisted learning and PPTs are being practiced, it becomes easier for a student to understand a subject matter from different perspectives in a convenient and easy manner. Students are motivated to use internet for the preparation of their course material and make presentations accordingly. They are also encouraged to formulate groups in WhatsApp or in other social media to share new ideas and clear their doubts as also read and share any available learning resource.

Many a faculty members are encouraging the students to explore latest fields of study in their subjects and thereby they are encouraged to make presentations of the same as and when any seminar or conference is organized. The following tools are used by the Institute

ICT Tools:

1. Projectors -are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and some faculty cabins.
3. Printers- They are installed at Labs, HOD Cabins and at all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the Institute.
5. Scanners- Multifunction printers are available at all prominent places.

6. Smart Room- One Smart room is equipped with digital facilities.
7. Smart Board-- Three smart boards are installed in the campus.
8. Multipurpose Hall-It is equipped with sound system, Kyan projector and camera.
9. Online Classes through Zoom, Google Meet, WiseApp, WatsApp.
12. Library resources (e-resources, NLIST, INFILBNET)
13. Interactive Digital Panels- are installed in four classrooms and browsing centre.

Use of ICT by Faculty

- A. Power Point presentations- Faculties are encouraged to use power-point presentations in their teaching by using LED's and projectors.
- B. Industry Connect- Smart room is digitally equipped where guest lectures, expert talks and various competitions can be regularly organized for students.
- C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS/other mode.
- D. Audio lecture- Recording of Audio lectures is made available to students for long term learning and future referencing.

ICT-enabled tools for effective teaching and learning process

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

1. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, online sources, to expose the students for advanced knowledge and practical learning.
2. Four Classrooms are furnished with LED panels.
3. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of debates, group discussions, assignments, quiz/tests/viva and laboratory work.

Institute premises are Wi-Fi enabled

1. Specialized computer laboratory with an internet connection has been provided to promote independent learning.
2. Well security is provided to Wi-Fi users. Its access is controlled by the system administrator.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 27:1

2.3.3.1 Number of mentors

Response: 32

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

2.4 Teacher Profile and Quality

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

Response: 70.1

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 37.1

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	11	9	8	5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 3.39

2.4.3.1 Total experience of full-time teachers

Response: 112

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Since the college is affiliated to University of Jammu, therefore, follows the guidelines and methods prescribed by the university to carry out continuous internal evaluation system at the college level. The teachers of the college, at beginning of every academic year, apprise students about the evaluation process and schedule. Before the beginning of session, teaching plans and Internal Assessment Schedules are prepared. Examination Committee are formulated to monitor the continuous evaluation in theory and practicals to ensure uniformity across courses and departments under CBCS scheme. The concerned faculty members of each department prepare question papers carefully according to the University norms. The Question paper is set keeping in view the level of students. The marks of each question is distributed as per the guidelines. The question papers, then sent to the Convener Examination, for further submission to the Head of the Institutions through secret means. The tests are conducted following a centralized date sheet issued by the controller of examinations of the college after thorough deliberations with the heads of different departments and Principal . The question papers are Xeroxed fifteen minutes in advance. 75 percent of attendance of students is also considered to be the eligibility for appear in the final theory and practical examination. The examination is conducted with free and fair manner as per university norms. The Invigilator maintains discipline, code and conduct in the examination hall as per examination rules. After the completion of the examination the answer sheets of the students are evaluated by the faculty

members in a time bound manner. The teacher ensures impartiality and fairness. The internal tests are conducted for 20 marks. For the practical courses that follow 25 marks, the attendance is given 5 marks weight age. Assignments which are given 20 marks weight age, are conducted methodologically which include question papers as per university pattern. To ensure transparency, students are asked to write the tests in Bluebooks provided by the college. The relevant subject teachers counsel the weak students to fare well in the next exams. Immediately after the culmination of the internal assessment tests, evaluation process is set in and marks scored by students are made available to them. They are also provided with evaluated answer sheets and assignment sheets to go through in detail regarding discrepancy, if any, so that the same can be addressed accordingly. Intimation about the failure students is disclosed to the students in the classroom for the concerned to take note and appear for a retest as scheduled by the examination committee. Option of re-test is also provided to the students who intend to improve upon their previous scores. Transparency and objectivity in evaluation system is completely ensured in this way. The final results of internal assessment record of the students is posted on University portal (2020-21 session onwards) and entered by the respective subject teacher in the award register duly verify by the respective HODs and Principal of the college, and final verification is done by a team appointed by the University.

File Description	Document
Any additional information	View Document

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

Response:

Grievances pertaining to Internal Examinations are resolved internally at departmental level. As per University guidelines College conducts two types of examination i:e Internal and External Examination (20% Internal Examination and 80% External Examination). Internal Examination is conducted and evaluated internally by the college itself. Internal examination is conducted in the mid session and is conducted with utmost care to give transparency and fairness. The students of the college are provided with evaluated answer sheets by the concerned teacher so that they can go through the answer sheets in detail and if discrepancy any, the same can be addressed accordingly. The students freely and fearlessly represent their problems and grievances related to the examination and evaluation which are addressed and disposed of in time bound manner. Teachers are always ready to address any grievances raised by students.

After the publication of semester result by the University, the students avail the following facility:

- Re-evaluation
- Supplementary Examination
- The College helps the students to communicate the grievances related to the result with held, disputed eligibility, later on or change of marks which are forwarded and resolved by the college by engaging with the University in time bound and efficient manner.

Any discrepancy at University level is also addressed by the college examination committee and

forwarded to University Controller of Examinations for necessary action through college Principal. Aggrieved students who wish to get the re-evaluation of answer sheets can apply for re-evaluation of her answer sheets in the University within a given time period notified by University.

As regards the Skill Enhancement Courses, the final examination is also Internal in addition to the Internal Examination and thus demands more care in terms of transparency on the part of the college Examination Committee. The sanctity in all the situations is maintained. Students get all the information regarding the date sheet and centre of examination from the college notice board and college Website.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The institution is presently running B.A, B.Sc Under Graduate courses for the students. There are 18 subjects in the college viz. English, Hindi, Sanskrit, Dogri, Urdu, Political Science, Economics, Education, Sociology, Environmental Science, Chemistry, Physics, Botany, Zoology, Mathematics, History, Computer Application and Geography.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- The institution has established the Programme Outcome and Course Outcome for each programme which clearly states the objectives and outcomes.
- The Vision and Mission statements are displayed on the college website as well as in college campus. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students.
- The Programme Outcomes are mentioned by the affiliating university in the syllabi prescribed to each class.
- In the beginning of every academic year the programme outcomes are verbally communicated to the students by teachers and during the Principal's address.
- Teaching is planned in such a way so as it brings out the desired outcomes as stated in the syllabus.
- Expected course outcomes of all courses are prepared and distributed to the students at the beginning of the academic year.
- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- Students are motivated towards course outcomes throughout the course of the programme by course teacher.

- The students are encouraged, guided to learn and imbibe these outcomes. They are also percolated to students through organization and participation of co-curricular and extra-curricular activities.
- There are certain ways to assess whether the programme outcomes have been achieved or not. The performance of students in university examinations and in different internal examinations is a parameter of outcome assessment.
- The feedback obtained from students on the teaching- learning process help to understand the expected learning outcomes. Secondly, the students overall performance in co-curricular and extra-curricular activities as well as his behaviour on and off the campus help to judge the programme or course outcomes. Moreover, the college tries its level best to inculcate above mentioned outcomes.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
- Orientation programmes on course outcomes are conducted to the newly appointed staff by Department of Higher Education, UT of Jammu and Kashmir and University of Jammu., Jammu.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result. At the Departmental level, the Heads of the Department and the teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students. The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to ensure students participation in the class. The attendance is also tied with marks. The continuous evaluation is done through tests, quizzes, written assignments, oral presentations, field work and so on. The end semester examination of every course is based on written examination of three/two and half hours, the question paper of which is required to test the knowledge of student from every unit prescribed for study. The college provides opportunity to all the students for improving their performance which, in turn, results in better attainment of course outcome. The college follows a feedback system to assess the teaching learning outcomes.

The practical courses are evaluated by means of external practical examinations wherein an examiner appointed by the affiliating university conducts examination as per rules set by the university. Internally, the outcome of practical course is evaluated through internal practical tests. The theory examination conducted by University covers 80% marks and 20% is for internal assessment which is evaluated by college through various assessment tests and assignments. In practical, 50% marks are for internal assessment and 50% for external examination ,conducted through University.

The College has clearly stated the learning outcomes of students and staff members.Students learning

outcomes can also be evaluated by the marks secured in the University exams. Class tests are arranged to gain confidence in the relevant subject and the weaker areas are identified and discussed with the student. Assignments are assigned to students to enable them to gain more knowledge on the subject. If the student is from a socially or economically deprived class, they are given scholarships as per the government policies to enable them to Progress through knowledge. Discussions and meetings are held by the Principal, HODs and staff members regarding curricular programmes, academic programmes, methods to be implemented in terms with vision and mission of the institution.

Regular seminars, debates pertaining to the relevant subjects are conducted in the class room to make learning an interesting process. Various departments and committees develop activities like departmental fests, activities such as Students Science conference; quizzes pertaining to the relevant subjects are conducted in the class room. Extension activities such as awareness rallies, cleanliness campaigns, and other such activities enable the awareness of the students. As a result of this, the institution was able to make many students to score distinctions, medals and achieve honours. The attainment in terms of students qualifying various competitive exams and getting jobs is evaluated through the data available from alumni of the college. A good number of students have sought jobs in government and private institutions.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 70.47

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
268	204	168	170	204

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
291	231	273	324	352

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	18	18	18

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 22**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	04	05	09

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 1.92**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
06	10	09	13	08

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	8	8	9

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The extension activities conducted in the college facilitate and help the students to develop their all-round personality and to get an awareness of the social issues and problems prevailing in the society. These activities inculcate a sense of responsibility among the students. It gives an opportunity to the students to apply classroom knowledge for the benefit of the community and to enable them to find their socio-cultural roots.

The college believes in the holistic development of the students and in sensitizing them to the prevalent social issues. For this purpose, the college has functional units of NCC and NSS. Besides these, college has constituted various committees'/clubs which comprise of staff members of the various departments of the college in order to strengthen and support the extension activities in the college, such as Eco Club, Red Ribbon Club, Science Club, Grievance Redressal Cell, Literary club, Career counselling and placement cell. Several activities are conducted by various departments of the college.

Students are encouraged to participate in various community development programs such as International Yoga day, World plantation day, Swachh Bharat Abhiyan, Teachers Day, Hindi Divas, constitution day etc to familiarize them with the value of our culture and traditions. Students are also engaged in commemoration of different important national days including workshops, seminars to instil in them the ethical values and social conscientiousness. Various other activities are conducted in the college which help in inculcating a social responsibility like visit to old age homes, cleanliness of nearby Statues, Open Defecation awareness Programmes, village schools and adoption of villages. It develops among them the qualities like sensitivity, empathy and adjusting with the students from a different social economic background.

The students of NSS and NCC cadets have been taken to old age homes in order to sensitise them with the problem of homeless elderly people. NSS students and NCC cadets participate in national integration camps, Rock climbing training camps, Mountaineering Camps, Annual Training camps, Republic day

camps and Youth exchange programmes which help them to develop the sense of sportsmanship, courage, discipline and leadership qualities.

The students are also engaged in various projects such as composting solid waste management, cleanliness drive and field trips to impart practical knowledge and spread awareness about sustainability and ecological balance.

Various skill-based activities are conducted for students throughout the year to boost their creativity and scientific temperament, and to develop their innovative skills.

Industrial skill centre has been set up in college to promote vocational and skill based programmes in collaboration with other universities/govt. organizations/scientific societies. Various certificate courses have been offered to students to make them industry ready employees, innovators, entrepreneurs and leaders. The students have been enrolled in “Soft skill and personality development course” and “Basic computer course” to enable them to seek admission into emerging field of specializations offering challenging job opportunities and career prospects.

All these endeavours ensure that the students of the college emerge as good human beings with a feeling of compassion and nationalism as a hallmark of their personalities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 148**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
49	35	27	21	16

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 18.62**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
200	190	200	120	150

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

Response: 48**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
28	06	04	05	05

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 2****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Government Degree College for Women, Kathua has been set up in the land of 60 kanal in a quite accessible location. The college building is well structured and shaped as per the requirement of students. The structure comprises of well-furnished ICT classrooms, Smart Room, Multipurpose Hall, Laboratories, Computer Centre and a big playground. Apart from it, college has provided drinking facilities with purifier and separate toilet facilities to staff members and students. The college has installed 30 dustbins and 50 iron benches in the ground and corridor. The whole college campus is under CCTV surveillance for ensuring safety and security of students.

Classrooms: The college has 6 classrooms with quality infrastructure. All the class rooms have been constructed with full ventilation and adequate seating arrangement with a capacity of more than 100 students. As a quality mark, the college has developed sufficient number of ICT and smart class Rooms. Out of six classrooms, four has been provided with digital interactive panels, one as smart classroom with interactive digital board, a laptop and a podium. The multipurpose hall is quite spacious and is equipped with a Kyan projector and screen. One Girls common room, E-content and Browsing centre is also in the college.

Laboratories: There are six laboratories in the college viz Physics, Chemistry, Botany, Zoology, Computer Application and Geography. All the laboratories are well furnished with 24*7 power backup and water connection. The Physics, Chemistry, Zoology and Geography labs are well equipped with a portable projector for demonstration of practicals. The botany and computer lab. are fully equipped with Interactive board and projector for conducting presentation. All the labs have sufficient infrastructure to carry out practicals and can accommodate 32-35 students. For ensuring safety of students, fire extinguishers have been installed.

Computing Equipment: Each Science department, Staff room, Library and offices has a computer with printer and Wi-Fi facility. The Computer Lab is well equipped with an Interactive Board, a fixed projector, two air conditioners and 32 number of computers with Wi-Fi and LAN facility with 24*7 power backup. A portable projector is also available for the demonstrations of practicals. The browsing center has been set up with ten computers and internet facility. The E-content center has been in establishing stage in the college for preparation of e-content and e-learning for faculty and students of the college.

Library: The College library has been set up with all the requisite facilities: furnished seating arrangement for students and staff, two air conditioners, photostat and Wi-Fi facility. There are 10542 books available in the library.

Table 4.1.1 Infrastructure and physical facilities

S.No.	Facilities	Quantity	Size
1	Land	1 campus	60 kanals

2	Class rooms	6	1200 sq. ft.
	(i)Smart Classroom	1	
	(ii)ICT Class rooms	4	
3	Multipurpose hall with ICT facilities	1	2542 sq.ft.
4	Laboratories	6	1200 sq. ft.
5	Computers	52	NA
7	Library	1	1296 sq. ft.
8	Wi Fi	1	100Mbps
9	Toilets	8 blocks	-
10	E-Content Room	1(Establishing stage)	252 sq. ft.
11	Browsing Center	1	486sq. ft.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

(i) Facilities for cultural activities: The college has one multipurpose hall of 2542 sq.ft. where the students can practice for cultural programme on different occasions. The college has a sound and music system and other allied equipment. The students have brought laurels to the institution many times by participating in various competitions. In the Multipurpose hall, various curricular and extra-curricular activities are organized. The NSS/ NCC/different clubs of the college organize many activities as celebration of NSS day, AIDS day, international youth day etc. in the multipurpose hall.

(ii) Facilities for games and sports: The college has a set-up for indoor and outdoor sports activities inside the campus for the students and faculty. It has a playground located in front of college complex. The entire area of college is 60 kanals out of which some area has been allocated to the sports department. The playground comprises of kho-kho, kabaddi, volleyball, table tennis, and badminton court for the students. For kho- kho, a field was set up in 2016 which is of 27mtr long and 16 mtr wide. For kabaddi, a court was set up in 2016 which is of 13 mtr long and 10 mtr wide. For volleyball, a court was set up in 2017 which is of 18 mtr long and 9 mtr wide. For Badminton, a court was set up in 2018 which is of 44 feet long and 22 feet wide. The college has set up provision for indoor games like Table Tennis. The table tennis table has been kept in the multipurpose hall for students and faculty to play. The aim of these games is to provide congenial environment to all the students and to inculcate the spirit of leadership and oneness among the

students. The students of the college have fetched many trophies in various competitions which were organized by the colleges and universities. In order to meet the expenses of sports, college generate funds from the admission fee submitted by the students at the time of admission. The J&K Administrative department also allocates funds for the purchase of sports equipment.

(iii) Facilities for Yoga Center: The college celebrates International Yoga Day every year by organizing different activities. Apart from it, Yoga activities have been organized by NCC and NSS department from time to time. The college multipurpose hall or playground is being used for conducting yoga activities.

Details of data of Sports Equipment

S.no	Sports equipment	Numbers
1	Volleyball (spot volley)	04
2	Volleyball Net(nylon)	01
3	T.T Table	01
4	T.T bat(flash)	04
5	T.T Net	01
6	Badminton Net	02
7	Shuttle cock Yonex (mavis)	18 pc.
8	Badminton racquet	10
9	Badminton racquet (muscle)	03
10	Football (nivia)	04
11	Cricket bat (S.G)	03
12	Cricket leather ball	02 box
13	Javelin	01
14	Shotput	03
15	Stopwatch	02
16	Carom-board	02

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 85.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 22.77

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
15.12	63.59	2.52	5.98	6.63

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The College library has been set up with all the requisite facilities: furnished seating arrangement for students and staff, Photostat and Wi-Fi facility. There are 10542 books (Ten thousand five hundred forty-two) available in the library. The college library is under the process of fully automation and it is likely to be completed soon.

The College Library is being automated using Integrated Library Management System (ILMS).

Name of ILMS software: e-Granthalaya

Nature of Automation: Partial

Version: 4

Year of Automation: 2020

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**
- 6.Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 8.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
11.979	24.1	1.335	2.45	4.2

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 3.56

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

Response: 32

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 always strives to upgrade the IT facilities including Wi-Fi. Focus is laid down to upgrade the PCs, projectors, digital panels with latest configuration available in the market. Also, the stress is given to the purchase of latest version of hardware and software to meet the needs of the newly introduced programs and courses.

The institution regularly updates its IT facilities. It is evident from the following facts:

- Earlier, the college has a multipurpose hall with a portable projector facility but, now, it has been replaced and updated with a latest version kyan projector and screen to convert it into a smart seminar hall.
- The four number of classrooms in the college has also been provided with digital interactive panels for the conduct of classes through digital means.
- One smart room has been setup with high-tech facilities like interactive digital board, a laptop and a podium.
- The computer and Botany laboratory has been provided with Interactive boards to carry out presentation in practical. The computer laboratory has been provided with Wi Fi and LAN facility.
- The Physics, Chemistry, Zoology and Geography laboratory has been provided with a portable projector to demonstrate the practical.
- The old computers of science departments, computer laboratory, office have been updated time to time by using antivirus software.

- The entire academic block including library has now access to Wi Fi. Apart from this the entire campus has access to Reliance jio - 4G access Points.
- The library is under the process of up dation from the traditional system to the automated library management system.
- In 2015-17, the college has 2 VPN Broadband connections. In 2018-19, the college has 2 VPN Broadband connections and jio-4G Wi Fi. In 2019-20, the college has 2 VPN Broadband connections, jio-4G Wi Fi and 02 fiber Connections.
- The college has been brought under CCTV camera surveillance for the safety of the students. Fourteen cameras have been installed in various locations of the campus.
- The college has its own website which is updated on regular basis to provide latest information relating to academics, committees, examination, results and other notifications like tender notices. Most of the academic and administrative processes are online and fully automated
- The Browsing Centre has been set up in the college with ten computers and internet facility.
- The E-content Centre has been in establishment stage where students can access E-content in the centre and faculty can prepare the e-content / vinideo lessons in the centre.
- The entire campus has been provided with a generator facility to meet the power requirements. The computer laboratory has been provided with online and offline UPS. The science departments and office sections have also been provided with inverter facility.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 22:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 48.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
164.40	83.75	11.50	16.33	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	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 administration has adopted a transparent system regarding procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports infrastructure, computers and class rooms etc.

Procedures for maintaining and utilizing physical, academic and support facilities:

1.Physical Facilities Maintenance:

The college has framed a College Development Committee and repair and renovation Committee to look after the maintenance of buildings, class-rooms and laboratories. The college repair and maintenance committee examine the repair work. Depending upon the requirement, a market survey is conducted and the work is executed after completing all the codal formalities at competitive rates at shortest possible time. In case of major infrastructural requirements, the college development committee writes to the Civil executing agencies to submit a DPR for a particular project. The DPR is submitted to the administrative department for approval. The approved DPR's are tendered by the Civil Executed Agencies and the work gets executed. The purchases of the college are mostly carried through Gem or approved agencies. Cleaning of water tanks, plumbing and civil works are undertaken periodically. Attending to leakages, meeting out water shortage, maintaining drainage lines, monitoring garbage disposal are some works that are regularly done through repair and renovation committee. Sweeping of classrooms, staff rooms, stair

cases, corridors, seminar halls and toilets are done daily by the sweepers. Dustbins are placed at suitable locations inside the college building and in its premises. The whole campus is brought under the surveillance by the installation of CCTV camera at various points for protection. The Chowkidars work round the hours for ensuring security and safety.

2.Academic Facilities Maintenance: The College adopts admission procedures off line and on line. Admission committee is framed that does the admission for new session. The admission process is based on intake capacity. In order to maintain academic standards, the college starts class work immediately after admission process is over. It is ensured that the Classes/Practical is conducted regularly as per timetable. In addition, series of lectures are arranged to give exposure to students in diverse fields including career planning. The teachers are encouraged to assess the preparedness of students regularly by conducting oral and written tests. The teachers are also encouraged to use Modern teaching aids for effective communications.

During the assessment tests, more rooms are required to accommodate the appearing students. At that time, the tests are conducted shift wise to accommodate the appearing students. The classrooms are opened an hour before the commencement of college and are kept open until the students leave the room.

3. Laboratory Maintenance: There is a laboratory assistant and bearer in each lab to maintain the lab. The college purchases the new laboratory equipment after receiving the requisition from the Head of Department through purchase committee of the college. The administrative department sanctions grant for the material supply of laboratories each year. A stock register is maintained in each laboratory. Regular maintenance and periodical inspections are done for safe electrical and chemical equipment in the Science laboratories. laboratory assistants and electricians inspect the instruments regularly for effective functioning of the equipment and for ensuring safety. For any kind of maintenance or repair, the laboratory staff in-charge reports to the Head of the Department, and he/she forwards it to the principal and the repair work is carried out by the concerned service provider. Minor technical problems occurring in computers are handled by the concerned faculty members. Main server and accessories are installed with online UPS power backup. Computer Application faculty and laboratory assistant assist in maintenance and repair of computers within the Campus. Working of LCD is checked on a regular basis by the faculty. Periodic updation and anti-virus scans are run regularly to protect the computers from malware.

4.Sports Facilities Maintenance: The Games and Sports section in the institution is being looked after by the Physical Training Instructor. All the sports materials and equipment are stored in a sports storeroom under the supervision of the Physical Training Instructor. The Physical Training Instructor maintains the record of all the sports equipment available in the college. The college purchases the new sports equipment after receiving requisition from physical training instructor through purchase committee of the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities is over. There is a playground inside the campus where students play different outdoor games like volleyball, cricket, Kho-Kho etc. The college has facilities for indoor game table tennis also. The playground is cleaned and all the courts are marked before the start of the academic year and the inter-college tournaments. The playground and Badminton court are well-maintained by the need-based workers. Sports equipment are checked regularly for their maintenance. The old worn-out sports equipment is replaced when required.

5.Library Maintenance: The library is taken care of by the librarian and library support staff. The college library has subscribed to NLIST programme of INFLIBNET. Users can access the journals and search for books. The library has set its own rules and regulations. Whenever books are purchased, they are enlisted

in the accession register and later, they are made available for the students and faculty. Each student at the beginning of the first semester, are issued a library card and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members at the time of leaving the institution. In the Library, all books are arranged subject wise. The library support staff help in maintaining the books and the other infrastructure in the library. Damaged books are bound in the library. On request from each department, a list of required books is prepared and procured for the next academic year. A nominal penalty is levied for delay in returning the library books or losing them. In the library, the visitors have to sign in the register before entering the library.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 9.72

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
98	130	59	110	42

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.16

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	39	34	35

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 18.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
90	100	225	250	200

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View 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: 0.61

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	1	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 17.54

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 47

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 75

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	3	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	4	3	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 24

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	05	06	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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

Response:

Government Degree college for women Kathua has always been a staunch believer of engagement of students in administrative, co-curricular and extracurricular activities.

The students in the college have always enjoyed an eminent representation in the college administration. They are active members of different committees of the college. They are permitted to participate in the process of approving/ recommending the books to be purchased for the college library. They play a pivotal role in deciding the refreshment to be distributed among the students during the sports NCC and NSS events.

There are student members in the College Club and Societies namely: Geographical Society, Mathematical Society, Eco-Club, Sports Club, Debate Club, Red- Ribbon Club, Science Club, Chemistry Club and Jal-Shakti team. Student Executive and General Body are formed via elections with an objective to promote discipline and decorum in college. It also helps to maintain close and cordial relations between students and teachers of the college. It boosts social harmony among all students and encourages them to work towards their cultural and academic development.

There is a cultural committee in the college which is dedicated to constantly guide and encourage the college students to participate in the various co-curricular and extracurricular activities. The college has a Mullti-Purpose Hall, where our young talent is nurtured. The college organizes various activities in the campus from time to time which lays a solid foundation for students to compete at intercollegiate/state level/national level / international level. Our committed students have given us various moments to cherish and celebrate. To give an insight of the engagement of students in various co-curricular and extracurricular activities, here are the names of few high achievers of this college:

- One of our students, Ms Resham (NSS Volunteer) has made us proud by attending
 - National NSS RD camp 2016 , New Delhi
 - National NSS adventure camp Manali , 2016
 - International youth delegation to Vietnam ,2016
 - Tania Gupta, secured second position in 8th Kathua District Rifle Shooting, Championship held from 27-29thJuly 2018.
 - Ms Jahanvi Jasrotia secured first position in debate completion organized by Hindi sahitya Mandal Jammu on 29 September, 2018.
 - Ms Sonika, NCC Cadet attended Annual Training Camp Serial No. J-3and participated in Firing on 23rd May 2019.
 - Skilva Mahotra secured third position in inter- collegiate quiz competition on “Life and

Preaching's of Guru Nanak Dev ji on 5th November, 2019.

- Mona Rajput, NCC Cadet of our college represented J&K at Special National Integration Camp at Port Blair, 29, Nov 2019.
- Tania Gupta secured first prize in Poster making during 31st Road Safety week 2020, organized by Government of J&K, Motor Vehicles Department, Kathua.
- The college cricket, Kho-Kho, tug of war team stood 1st in Sports festival 2020 held at GDC Kathua. The players of the college have won one gold and five bronze medals in inter-collegiate Wrestling championship-2021.
- Ms Smriti successfully completed National Level Online Quiz organized by Department of Library, Anantrao Pawar College of Engineering and Research, Pune.
- Ms Kamakshi Andotra, NSS Volunteer has been selected for National RD Camp 2022, New Delhi.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 21.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
31	26	21	18	12

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Govt. Degree College for Women Kathua has framed an Alumni Association in which the outgoing students of the college has been registered. The main objective of the Association is to work in close association with the college authorities for the overall development of the college. At present, there are

about 250 members of this Association. All the members of the Association are engaged in promoting the cause of their alma mater and the society in general. The registration of The Alumni Association is still pending. The Alumni of the college have given their valuable feedback about the actions that can be taken to upgrade the facilities available in the college. In response to the appeal by the principal, the alumni ensure to provide utmost possible assistance to the college authorities.

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

Response: E. <1 Lakhs



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

GDCW Kathua, through effective governance, institutional planning and development, prepares strategies to improve the quality of higher education for women students. The focus of the college is on areas such as academics, administration, financial management and infrastructure development. The governance ensures that the execution of educational programs reflects the institution's vision and mission. The Principal is the Head of the institution and is vested with powers to ensure the proper conduct of the academic programmes and extension activities. To ensure effective governance, the institution has framed several committees like the College Advisory, College Development, Admission, Grievance-redressal, CASH, Scholarship & Financial Aid and IQAC etc.. The academic, administrative, co-curricular and extra-curricular activities are conceived, planned and executed by conducting regular meetings and frequent interactions with all the stake holders. The examination related responsibilities are shouldered by the convener of examination assisted by his team. The college functions in compliance with the directions and norms of the Higher Education Department. The admission of students is in accordance with the government regulations.

Government college for Women, Kathua is the first women college of the District Kathua established in 2005. It is always driven by the need to empower women and make them independent, successful and professional. In line with the vision and mission and the national need of inclusion, the College has initiated many programmes and has students from economically and socially weaker sections of society and first-generation learners. Skill enhancement courses form an integral part of the curriculum that has equipped the students with appropriate hands-on skills with continuum approach that help them to be job ready in the competitive market with comprehensive specialization. The institution understands the importance of Integrating Cross-cutting issues with the curriculum for quality education and all-round development of students. Subsequently, courses like Guidance and counseling, Gender sensitization and Solid waste management are offered by the Institution to promote gender equity and awareness regarding environmental issues. Students are given abundant opportunities to groom themselves and learn skills of leadership that help them to deal with their peers, team building, resource utilization, confidence building etc. The college boosts self-confidence, high self-esteem and social skills in the students by exposing them to different activities like debate, quiz, seminars, cultural etc. The students are also exposed to the external environment by their participation in events conducted by different institutions. Institution fully believes in the policy if you educate a Women, you educate Whole Society. For this, college has introduced many multidisciplinary courses which is according to National Education Policy 2020. For quality teaching learning process, the teachers are encouraged to use modern teaching aids. As for as ICT based infrastructure in teaching learning and administration is concerned, college has 52 computers, one smart class room, Four classrooms with digital Interactive panels panels, two LED televisions, laptops two Sony Handicam, three Xerox copiers, and a 25 KV Genset in the campus.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

For the constructive internal coordination and monitoring mechanism, the college promotes the culture of decentralization and participative management. All the Departments of the college functions under the overall supervision of the Principal. The college administration functions in a transparent and decentralised manner. The teachers are involved in all the decision making processes through different committees. The college staff elects staff secretary to address staff related issues in the college. Day to day academic activities of the Departments are handled by the HODs. From time to time, the Principal conducts meetings with HODs of the different Departments/members of the different committees to discuss various issues. The decisions taken in the meeting are recorded as minutes of meeting and are approved by the members of the committee and principal for their further implementation. The following committees are in existence to decentralize the academic and admission activities

- College Advisory/development committees
- IQAC Committee
- Purchase Committee
- Library committee
- Admission Committee
- Canteen committee
- Tour and Picnic Committee
- Press Release Committee
- Financial Aid/Scholarship Committee
- Cultural /Debate/Talent Hunt Committee
- Science Club
- College Bus/Genset Committee
- Discipline Committee/Anti ragging Committe
- College Magazine/Newsletter Committee
- Examination Committee
- Assessment Record compilation Committee
- E-mail Response Committee
- Career Counseling & Placement Cell
- Local Fund Employee Committee
- Sports Committee

For decentralization of funds received from the administrative department for a particular component, the principal calls the meeting of the concerned committee , the convener of the committee conducts the meeting under the chairmanship of Principal of the college. The various issues are discussed regarding proper utilization of funds and codel formalities to be adopted. After then orders are placed for the execution of the work. The execution of work is monitored by the members of the committee and principal

as well.

Case Study: Conduct of Two days student workshop on “ Blessings of Science”

Objective: To create awareness about current issues in science among the students.

Planning: The proposal for conducting the Two days Student Workshop was sent to The Joint Director, JKST & IC, department of Science and Technology, Gandhi Nagar Jammu, for approval vide letter No. GDCWK/1768/17 dated 07/12/2017. After getting the approval, the Convener of Science Club conducted the meeting on 27/02/2018 under the Chairmanship of Principal Dr. Kulvinder Kour. The whole process and modalities for conduct of workshop were finalized in the meeting and minutes of the meeting were framed and approved through the committee and principal.

Execution: The different sub-committees were constituted for the different activities to be carried out for smooth conduct of the student workshop and the members of the constituted committee were intimated about their duties. The members of the sub-committees completed their assigned duties under the guidance of convener. The workshop was successfully organized on dated 15-16 March, 2018 in collaboration with J&K Science Technology and innovation council, Jammu & Kashmir.

Outcome: The workshop fulfilled its objectives of creating awareness about current issues in science among the students. It was successfully organized due to decentralization of work among teaching and non-teaching staff.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college is a Government Institution and is wholly financed by the Higher Education Department. Every strategic/perspective plan for the development is estimated through the agencies of Government of J & K and has to be intimated to the Higher Education Department, Govt. of J&K for necessary approval before finalization.

Due to the multidisciplinary approach of the Institution, the college has constantly increased demand of additional classrooms where as the existing classrooms are insufficient to accommodate all the students with different subjects. So, the college administration chalked the plan to meet the immediate requirement of class rooms by constructing 4 additional classrooms and one pre fabricated lecture hall for industrial skill courses. The DPR's were prepared through PWD Department and submitted to Higher Education Department for approval and release of funds. The director planning and finance discussed the matter with the principal by calling a meeting. After that, funds were released for the execution of work through the concerned agency.

Case Study: Establishing browsing Centre with a view to make easier encourage and support the essential teaching and research goals of the college.

Objective: To create awareness among students to use internet facility through browsing centre for their course or project work.

Planning: The proposal for establishment of browsing centre in this college was sent to the Department of Higher Education through our college by worthy Principal. An amount fo Rs. 10 Lac was released by Higher Education Department vide letter No. HE/Plan/637/2020 dated 14-01-2021 for establishing browsing Centre. The whole process and modalities for establishment of browsing centre was discussed in the meeting which was conducted by the Convener of science club under the chairmanship of Principal Dr. M. S. Pathania & minutes of meeting were formed & approved through the committee and Principal

Execution: The Browsing Centre was established for different activities to be carried out with a view to facilitate, foster and support the essential teaching and research goals and students have access to computers for their course or project work. The browsing centre is under 24x 7 surveillance implemented through two no. of high-definition CCTV cameras. The browsing centre is equipped with power back up facility through 6 KVA online UPS. There is one Heavy duty print scan copy printer installed in the centre to provide printing facility to the staff and students. All the computer in Browsing Centre is put on networking, implemented through a 16 port Switch. One LED panel has also been installed in the Browsing centre.

Outcome: The Browsing Centre helps in teaching process. Students have access to computers for their course, project work and also used it for filling up of choices of their course during online admission. The transit node operational at the computer centre is also providing Email/Internet services to its students. The Centre is having Internet/Email, Programming, and Word processing rooms to enable users to execute various tasks.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Administrative Setup

1. Commissioner Secretary (IAS Officer appointed by state Govt.)
2. Director Colleges (Senior Principal appointed by state Govt.)

3. Principal of the College

3.1 .a)Section Officer

3.1. b) Senior Assistant

3.1. c) Accountant

3.2. a) Convenor of various committees (Associate/Assistant Professor)

3.2 b) Members of various committees (Associate/Assistant Professors)

The college is governed by Department of Higher Education of State Government. The head of the Institution is Principal of the college who constitutes various committees and cells for the smooth administration and management. All these committees and cells take care of curricular and co-curricular activities of the college keeping in mind the quality aspects mentioned in the vision and mission statement of the college. These mainly include the committees like IQAC, Grievance Redressal Cell, Student Welfare Committee, Anti-Ragging, Scholarship (SC, ST, Minority, EBC, SBC, etc.). The employees of the institution are governed as per the service rules of State Govt. The procedure for recruitment and promotions of permanent staff teaching as well as non-teaching is done as per the State Govt. rules. However, depending upon the strength (workload) of the college, staff on academic arrangement is appointed as per the State Govt. rules. To solve the grievances/complaints received, the matter is discussed with the concerned committee members under the able guidance of the Principal and the necessary measures are taken to solve the grievance complaints in the shortest possible time.

Service rules and appointment:

The pay scale, GPF/NPS facility, service conditions, promotions, working hours, holidays and vacations for staff members are as per the norms laid down by Department of Higher Education, UT of Jammu and Kashmir. For the service conditions and rules, the Institute follows the rules and regulations laid down by Department of Higher Education, Union Territory of Jammu and Kashmir. The recruitment is done by JK Public Service Commission as per the guidelines of UGC.

Promotional policies: All the promotions of teachers and non-teaching staff are made as per the career advancement scheme (CAS) setup by UGC and Department of Higher Education, UT of Jammu and Kashmir.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration

- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View 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:

The college administration allows the teaching staff to undergo various professional development programmes through refresher courses, orientation programmes, workshops and seminars. The college also organizes workshops and seminars for the professional development of its faculty members. Computer Trainings are also organized for the non-teaching staff by the Department of Computer Science. There is also a provision for financial aid in case of mishappening for teachers, 7% Teacher Welfare Fund is deducted from the remuneration of exam duties and evaluation which can be claimed in case of mishappening.

Some other Welfare measures for teachers are:

1. Increments:

Teaching

Annual increments on emoluments

Tuition Fee for the wards of employees

Non-Teaching

Annual increments on emoluments

Tuition Fee for wards of the employees

2. Leave

Teaching

Earned leave subject to performance of duties during the vacations.

Various kinds of Leaves viz. Casual, Maternity, Child Care and Sick Leave as per the rules of UT of Jammu and Kashmir.

Paternity leave for male employees

Medical leave

Duty leave for attending conferences, congresses, symposia and seminars, delivering lectures in institutes and colleges.

Non-Teaching

Various kinds of Leaves viz. Casual, Maternity, Child Care and Sick Leave as per the rules of UT of Jammu and Kashmir.

Paternity leave for male employees.

Earned Leave for Non-Vacational Staff.

Earned leave for Vacation Staff if they are engaged during vacations for a certain duty.

4. Health

Medical reimbursement for Teaching and Non-Teaching Employees.

File Description	Document
Upload any additional information	View Document

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	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: 3

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	02	02	03	04

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 59.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	10	13	11	12

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The Institute has adopted crucial steps to strengthen the performance of the teaching faculty. Thus, to further nourish and enhance the quality of performance of the faculty members on the professional and personal front, the Institute conducts an Annual Performance Report of each and every faculty member. There is a well-designed assessment form, which covers all the crucial areas of the teaching faculty member to be appraised on with regard to the work load, books prescribed, professional development courses attended and organized, research publications, books and chapters authored. Each faculty member fills Annual Performance Report periodically in the prescribed format given by Higher Education Department. 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 and research and academic contribution. Besides this, Department of Higher Education, UT of Jammu and Kashmir has also made it mandatory for every teaching faculty to submit their monthly progress report regarding the teaching, extra-curricular, professional development and research activities conducted by them during the month. Also, the Academic Performance Indicators are to be submitted by the teaching faculty to Higher Education Department for placement to the next grade after verification from IQAC committee of the college and recommendation from the principal of the college. The self-appraisal also enables administrative and non-teaching staff members to evaluate their work priorities and performance. However, their Annual Performance Report's format is different from the teaching staff. The self-appraisal report is submitted to the higher authorities confidentially by the principal of the college. At the end of every academic year, Principal evaluates each non-teaching faculty member through the Annual Performance Report as per the designated format. The Performa for Non-teaching faculty includes evaluation on punctuality, commitment and readiness to assume responsibility.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Financial Audit is an annual activity which the college undergoes regularly. There are two kinds of external financial audits conducted annually, one by the Finance Department of State Govt. and the other by the Accountant General (AG). The queries raised by these auditors through different para's are properly answered by the college. The salary is reconciled by the Accountant General (AG) office. The financial matters are routed through cashier and accountant.

The Account section and the Principal periodically review the expenditure of the previous year and also plan and scrutinize the proposed budget for the forth coming year. This budget proposal is presented to the Director Planning Higher Education department for approval. The Account section and the committees framed within the college, guided by the Principal are responsible for managing the funds received. The works are executed by the executing agencies of the Govt. On completion of the project, utilization certificate and audited statement of accounts are forwarded to the Director Planning and Director Finance, Higher Education department. The financial transactions for expenditure are made through Treasuries/BEAMS and funds are received through BEAMS. This procedure for financial transaction is more effective and ensures greater transparency with the proof of Transactions.

During the last five years, following audits have been done

1. Audit by Account general (Audit J&K) is conducted after every five years and its last Audit was done in 2019-20 on all Govt. Funds.
2. Special Audit by Directorate of Audit & inspection, Govt. Of Jammu & Kashmir is conducted after every two years and was done in 2017-2018 and 2019-20 on all the Govt. Funds.

Audit Objections are settled by replying and explaining the objections para-wise in written form.

Internal Audits were conducted from time to time in the college like Purchase bill approval through purchase committee of the college, Tax verification of employees every year, Seventh Pay Fixation/Arrears and Stock Verification of existing infrastructure.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The College mobilizes funds in the following ways.

1. Funds are received as grants from the government funding agencies. The college receives funds as grants from the State Government to meet the salary or other expenses or Infrastructure grants to run the college.
2. Fee collected from students: The other source of funds in college are fees collected from the students as admission fees. The Institution collects admission fees of the students under different heads like practical fee, games funds, picnic and excursion fee etc. as notified by the Higher Education department. The collected fees are deposited under different account heads of the college. Some portion of it is utilized for the purpose for which they are collected as per the norms of Govt. Some portion of the collected fee is submitted to University of Jammu or Higher Education Department as fees under different heads or Local fund. In order to ensure optimal utilization, the funds are spent through well mechanized procedure. The requisition for a particular work/activity is submitted by the HOD/Convenor to the principal for approval. After that a particular work/activity is conducted by the HOD/Convenor. The principal along with the framed committee members are responsible for planning and assessing the expenditure incurred for various works/activities.
3. The College Development Committee and Repair and Renovation Committee looks after the maintenance of buildings, class-rooms and laboratories. The maintenance work is done round the year to ensure the effective utilization of physical, academic, and support facilities. The College Development committee assesses the requirements and tries to address the infrastructural related problems in college. The college building comprises of classrooms, laboratories, Principal office, office, staff rooms, library and toilets. The college building demands renovation or maintenance from time to time. In order to renovate any part of building, a certain mechanism is followed. The college repair and maintenance committee examine the repair work. Depending upon the requirement, a market survey is conducted and the work is executed after completing all codal formalities at competitive rates at shortest possible time. In case of major infrastructural requirements, the college development committee writes to the Civil executing agencies to submit a DPR for a particular project. The DPR is submitted to the administrative department for approval. The approved DPR's are then tendered to get the works executed. The purchases of the college are mostly carried through Gem or approved agencies. The financial transactions for expenditure are made through Treasuries/BEAMS and funds are received through BEAMS.

File Description	Document
Upload any additional information	View Document

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 quality policy has contributed to institutionalizing the quality assurance processes in the following areas to augment the quality culture:

1. Use of ICT for teaching –learning

On the basis of the current development in the field of teaching, the following steps have been taken for introducing the use of ICT for teaching-learning process.

- The four number of classrooms in the college has been provided with digital Interactive panels for the conduct of classes through digital means.
- One smart room has been setup with high-tech facilities like interactive digital board, a laptop and a podium.
- The computer and botany laboratory has been provided with Interactive boards to carry out presentation in practical. The computer laboratory has been provided with Wi Fi and LAN facility.
- The Physics, Chemistry, Zoology and Geography laboratory has been provided with a portable projector to demonstrate the practicals.
- The college multipurpose hall has been equipped with Kyan projector and screen to convert it into a smart seminar hall.
- The library is under the process of up dation from the traditional system to the automated library management system.
- The bandwidth of Wi Fi of Internet connection is more than 50Mbps.
- The college has its own website which is updated on regular basis to provide latest information relating to academics, committees, examination, results and other notifications like tender notices. Most of the academic and administrative processes are online and fully automated
- The Browsing Centre has been set up in the college with 10 computers and internet facility.
- The faculty was deputed for training on ICT through NIELIT, Jammu.
- Faculty has prepared E-Content that has been loaded on college website and the outcome is promising to the college.
- Online feedback system is introduced for feedback on curriculum, teacher and alumni.

Clean and Green Campus

With the aim of maintaining clean and green campus and to create awareness regarding environment and Swachhta, certain crucial steps have been undertaken. The goal of the given practice was to maintain eco-friendly campus by adopting new strategies and methods and to organize various activities involving students to promote Swachhta in campus and society. The students are motivated to promote the Reduce,

Reuse & Recycle the resources. Extension activities have been conducted to imbibe the spirit of cleanliness. The use of LEDs in college campus has led to the saving of electricity bill. Waste management practices have been implemented. Students and faculty members in the campus are seen using and promoting them. One side of blank page is reused for printing purposes. The use of plastic bag has been reduced and instead promotion of use of paper and cloth bags has been done. The plantation drive is conducted every year in the campus. The institution has undertaken the green initiatives to sensitize the students and staff by drafting its Green Policy, Environment Policy and Swachhta Policy and uploading it on college website. The campus has a well maintained lush green ground. The flower beds are properly maintained with different varieties of flowers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Govt. Degree College for Women was established in year 2005 by Govt. of J&K. In 2005, only the Arts stream was offered but in the year 2010 Science stream was introduced in college. The college is striving continuously to improve and sustain quality in all the aspects of education. The principal, teaching and non-teaching staff, students and other stake holders jointly contribute to make this college as an institute of excellence. The below tabulated initiatives have been made by the institution for its incremental improvement:

S.NO	PARTICULAR	EARLIER	NOW
1	Number of Smart Classroom	Year	Number
		2016-17	0
		2017-18	1
		2018-19	1
		2019-2020	1
2	Number of Classrooms with Digital Interactive panels	Year	Number
		2016-17	0
		2017-18	0
		2018-19	0
		2019-2020	0
3	Number of Laboratories with	Year	Number
			Year

	Interactive Board	2016-17	0	2020-21	
		2017-18	0		
		2018-19	0		
		2019-2020	2		
4	Number of Laboratories with projector	Year	Number	Year	
		2016-17	0	2020-21	
		2017-18	0		
		2018-19	2		
		2019-2020	2		
5	Multipurpose Hall with Kyan projector and screen	Year	Status	Year	
		2016-17	Screen	2020-21	
		2017-18	Screen		
		2018-19	Screen		
		2019-2020	Screen		
6	Establishment of Browsing Centre	Year	Status	Year	
		2016-17	0	2020-21	
		2017-18	0		
		2018-19	0		
		2019-2020	0		
7	Establishment of E-Content Centre	Year	Status	Year	
		2016-17	0	2020-21	
		2017-18	0		
		2018-19	0		
		2019-2020	0		
8	No of Online UPS	Year	Number	Year	
		2016-17	1	2020-21	
		2017-18	1		
		2018-19	2		
		2019-2020	2		
9	Internet Facility	Year	Status	Year	
		2016-17	2 VPN Connections	2020-21	
		2017-18	2 VPN Connections, Jio Fiber Wi Fi		
		2018-19	2 VPN Connections, Jio Fiber Wi Fi		
		2019-20	2 VPN Connections, Jio Fiber Wi Fi		
10	Teaching Staff	Year	Number	Year	

		2016-17	17	2020-21	
		2017-18	21		
		2018-19	22		
		2019-20	27		
11	Non-Teaching Staff	Year	Number	Year	
		2016-17	11	2020-21	
		2017-18	13		
		2018-19	12		
		2019-20	11		
12	Preparation of Resource Material	Reference Books, Notes & other text books		Reference Books, Notes, other Tube, Journals & E-content	
13	Teaching Methodology	Use of White Board/ Overhead Projector		Use of White Board/ Overhead Panels/Interactive Board/Wise A	
14	Number of Water Points in the college	Year	Number	Year	
		2016-17	2	2020-21	
		2017-18	2		
		2018-19	3		
		2019-20	4		
15	Number of books in the library	Year	Number	Year	
		2016-17	6266	2020-21	
		2017-18	6725		
		2018-19	7102		
		2019-20	9072		
16	CCTV Cameras in campus	Year	Status	Year	
		2016-17	NIL	2020-21	
		2017-18	12 Cameras installed		
		2018-19	Working		
		2019-20	Working		

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above	
File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution shows gender sensitivity by providing facilities such as:

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

1. Safety and security;

- **Security cameras:** CCTV Cameras are installed at strategic locations for continuous surveillance of the premises and for tightening security in the college.
- **Close- Gate System:** The College has a close gate system, which means that the gate close at 11 a.m. in the morning and there is no free movement for entry or exit during class hours. Only approved visitors are allowed by the gatekeeper.
- **Internal complaint committee:** An internal complaint committee is established to solve the problems faced by students. A complaint box is placed in the college where students can put their complaints without revealing their names. Once a week, the box is opened by the senior most faculty members along with the other faculty members and proper action is taken on the complaint received.
- **Sexual harassment committee:** Sexual complaint committee is also functioning in the college in which any student or any staff member can approach the committee members in case of any type of sexual harassment faced at the workplace.
- **Anti-ragging committee:** As per the directions of the Supreme Court, ragging is banned in the college. An anti-ragging committee is well in place in the college to take stern action against the students if found guilty.
- **Women development cell:** The College has a dedicated Women Development Cell for the welfare of female students. In order to empower students on moral and ethical values, the cell takes various steps.
- **Identity Cards:** The college also manages to provide the identity cards to students which carry all the important information such as: Name, DOB, Parentage, Contact details of the respective candidate

2. Counselling:

A career-counselling cell is also functional in the college. The committee members counsel the students during admission and help them to decide and choose the subjects as per their ability and interest. Guidance is provided to the students throughout the session to motivate them to continue their studies especially the married ones. The final semester students are also guided to choose various fields of their

interest. The students are motivated to join N.C.C. and N.S.S. and are felicitated for their achievement and made an exemplary figure for the next generation of students. The College Counselling cell also interact with the students on various problems faced by them and also provide them awareness about gender sensitization issues. A course on “Gender Sensitization” also has been introduced in the subject of Sociology. Remedial classes are also run by various departments. Through mentors, students are provided counselling.

3.Common Room: The students are provided with a girl’s common room where they can have a leisure time and rest in between free periods. It has attached washroom with dustbins. Also, there is LED TV in common room for the student’s recreation purposes.

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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The college is responsive towards environment protection and emphasizes in generating less waste and reuse it, if feasible, in every possible way. There is a waste management mechanism for proper disposal of different kinds of wastes viz. solid, liquid and e-wastes. From time to time, the college undertakes awareness drives for effecting cleanliness and management of wastes, both within and outside the campus.

Solid Waste Management:

- For the collection of regular solid waste products, garbage bins are kept at different places in the campus for maintaining the cleanliness.
- The solid wastes viz. dry leaves, paper cups, glass, cans and metal waste are collected by the cleaners on a daily basis.
- The entire college campus has been declared as a plastic-free campus. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of prohibited plastic items by all the concerned.
- Waste papers printed on one-side are again used for second time printing on the reverse blank side for miscellaneous purpose.
- The college also time to time organize exhibition of items made from the waste material.
- Large number of cleanliness and plantation drives were also organized in the college campus by the NCC and NSS unit.

Liquid waste management:

- Liquid waste from the points of generation like the canteen, laboratories, and toilets etc. is let out into a proper drainage facility in order to avoid stagnation.
- Cleaners are engaged on a regular basis for ensuring that the drains are not blocked to avoid stagnation of liquid and solid waste in the campus drains. This is done so as to maintain proper hygiene in the college campus.
- **E-waste management**
- E-wastes like non-working computers, monitors, printers, memory cards, mother boards, ink cartridges, etc. are stored in a separate e-waste stock room or repaired for further use.
- E-waste such as computers and electrical and electronic parts which are not usable is very less in quantity.
- The cartridges of laser printers are refilled and used.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**

3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts

- 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Government Degree College for Woman Kathua has implemented several measures to make the college an inclusive campus. This is the only Govt. Woman College in the town. Most of the students taking admissions in the college belongs to the nearby villages.

- GCW KATHUA strictly follows the reservation policies laid out by the government of India from time to time for the admission of students. The appointments of teaching and nonteaching staff is also as per the reservation policy of Govt. of India being conducted by JK Public Service Commission and JK Service Selection Board respectively..
- The college also promotes several financial assistance/scholarships provided by the governments of India, State governments and non-government organisations to facilitate access to financial assistance among students from weaker sections/financially weak..
- The college has carrier counselling cell to help the students at their crucial stage to plan achievable goals and take appropriate decisions regarding their careers.
- Various festivals are celebrated in the campus such as Lorhi , Eid , Holi and Diwali etc. to promote the spirit of inclusiveness.
- International yoga day is celebrated on 21st June everyyear in which a large no. of students actively participate under the expert supervision to remain physically fit and to relieve the stress of daily life.
- College celebrates National days i.e. Republic day, Independence day everyyear to inculcate the value of unity of India.
- The theme-based activities are also observed like Hindi Diwas, International youth day and Women's day etc.
- Teacher's day is celebrated as a mark of respect to commemorate Dr Radha Krishan a great teacher and philosopher.
- The Gandhi Jayanti is celebrated in the college to pay tribute to Mahatma Gandhi by organising various activities like cleanness drive , symposium, painting and poster making competition etc on the theme of Gandhian thoughts.

- To commemorate the birth anniversary of Sardar Vallabh Bhai Patel as Rashtriya Ekta Diwas, college organises various program every year.
- The celebration of NSS day takes place every year on 24th Sep in the campus involving culture programs where staff, students and NSS volunteers actively participate and share their views and experiences.
- The students are encouraged to participate in sports events to promote the spirit of inclusiveness.
- The SC/ST/OBC/Minority Cell has been framed in the college to look after the welfare measures to be taken for the upliftment of all sections of the society.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The College designs various activities to create awareness about the national identity and symbols.

The college celebrates Independence Day on 15th of August every year. The various NCC students from the college participate in the Parade ceremony in the District Stadium. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Moreover, parades and patriotic song competitions are also organized among students to spur the love for the motherland by the NCC and NSS students of the college.

Every year on 26th January, College celebrates Republic Day in its campus with great gratification to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution. All students, teachers, non-teaching staff of the college take an oath on this day to ensure that the constitutional values and rights are preserved for the betterment of the country. Many other activities like Slogan writing, Poster competition, Paintings are exercised to create awareness about the constitution of India.

College celebrates Constitutional Day every year on 26th November to commemorate the adaptation of the Constitution of India. The day highlights the efforts of the makers of constitution. College also celebrates Voters Day to bring awareness among the general masses about the importance of the vote.

College organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. College also celebrates Women Day to mark the achievements of women throughout the history. Similarly, it celebrates World Environment Day on the 5th of June every year to ensure the environmental concerns are addressed. Similarly, it also organizes *Cleanliness Drives*. The drive is aimed to promote the importance of cleanliness. Hence, in this way, the college ensures that the Constitutional values, rights, duties, and responsibilities of citizens are promoted and served.

Electoral Literacy Clubs are being set up in the country to promote electoral literacy in all age groups of the Indian citizens through engaging in interesting activities. Electoral Literacy Clubs is being set up in the college targeting the new voters, (in the age group of 18-21 years old) pursuing their graduation. An Electoral Literacy Club is a platform to engage students through interesting activities and to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. It helps the students to understand the value of their vote and exercise their voting right in a confident, comfortable and ethical manner.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Govt. College for Woman Kathua celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens.

- Independence Day and Republic Day are celebrated in the college by hoisting the Indian flag.
- Hindi Divas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of the country.
- International Matra Bhasha Divas (Mother Language Day) is observed on 21st February to promote the preservation and protection of our mother language.
- International Women's Day is celebrated on 8th March with great zeal and enthusiasm. On this occasion, various cultural programmes and debates are organised in the college to celebrate women-power.
- World TB day is celebrated on 24th of March. On this occasion, success stories of TB patients were shared with students and multi drug resistant and extremely drug resistant survivor were facilitated.
- International Yoga Day is celebrated every year on 21st June to mark the practice of self-discipline and tradition of well-being continuing for thousands of years in India.
- Red Ribbon Club of GDCW Kathua in collaboration with AIDS department of Health and Medical Education Jammu and Kashmir state celebrates International Youth Day on 12th August.
- World AIDS day is celebrated on 1st December to create awareness regarding AIDS, among the students.
- Teacher's Day is celebrated in the college on 5th September with great enthusiasm. On this occasion, students honour their teachers by presenting mementos to them and appreciate their role in shaping their future.
- NSS and NCC units of GDC for Woman Kathua celebrate Constitution Day on 26th of November. To mark the occasion, Preamble of the constitution and fundamental duties were read by the students.
- NSS Day was celebrated on 24th of September in the college. NSS volunteers enthralled audience with their colourful cultural performances. A poster making competition was also organised.
- The Gandhi Jayanti is also celebrated in the college to pay tribute to Mahatma Gandhi by organising various activities under Swatchta Pakhwara like: Cleanliness Drive, Painting and Poster making Competition, Symposium etc. on the theme of Gandhian Thoughts.
- The Birth Anniversary of Sardar Vallabh Bhai Patel is also celebrated by Govt. Degree College for Woman Kathua as "Rashtriya Ekta Diwas".
- World Environmental Day is also celebrated on 5th June in the College campus and a plantation drive is also organised by EVS department and Geography department.
- World Ozone Day was celebrated by GDCW Kathua on 16th September by the ECO club "GAIA" in collaboration with Department of EVS.
- Govt. Degree College for Woman Kathua celebrated "550th Prakash Parv" on 13th November (Birth Anniversary Guru Nanak Dev ji) by organising an Inter collegiate Symposium on "Teaching of Guru Nanak Dev Ji and The Contemporary World".

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Title of Best Practice: Execution of Online Classes

The aim of the college is to reach each and every student of the college in normal time or pandemic or any other crisis.

Objectives

The New Education policy envisions an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high-quality education to all, and thereby making India a global knowledge superpower.

Online teaching is an educational medium that allows students to participate in courses via the internet. They don't need to visit lecture halls or classrooms, and they can choose to learn whatever they want from the comfort of their own homes.

The whole education system from elementary to higher education level has been collapsed during the lockdown period of the novel coronavirus disease (COVID19) not only in India but across the world. It was the biggest challenge to the education institutions to provide the education. GDCW Kathua took this challenge and came out with the online mode of education, which is also known as E- Learning. Most of the students (girls) in the college come from far flung area of Kathua district and it was difficult for them to reach the college in view of COVID restrictions so the college started online teaching-learning process and made the following objectives for Online Teaching.

The Major Objectives of Online Classes

- *To enhance the quality of learning and teaching.
- * To meet the learning style or need of students.
- * To improve the efficiency and effectiveness of teaching.
- * To improve user accessibility and time flexibility to engage learners in the learning process during the

pandemic.

*Motivation: as mentor helping learners develop their own understanding of content.

*To enhance dynamic interaction between task, instructor and learner.

* The recent rise in epidemics and pandemics necessitates to be ready with the alternative modes of quality education whenever and wherever traditional and in-person modes of education are not possible. In this regard, the National Education Policy-2020 recognizes the importance of leveraging the advantages of technology while acknowledging its potential risks and dangers.

Concept

The concept of traditional education has changed radically within the last couple of years. Being physically present in a classroom is not the only learning option. Nowadays, the students can have access to quality education whenever and wherever they want, as long as they can get online. The following points helped the college to execute this concept.

Flexibility

In GDCW Kathua, online education enabled the teacher and the student to set their own learning pace and there was added flexibility of setting a schedule that fits everyone's agenda. Studying online teaches you vital time management skills, which makes finding a good work-study balance easier.

It offers a wide selection of programs

A growing number of universities and colleges are offering online version of their programs for various levels and disciplines. In GDCW Kathua, students learnt regular as well as Industrial skill courses through online classes in 2020 and 2021.

Accessibility

Online education enables you to study or teach from anywhere in the world. This means there's no need to commute from one place to another or follow a rigid schedule. On top of that, not only do you save time but you also save money. In GDCW Kathua, the teachers conducted the classes from the campus/home during the lockdown period and were able to reach to the students from far flung areas of district Kathua.

Context

It is clear that E- Learning is the acquisition of knowledge which take place through electronic technologies and media. In GDCW Kathua, the fundamental elements of online education implementation included teachers, materials and students. Its features included clear organization and structure of online materials, frequent opportunities for students to practice new knowledge or skill, immediate and targeted feedback. Apart from this, it was seen that the evolution and use of system and technologies like Wise app/Zoom app favoured the development and expansion of online education opportunities to the students of the college. Online learning proved to be effective especially in the case of shy students who usually do not have the courage to speak up and express themselves in the classroom.

The Practice:

The Covid-19 has resulted in educational institutions shutdown all across the world. The college authority decided to take classes in online mode so that the studies of students may not suffer and they can complete their syllabus before time. Online teaching process started after the formal notice issued by the Higher Education Department. After that, the college framed Time Table Committee comprising of various faculty members for the smooth conduct of online classes. All the teaching faculty followed the order given by the administration for conduct of online classes. The first step for online classes was to frame the time – table for all the three semesters. The college table committee framed it so that there may not be clash in conduct of online classes by the faculty members.

The Higher Education Department had recommended Wise App, a web app for educational institutions to take classes in online mode and mentioned that if any problem occurs while using this app (wise app), the institutions can take classes through another online mode or web portal. The teachers of GDCW Kathua took their classes mostly on Wise app and they also took the help from Zoom, Google Meet, WhatsApp to deliver lecture or provide the course material and information related to their courses. The students were encouraged to utilize social media channels or set up virtual discussion groups to work together. Online teaching has made aware about the different modes of teaching to the faculty of college which helped in teaching with new tools of technology like using the white board, power points and video lecture etc. through the apps. Even the exams and evaluation were also conducted online.

Online teaching allowed both the teachers and the students to know each other more personally. In online classes, students found it more comfortable to open up and ask questions which otherwise they find it challenging to ask. They feel, uncomfortable while putting their questions in front of everyone in offline classroom. Besides, the teachers also invested more time on one student at a time. A teacher was also able to personalise the lesson according to the requirement and convenience of the student. Even chat boxes are available in the apps, which allowed the students to put on their questions without disturbing the whole class. The teacher went through the questions while delivering the lesson and explained accordingly. The teachers used to make groups on WhatsApp, wise app etc. and the students were added on them, they delivered important instructions and course material through them.

Teaching online mathematics and science courses was very challenging because of the limited resources available to the instructors at home and the online courses came out to be less successful than the traditional face-to-face courses offered on campus in case of mathematics and science courses.

Evidence of success:

Most Important success evidence of online teaching was that each and every faculty member learned this technology and took it as a challenge so that students should not suffer at the time of crisis. With the help technology, the college faculty not only come to know about teaching online but also took the part in the webinars, refresher courses, paper presentations, meetings and workshops. Online mode has not only opened the door for faculty/students in the state but also in other parts of India and the world where they participated in various events/activities. The syllabus was completed within the time. Apart from this, the execution of online classes by the college faculty saved the time and money of college/students because it did not require much maintenance charges of infrastructure resources, paper and sheet for the test and exams and students easily attended classes from their homes. As GDCW Kathua is working on Green Campus objectives, this aspect gave a plus point to enhance the clean and green college environment.

It was found that the online classes helped the students to feel more comfortable than in the classroom because the shy students participated most of the time in the online classes.

Problems encountered:

- **Adaptability Struggle:** Switching from traditional classroom and face to face instructor to computer- based training in a virtual classroom made the learning experience entirely different for students.
- **Technical Issues:** Many students were not provided with the high bandwidth or the strong internet connection that online courses require, and thus fail to catch up with their virtual classroom.
- **Computer Literacy:** Students are generally tech savvy, and thus able to manage apps well but still lack of computer literacy was a major issue among the students of college.
- **Lack of Interaction:** During the online lectures, it's hard to keep students engaged without a teacher's physical presence and face to face contact.
- **Fear of Cheating:** Sometimes teachers felt concerned about the risk of cheating in online learning. They felt that students can cheat to get better results in the tests and assignments.

Conclusion:

Learning is a lifelong process of attaining success. Taking online classes, may have been difficult in the beginning but eventually, everybody adapted to the concept. It has now become the 'new normal' in GDCW Kathua. With the introduction of Online classes, teachers and students learnt many new things and are now more adaptable to the new trends in the education.

Best Practice II

Title- Conduct of Online Examinations

The aim of the institution is to eliminate logistical hassles and drawbacks in the traditional mode of the pen and paper examination. They can conduct online exams anytime, anywhere, while preserving the exam's credibility and integrity.

Objectives of Online Examinations

Organizing and running exams online not only reduces an organization's administrative burden but also cost and time. Following the guideline given by NEP-2020 and instructions of Higher Education department, UT of J&K, GDCW Kathua has conducted online mode of education and online mode of examination from March 2020 to 2021. Following are the main objectives of this practice: -

- To follow the COVID-19 guidelines.
- Conducting assessments that are accessible to all.
- To reduce the paper work.
- Environmentally friendly.
- To reduce administrative burden.
- Flexibility to take exams anywhere during COVID 19.

Context

The introduction of online examination has replaced the conventional system of assessment with the following advantages:

Candidates are used to Digital

Candidates can work on a computer in a way they are familiar with, rather than using pen and paper.

Reduced administrative burden

Online Examination reduced the administrative burden of organizing and running exams while following COVID-19 guidelines. Printing and conducting exams on paper and organizing evaluation of completed scripts is a time-consuming and costly process.

Quicker to mark

It was much quicker to mark online answer scripts from anywhere.

Environmentally Friendly

It was more environmentally friendly with less paper printing and transport used overall.

Flexibility to take exams anywhere

Online examination gave candidates the access to sit in a secure atmosphere in view of COVID-19 from the comfort of their home, which was less stressful and saved time and money going to the college.

Practice of Online Examination:

Current social distancing norms has resulted in adopting new technology for secure online exams process. The Online examination system uses fewer resources and reduces the need for question papers and answer scripts, exam room scheduling, arranging invigilators, coordinating with examiners, and more during the period of COVID-19.

Online examinations were conducted with instruction and guidelines so that the students can understand properly. All the terminal end exams of Semester first, third and fifth were held online in 2020 because of prevalent covid situation in the world. The Internal assessment exams were also conducted online in 2020 and 2021 in theory and practical. Online examinations came out to be more flexible than the written examinations.

Conduct of Online Examination in GDCW Kathua:

The University of Jammu decided to convert the written examinations that used to take place physically within the classrooms into online open-book examinations due to covid pandemic. In GDCW Kathua, online examination system was adopted for the conduct of Internal as well as external examinations after the notification of the University of Jammu. The University of Jammu issued an order regarding this and advised the colleges to conduct external examinations through online open book method. In open-book exams, students were allowed to have their textbooks and other approved reference materials. They can check the material while writing their answers. The ability to find, analyse and apply the information

are tested through this type of exams.

The Examination Committee of the college conducted online exams as per the instructions of University of Jammu. The task of the examination committee was to instruct and help the faculty in setting up of the question papers and creation of google forms/links for conducting the exams. For this, the examination committee issued orders for setting up of question papers by the teachers of various departments. The External Examination of Skill Enhancement courses were also conducted online in 2020 and 2021 for the respective semesters.

The examination Committee also ensured smooth conduct of online Internal Examination tests and proper evaluation of internal test sheets received through the online mode.

- The structure of paper was set up by the teachers of various departments as per the norms of University of Jammu.
- After selecting up the structure of question paper, the further step involved the creation of paper in google forms clearly mentioning the title of the examination through which the students properly identified their subject and semester.
- The next step followed was to set the time limit of examination.
- While conducting the exams, the question paper and link was made available to the students at a scheduled date and time which was notified earlier to them.
- Students sent their completed assessment answer scripts on the scheduled time on the assigned link.

The external examinations of 6th Semester-2021 were also conducted Online by the University of Jammu. The various departments of the college conducted mock test papers for students to practice them for the external examination of 6th Semester. As Online examination is a relatively new concept, mock tests were conducted by GDCW Kathua to help students to prepare psychologically for the exams leaving the unnecessary fear of technology.

Evidence of Success

The practice of online examination was conducted successfully in the college due to which there has been timely completion of conduct of examinations and submission of internal and external awards to the University of Jammu while following the COVID 19 SOPs.

Problems Encountered and Resources Required

- The question and answers may be tricky and confusing as there are multiple choices for answers.
- Network Problems may arise in online examination system due to which test may be postponed or cancelled.
- Problems arose in rural areas where there is deficiency of E-resources.
- While attempting online exams, the students falsely pressed the submission tab before completing the papers.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

TITLE: - GREEN CAMPUS

In Govt. Degree College for Women Kathua, emphasis is laid down to maintain a clean, green and pollution free environment that provides a natural backdrop for an effective teaching-learning experience. Various steps have been taken to conserve the natural resources like plantation, water and solid waste management etc. and to provide a pollution free environment. The college strives its best to develop a green ecosystem to provide enrichment to the mind, heart and soul of the students. All the avenues and roads within the campus are, therefore, adorned with tall beautiful trees.

The first step taken for the Green Campus is to establish a viable Green- Campus/beautification committee, within the organizational structure of the college. The administration of the college believes that everyone has to work out time bound strategies to implement the green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. The college IQAC has framed the Green Policy, Environment Policy, Swacchta Policy with action plan and Green Initiatives for its campus. These Green Campus Initiatives have enabled the institution to develop the ambience of the campus.

Use of LED Bulbs

There are a lot of variables when it comes to a student's success in the college. Good study habits, passionate teachers and valuable campus resources that students experience, all contribute to a positive college experience. One unexpected way in which a college can have a positive impact on learning atmosphere is indoor and outdoor LED lighting system. LED bulbs have been installed in the classrooms and other parts of the college which fulfill the lighting needs as well as reduce electric energy consumption. Thus, the use of LED bulbs provides financial benefits to the institution and also, conserve energy.

Utilizing Natural Light

The college building architecture is designed in such a manner that permits the free flow of air and allows natural light to cover all the corners in the building. The natural light provides enough light to avoid the usage of electric lights in the corridors. Thus, it reduces electric energy consumption.

Waste segregation

In GDCW Kathua, encouragement is given to adopt environmentally friendly practices like solid waste management. To reduce waste at the institute, students and staff are educated on cleanliness and proper waste management practices through lectures, displaying the slogan boards in the campus. The waste is collected on a daily basis from various sources and is separated as dry and wet waste. Color coded dustbins are used for different types of waste. Green for wet and blue for solid waste. Daily garbage is collected by the sweepers and is properly disposed. All waste water lines from toilets are connected with Municipal Drainage system. Waste material like sheets/papers are collected and sold out to scrap vender from time to time.

Keeping Campus Clean and green

Sweeping and mopping of the whole campus is done on daily basis. Toilets are also cleaned regularly to maintain hygienic environment. The use of plastic is banned inside the college campus. The students are motivated to keep campus clean through Swachhta Abhiyans conducted by NCC/NSS units. The plantation drives are conducted every year to maintain greenery in the campus. Every year, the flowers are planted and maintained to provide ethnic ambience to the institution. The college campus is enriched with a vast number of trees of different species. Various Environmental conservation programs and promotion activities like seminars, symposiums and painting competitions on Environment Day, Ozone Day etc. are conducted to aware the students about the need to maintain a clean and green campus.

Thus, the college faculty, students and staff understand their collective responsibility of contributing towards maintaining a sustainable clean and green environment. The college is doing its best to maintain a pollution free environment in the Kathua district. which can be a source of inspiration for others to follow.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Govt. Degree College for Women Kathua is affiliated to University of Jammu, Jammu, established in Kathua District of Jammu and Kashmir. The college is ideally located to serve the students from both rural and urban areas. Most of the students of the college are from economically weaker sections and rural areas. The college is offering equitable opportunities to all the students from all the sections of society. Following the guidelines of National Education Policy-2020, the College proposes to start new courses/streams from the next academic session viz BCA Stream, Music, Food Science and Technology, Public Administration and Punjabi.

Moreover, two major infrastructure projects in the college are going to be completed very soon i.e., Construction of four additional classrooms and Construction of Pre-Fabricated structure for skill courses in the college. The completion of both these projects will further boost the physical facilities in the college.

Concluding Remarks :

Govt. Degree College for Women Kathua strictly adheres to its vision, mission and values and is committed to transform the women students from rural background and economically weaker sections of the society to empowered thoughtful, responsible and successful citizens to meet the challenges of a collaborative and competitive globalized environment. The college shall further strengthen the teaching – learning, research and innovation strictly following the National Education Policy-2020 for the all-round development of faculty as well students. The college will also continue to sensitize the students about the values, customs, traditions and culture of India.