



# **SELF STUDY REPORT**

**FOR**

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

**GOVT. DEGREE COLLEGE BUDHAL, RAJOURI**

VPO RAJ NAGAR, BUDHAL, TEHSIL BUDHAL, DISTRICT RAJOURI  
185233

[www.gdcbudhal.com](http://www.gdcbudhal.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**December 2021**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Budhal is a Tehsil of Rajouri District, Jammu & Kashmir. It is located at the distance of 60 KM from District Headquarter Rajouri. It is bounded by Tehsil Darhal and Tehsil Thana Mandi towards West, Tehsil Mahore of District Reasi towards East, Rajouri towards South and District Shopian of Kashmir Division towards North-East. Tehsil Budhal is one of the largest tehsil of Rajouri district with climate from moderate to cool. The average temperature is ranging from 5 to 25 °C.

Govt. Degree College Budhal was established in May 2008 under Prime Minister Reconstruction Program with Arts stream. At present the institution is running with both Arts and Science Streams.

Now the College is well equipped with facilities for the students like Spacious Smart Class Rooms, Science and Computers Laboratories, well stocked Library, Browsing Center with 30 Kva Genset for the power back up of whole Wi-Fi Campus, NCC & NSS Units, Sports system and a safe transport system. At present the total roll of the College is 265.

The College acquired land is about 107 kanals. Presently new construction projects like Science block, Girl's hostel and Additional floor on academic block are going on.

### **Vision**

To provide affordable quality education, while equipping students with knowledge and skills in their chosen streams, inculcate values, identify hidden talents, provide opportunities to students to realize their full potential and shaping them as quality leaders, academicians, entrepreneurs, social activists as well as good human beings. The college fosters academic and career success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning.

### **Mission**

1. The college strives to prepare students to understand, contribute and accommodate in a rapidly changing society.
2. To transform the students into citizen who are critically informed about the past and its consequences for the present and preparing to attain the future target.
3. To promote the historical studies of socio-cultural and economic sphere of Jammu in general and Budhal in particular.
4. To conduct community education programs and encourages at every stage of life.

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

## **Institutional Strength**

The main strength of the college rests on providing a gender sensitive and empowering education which assists students to realise their potential and enabling them to make remarkable contribution in multi spheres of state and national development.

1. The college imparts very effective education which is not viewed merely as class room teaching but as a source of inculcating values of humanity, brotherhood, equality and justice. The college aims to produce academically oriented sensitive and responsible citizen who have the graded potential to contribute towards making the progressive world.
2. The college aims to uphold the dignity and worth of every individual who is a part of the Institution particularly its student community. The college has 'zero tolerance policy' towards any type of indiscipline.
3. The college has dedicated principal, experienced and diligent faculty who often emphasis on empowerment and enlightenment of students through gender equality and value based education.
4. The Institution extends a sprit of belongingness establishing congenial relationship between the faculty and students.
5. The college admits students from diverse socio-cultural and economic background which promotes the multicultural ethos in the campus.
6. The active IQAC plays the effective role in monitoring augmentation and sustenance of overall quality of the Institution.
7. The college provide space for democratic participative governance with representation of students, staff and faculty at various levels
8. The college ensure overall development of students through their participation in curricular and co-curricular activities.
9. Energy saving initiatives like promoting the use of LEDs and re-useable energy is used by installing solar panels at all the college buildings
10. The college provides Smart class rooms, Wifi facility and a browsing centre with 30 KVA Genset for power backup of the whole campus.

## **Institutional Weakness**

### **Institutional Weakness: -**

1. Compromising situation on account of remote, far-flung and typical rural area, about 95% of the population of students belong orthodox and traditional background.
2. Contractual faculty in the college, as numbers of faculty member are working on contractual basis which hampers the sprit of fixation of institutional liability.
3. Less numbers of students progressing for higher education.
4. Less involvement of Alumni
5. Less autonomy in curriculum designing, the college being affiliated to the University of Jammu and is bound to follow the curriculum devised by the University which does not allow for flexibility in curriculum design and delivery system.

## **Institutional Opportunity**

### **Opportunities: -**

1. Enrolment in Arts and Science courses are increasing in the coming sessions.
2. Establishment of PMSSS facilitation centre for the students of AICTE Courses.
3. Gearing up of research oriented vision.
4. The College provides a lot of scope to promote and create a more harmonious and peaceful world through its students who are groomed to be agents of social transformation in keeping with its vision and mission.
5. Highly qualified and committed faculty members who are capable of organizing and conducting high quality seminars, workshops, conferences is an additional opportunity for the students to enhance their credentials in most explored academic platform.
6. Prevailing employment trends that require highly skilled workforce the college intends to initiate professional and job oriented courses that can cover the thrust areas of the society.

### **Institutional Challenge**

#### **Challenges: -**

1. The college offer under graduate courses in Arts and Science, the medium of instruction is English but the policy of teaching and establishing PG Programs are made by lengthy procedures. The admissions and examinations are controlled by the University of Jammu only tutorials practices are held in the college. Therefore, there is limited scope of separate effective Institutional policy of its own which can have topographical relevance.
2. The transferability of the college is another challenge for the Institution, as being located in hilly and far-flung area. Here the place of posting is not the priority of the employees of Union territory of J&K. Thus issue is substituted by Contractual employees.
3. The College Caters a large numbers of students coming from marginalized section of the society majority of them are first generation learners. It is a challenge to fulfill their educational and day to day personal needs.
4. The initiation of new courses/academic programmes in the Institution requires a long and complicated procedure for seeking permission from dual authorities i.e. the Government and University of Jammu.
5. Unhealthy liaison between School education Institutions and Higher education Institutions. This is also a challenge in progressive path of the Institution as the combination of the courses taught in the feeding higher secondary schools are mismatched at college level.
6. Rising cost of education.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college is affiliated to University of Jammu and the curriculum prescribed by it is strictly adhered to. The Institution adopts strategic plans for effective implementation of the curriculum. Before commencement of

each academic session planning is done for executing academic activities. In designing and developing curriculum at various levels like board of studies and academic council, efforts are made by faculty members.

The Institution has taken initiative to start skill courses like Tourism Management and Course in Computer Concepts. In order to improve teaching practices, teachers are encouraged to contribute their articles and research papers in national and international journals and also to attend orientation and refresher courses.

The college arranges field trips frequently in order to add an experience to the students in understanding day to day problems. The college is sensitive in cross cutting social issues and makes every effort to sensitize the students by organizing seminars/workshops/webinars/symposiums/extension lectures etc on gender equality, basic human values, environmental issues, secularization, population control etc. The college is having specific committees and clubs that make a collective effort to raise the level of awareness among the students.

### **Teaching-learning and Evaluation**

The college admits students in compliance with norms of Jammu University and UT Government. The equal opportunity cell of the college strives to provide an appropriate learning environment for students with special needs. The college paid with special attention to weak learners and also conducts remedial teaching classes for them. Participative learning techniques like group discussion, making puzzles, posters, plays etc. and problem solving methods such as case studies are adopted to ensure maximum learning outcomes. Interactive teaching-learning in the college is ensured through the use of power-point and multi-media presentations.

Psychological Cum Career Counseling Cell deal with the academic and stress/depression related issues of the students.

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

The college recognizes the importance of research in academic field. Efforts are constantly made to inculcate an interest among the students and the faculty for research. In key indicator research publication and awards, our college teachers have published more than 20 research articles and papers in different disciplines during the last five years. All the research papers have been published in various reputed journals notified by UGC. The Institution has been oriented towards social responsibilities like community oriented programs.

The college NSS & NCC Units, ECO Club, Literary Club, RRC etc provides a unique platform for the all-round development of the students. Extension activities such as rallies, visit to ashrams etc are conducted to create awareness about various issues related to Swachta, Gender Equality and Unity in Diversity etc.

### **Infrastructure and Learning Resources**

The college has adequate facilities for teaching and learning and also constantly evolving and upgrading its infrastructure. The academic block of the college is well structured consisting of six classrooms, one staff room, one browsing centre, computer laboratory, purified drinking water facilities in each block and nine separate washrooms for both boys and girls. The college has well established library which contains around 8500 books. Annual expenditure for the purchase of books and periodicals for the last five years is Rs 2642460/- (Rupees Twenty six lacs, forty two thousand, four hundred and sixty only). The college has one conference hall in the

administrative block. The wifi (Jio-Network) facility installed in the college. The institution provides sports facilities to students like volleyball, badminton, kabaddi, carrom-board etc. The college has also a Genset of 30Kva for uninterrupted power supply in administrative block, academic block and library block.

### **Student Support and Progression**

The college is committed to excel by providing academic and psychological assistance to every student. Various efforts and initiative have been taken by the college to provide the quality education for overall development of the students. In order to support the students, various facilitating mechanisms such as psychological cum guidance and counselling cell, grievance redressal cell, placement cell etc are providing services in the college. The college also has anti-ragging committee and committee against sexual harassment.

The college provides guidance for career counselling, competitive exams, remedial coaching and personal counselling for enhancement of capabilities of students. The placement cell of the college assists the outgoing students in seeking employment. The graduate students of the college have been placed in the defence services, police and other state government departments. The college has established Alumni association in the current year. The suggestions and feedback regarding the curriculum and overall functioning of the college have been collected.

### **Governance, Leadership and Management**

The college has well defined vision and mission. For value based and quality education, sincere efforts are made. The leadership encourages all the students and staff to participate in the co-curricular and extra-curricular activities such as inter-collegiate tournaments, national competitions etc. Teaching and non-teaching staff members are encouraged to undergo professional and technical training as per the requirement for their professional as well as personal growth. The staff members are also encouraged to pursue research activities and to participate in seminars, conferences, and workshops at national and international level. The Institution inculcates social, cultural and moral values in students through NCC/NSS, games/sports activities. Funds for the institution come from state government and also through admission fee of the students. The government fund is strictly used for the work for which it is sanctioned whereas the local fund is utilized on the bases of importance of work and need and welfare of the students.

### **Institutional Values and Best Practices**

The college regularly organises gender equality programs in order to generate an inclusive culture. Our institution has taken initiatives for promotion of gender equality from time to time to empower the young women of the society. Proper facilities are provided to the students to make their lives comfortable in the campus. Environment friendly campus is need of the hour; in this regard various programs such as plantation drive, cleanliness drive, beautification of campus, minimum use of paper etc are initiated in the campus through NCC/NSS Units of the college. The college also focus on activities to increase consciousness about fundamental duties, fundamental rights, human values etc by celebrating national festivals, birth and death anniversaries of the great Indian leaders. The best practices of the college include maintaining discipline by making uniform mandatory for students. Preservation of traditional values and sports is also best practices of the college.

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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. DEGREE COLLEGE BUDHAL, RAJOURI
Address	VPO RAJ NAGAR, BUDHAL, TEHSIL BUDHAL, DISTRICT RAJOURI
City	Rajouri
State	Jammu And Kashmir
Pin	185233
Website	<a href="http://www.gdcbudhal.com">www.gdcbudhal.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	MOHD MAZAMMA L HUSSAIN	01964-278196	8803500141	-	dcbbudhal@gmail. com
IQAC / CIQA coordinator	AJAZ AHMED	-	8825060937	-	ajazmalik775@gm ail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	08-01-2008			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Jammu And Kashmir	University of Jammu		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	02-04-2011		<a href="#">View Document</a>	
12B of UGC	02-04-2011		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	VPO RAJ NAGAR, BUDHAL, TEHSIL BUDHAL, DISTRICT RAJOURI	Rural	13.375	1440.602

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	Higher Secondary	English	80	5
UG	BSc,Chemistry	36	Higher Secondary	English	80	16
UG	BSc,Botany	36	Higher Secondary	English	80	44
UG	BSc,Zoology	36	Higher Secondary	English	80	47
UG	BSc,Mathematics	36	Higher Secondary	English	80	8
UG	BSc,Environmental Sciences	36	Higher Secondary	English	320	184
UG	BSc,Computer Application	36	Higher Secondary	English	80	19
UG	BA,English	36	Higher Secondary	English	320	77
UG	BA,Urdu	36	Higher Secondary	Urdu	80	55
UG	BA,Arabic	36	Higher Secondary	Urdu	80	14
UG	BA,Persian	36	Higher	Urdu	80	65

			Secondary			
UG	BA,History	36	Higher Secondary	English	80	26
UG	BA,Political Science	36	Higher Secondary	English	80	62
UG	BA,Sociology	36	Higher Secondary	English	80	52
UG	BA,Education	36	Higher Secondary	English	80	3
UG	BA,Hindi	36	Higher Secondary	English	40	0
UG	BSc,Geography	36	Higher Secondary	English	60	60

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				16			
Recruited	0	0	0	0	0	0	0	0	5	0	0	5
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			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	1	0	0	1
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				2
Recruited	0	0	0	0
Yet to Recruit				2
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/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	0	0	1

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	2	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		2	1	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	171	0	0	0	171
	Female	94	0	0	0	94
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	22	47	80	93
	Female	10	13	24	47
	Others	0	0	0	0
OBC	Male	4	6	7	15
	Female	3	0	4	11
	Others	0	0	0	0
General	Male	20	26	41	54
	Female	12	10	10	22
	Others	0	0	0	0
Others	Male	51	72	88	69
	Female	36	30	21	51
	Others	0	0	0	0
<b>Total</b>		<b>158</b>	<b>204</b>	<b>275</b>	<b>362</b>

### **Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	In our college, the education system has been focusing on multidisciplinary/Interdisciplinary approach. Education is being provided to the pupils while taking into consideration this approach. Also programs are being organized to inculcate interdisciplinary/Multidisciplinary knowledge among the students Further, different courses have been offered in our college i.e. B.A, B.Sc and computer application. The students have opted different subjects under the above mentioned courses. Hence our college is fully preparing for NEP 2020.
2. Academic bank of credits (ABC):	The institution is preparing itself for the academic bank of credit facilities for the students of graduate

	<p>courses as the college affiliated to university of Jammu so it will not remain the independent practice of the college. Whenever, the University of Jammu will launch, the college would follow the ABC accordingly.</p>
3. Skill development:	<p>An effort has been made to develop skill capabilities among the pupils. Thus, skill enhancement subjects which have been offered by University of Jammu are being taught to the students. Certificate Course in Tourism Management and Course in Computer Concepts are going on in collaboration with NIELIT Jammu and Central University of Jammu. Further, we have also applied for B. Voc in order to enhance the skill capabilities of the students.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>For the appropriate integration of Indian knowledge system, efforts are also being made in our college for the teaching in Indian language using online courses. Further we are also trying to promote our culture by organizing different programme like Art and craft, Folk dances, Folk songs, Dramas etc.</p>
5. Focus on Outcome based education (OBE):	<p>In order to meet the 21st century challenges, outcome based education is must. Hence we are also focusing on outcome based education so that students after completing their education could choose their career easily.</p>
6. Distance education/online education:	<p>To facilitate the distance education, Mulana Azad National Urdu University (MANUU) Study centre is already established in our college. Further, we are also making efforts for bringing Directorate of Distance Education University of Jammu and also applied for the IGNOU centre. For promoting online education, we are also making students aware about different online learning platforms like MOOC, Swayam, Swayam Prabha, Gayan Darshan, Gyan Vani etc. During Covid-19, the college staff and students have already shifted to online mode of education and adopted various online platforms like Google-classroom, Google-meet, Zoom, Wiseapp etc.</p>

## Extended Profile

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### 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
90	90	90	90	90
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

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

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
158	204	275	362	367
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 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
126	168	224	286	315

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

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
54	87	75	113	68

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

## 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
16	15	15	15	15

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

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
16	15	15	15	15

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 8****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
134.41698	21.24119	2.63763	75.44956	433.93654

**4.3****Number of Computers****Response: 32****4.4****Total number of computers in the campus for academic purpose****Response: 25**

## 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 college is affiliated to University of Jammu, Jammu and the curriculum prescribed by it is strictly adhered to. The institution adopts strategic plans for effective implementation of the curriculum. Before commencement of each academic session planning is done for executing academic activities. In designing and developing curriculum at various levels like board of studies and academic council, efforts are made by faculty members.

The institution has taken initiative to start skill courses like Tourism Management and Course in Computer Concepts. In order to improve teaching practices, teachers are encouraged to contribute their articles and research papers in national and international journals and also to attend orientation and refresher courses.

The college arranges field trips frequently in order to add an experience to the students in understanding day to day problems. The college is sensitive in cross cutting social issues and makes every effort to sensitize the students by organizing seminars/workshops/webinars/symposiums/extension lectures etc on gender equality, basic human values, environmental issues, secularization, population control etc. The college is having specific committees and clubs that make a collective effort to raise the level of awareness among the students.

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

###### Response:

The college follows the calendar of University of Jammu. Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, and tentative dates for semester-end examinations. GDC Budhal follows the calendar issued by the University strictly and plans all its activities including the conduct of Internal Assessment Examination (IAE). The institute prepares an institute-level calendar of events which includes details like the total number of working days and holidays, IAE dates, guest lectures, co-curricular and extra-curricular activities. The academic activities, IAE, and all activities are conducted in adherence to the calendar of events. Head of the Institution closely supervises and monitors the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each IAE is decided well in advance and faculty members adhere to it. There is a defined process for the conduct of IAE as per the calendar of events. The internal assessment test timetable prepared by the examination committee is published on the college website as well as notice board and conducted as per the schedule. Conduction of laboratory experiments and viva-voce, submission of records are the components of laboratory course evaluation. As per the laboratory practice, the internal test is conducted at the end of the semester.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**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:** D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 5.88

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

**Response:** 1

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

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

**Response:** 0

**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
0	0	0	0	0

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

### 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:** 0

#### 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
0	0	0	0	0

## 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:**

**1. Gender :** All the U.G. courses in humanities, eg. Sociology, Education, English, Urdu etc have the components related to gender studies, gender sensitization and participation.

The need for the sensitivity has been felt and training and awareness programmes have been organised by various departments from time to time to eliminate gender based prejudices and thereby change stereotype working culture as regards to ability of women & men including attitude towards women in leadership positions. The students extend the knowledge to the community through role plays Nukkad Natak and various awareness programmes. The college has imparting maximum awareness and sensitizing students regarding gender equality.

**2. Environment & Sustainability-** Subjects Environmental Science, Botany, Chemistry, Zoology focus on environmental sustainability and teach the students regarding renewable resources, non-renewable resources, sustainable economic growth, healthy environment, social sustainability and environmental sustainability.

**3. Human Values –** Generally in the courses of Arts faculty i.e., Humanity & Social Sciences, soft values

of life – morality, truth, honesty, sincerity, loyalty, mercy, nobility, courage, charity and other basic values without which the world would become barbaric and chaotic, are taught.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

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

**Response:** 0

#### 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
0	0	0	0	0

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

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

**Response:** 0

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

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

## 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:** D. Any 1 of the above

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

**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:** D. Feedback collected

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 75.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
158	204	275	362	367

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
340	340	340	380	380

#### File Description

Institutional data in prescribed format

#### Document

[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
126	168	224	286	315

#### File Description

Institutional data in prescribed format

#### Document

[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 students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, RBA, PS, SC and OBC. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our Institution without considering caste, creed, colour, gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the college time table. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified as per their responses in the class room as well as the performance in the Internal Assessment and Class tests. After knowing slow and advance learners, the teachers prepare separate list of the same and conduct remedial classes for weaker students. The teacher tries to understand that whether the students are easily understanding the lesson or not. If the students fail to understand the topic, the teacher explains the same topic again and again for the slow learners. Advanced learners are encouraged to ask questions freely and frequently with the teachers, in a formal way. Students are encouraged to read advanced textbooks, reference books and journals for advanced studies. Home assignments are given to the Students for assessment for their increased level. They are also encouraged to apply for different competitive examinations. They are motivated to participate in seminars, oral presentations, Poster making competitions, quiz competitions, debates etc.

A) Following activities are done by teachers for slow learners:

1. Individual counselling.
2. Remedial Classes
3. Motivational Sessions to increase their morale.
4. Group discussion session.
5. Internal examination process.
6. Encouragement in NSS, Sports and academic activities.

B) Following activities are performed by teachers for expreminal learning:

1. Advance notes
2. Participative learning sessions
3. Advanced Home Assessments
4. Group discussion sessions
5. Reference questions papers

6. Mock Tests

7. To enhance their confidence level, the college conducts Cultural and Sports activities .

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

**Response:** 10:1

## 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:**

Government Degree College Budhal J&K UT believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project works, Field Visits, Industrial visits & guest lectures. Specifically the students centric methodology include

1. Participation in competition at various level

For Real time exposure students are encouraged to participate at district, state and national level

2. Guest Lecture

· Guest lecture by eminent experts from academics from across the state are organised to supplement the teaching learning process.

3. Team work

· The college organize different activities like cultural, social, sports etc through NCC & NSS Units of the college in order to make students familiar about working as a team.

4. Debates

· Debates: Debates are organized in different topics where students are required to come with different opinions & thought processes, thus the learning process gets justified in an critical way of learning.

5. Discussion

· College follows discussions method in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge and enhance their IQ Level.

6. Quizzes

Quizzes are conducted by teachers in all subjects.

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

#### Response:

In Government Degree College Budhal, J&K UT the classrooms and labs are ICT enabled with projectors and LCDs installed. The faculty of the college use various ICT enabled tools to enhance the quality of teaching-learning process like:

1. Google classroom and Wiseapp are used to manage and post course related information-learning material, quizzes, assignments etc.
2. The PPTs are enabled with animations and stimulations to improve the effectiveness of the teaching-learning process.
3. The online learning environments are designed to boost the knowledge of the students.
4. Online quizzes and polls are regularly conducted to record the feedback of the students.
5. To teach mathematics subject in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.
6. In offline mode teachers use the smart boards in the classrooms.
7. The college has six smart classrooms where teachers use ICT enabled tools for better understanding of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

Response: 20:1

#### 2.3.3.1 Number of mentors

Response: 8

## 2.4 Teacher Profile and Quality

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

Response: 100

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

### 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: 31.58

#### 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
05	03	06	06	04

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

### 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: 0.31

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

Response: 5

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

## 2.5 Evaluation Process and Reforms

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

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment/assignments, the system of internal assessment is

communicated with the students well in time. The Principal holds meetings with the teaching staff and directs them to ensure effective implementation of the evaluation process. Continuous evaluation of the students is made through Group Discussion, Unit Tests, Internal Assessments, Home Assignments and Presentations etc. Unit tests are conducted regularly by the teachers. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessments/assignments. Students appearing for fifth/sixth semesters are asked to deliver presentations on different topics of the concerned subjects.

Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust mechanism in internal assessments, the following mechanism steps are conducted:-

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessments.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The presentation improves the communication skills of the students which is very essential to face the interviews.

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

#### **Response:**

At the college level, an examination committee is constituted, comprising of a senior Faculty member as Centre superintendent, other teaching faculty and non-teaching staff as members for smooth conduct of end term semester examination. The end semester examination is conducted by university, and the students appear at allotted centres. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end term semester examinations. For conducting the internal assessment test, an examination committee is constituted for smooth conduction of the same.

- Time table for test is prepared well in advance and communicated to the students earlier.
- A proper seating plan is followed for internal assessment tests and it is displayed on the notice board.
- After evaluation of answer scripts of internal assessments, the scripts are shown to the students to check any discrepancy.

- If they had any doubts, clarification is given by faculty to enable them to prepare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
- After preparing the assessments report by faculty it is shown to Head of Institution.
- Any grievances related to University question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the centre superintendent and the same is reported to the University immediately.
- University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the superintendent of the examination.
- After examination, the answer scripts are evaluated at different evaluation centres designated by university and final result is declared.
- If any student has any grievances related to evaluation of university answer scripts, student can apply for re-evaluation.

## 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:

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

#### Mechanism of Communication:

1. Graduate attributes are described to the first year students at the commencement of the programme.
2. At least two hours are spent by the teachers for introducing the subject to the Students.
3. Learning Outcomes of the Programs and Courses are observed.
4. Soft Copy of Syllabus, Curriculum and Learning Outcomes of Programmes and Courses are placed on the notice board for reference of the students.
5. The importance of the learning outcomes has been communicated to the teachers in every Staff Meeting.
6. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.
7. Demonstration thorough conceptual understanding in the core areas of all the subjects.
8. Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

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

The assessment tools and processes used for measuring the attainment of the Program Outcomes and Program Specific Outcomes are mentioned below:

Method of assessment of POs / PSOs: The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge. The knowledge described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. At the end of each semester, university conducts examinations and based on the result published by university the course outcomes are measured. Assignments are given after the completion of 50% syllabus. The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem.

**2.6.3 Average pass percentage of Students during last five years**

**Response:** 71.78

**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
51	52	39	64	64

**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
52	88	76	111	69

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.58

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

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## 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

Institutional data in prescribed format

#### Document

[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
1	1	1	1	1

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 0**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
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[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:** 1.78**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
8	5	5	5	4

**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:** 0.13**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
0	1	1	0	0

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

### 3.3 Extension Activities

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

**Response:**

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community.

NSS organizes awareness camp in nearby villages and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, plantation drive, water conservation, Social interaction, Group discussion, Eradication of superstition, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness etc.

The NCC unit of the college comes under 5th J&K Battalion, Poonch. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure, ideal of self service etc.

The NCC unit of the college organizes various extension activities as plantation drive, Road safety awareness, Save fuel save country programme, Swachhta Abhiyan, National equality awareness etc.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helped in cultivating hidden personality of students.

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

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

**Response: 0****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
0	0	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: 41****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
4	9	12	6	10

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response: 36.37****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
61	79	107	123	116

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

### 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: 0**

**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
0	0	0	0	0

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

**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
2	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## 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:**

The infrastructure policy of the college is propelled to envisage the future requirements of teacher and administrative staff in general and the students in particular. The college has six smart classrooms, one computer lab., browsing centre etc. The college has well established library containing more than 8500 books. The library caters to the need of more than 200 students and 20 staff members. The college has power generator of 30 kv. which provides full power backup to administrative block, academic block and library block.

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

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

**Response:**

The college provides sufficient facilities to students in games and sports. The college has one sport's ground which is extensively used to train the students in various outdoor games such as kabaddi, volleyball, badminton, cricket etc.

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

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

**Response:** 87.5

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 7

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 0

##### 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
0	0	0	0	0

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

## 4.2 Library as a Learning Resource

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

**Response:**

Automation of the college library is in process. At present the library is functioning on manual basis. The college has well established library which contains around 8500 books. Annual expenditure for the purchase of books and periodicals for the last five years Rs 2642460/- (Rupees twenty six lakhs fourty two thousand four hunderd and sixty only). The library has the seating capacity of more than 100 students. The library has well furnished and has adequate infrastructure.

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

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

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

#### 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:** 5.28

##### 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
11.89118	8.70985	1.15757	2.46611	2.19989

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

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

**Response:** 2.87

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

Response: 5

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The Computer lab of the college is well-equipped with branded PC's adequately supported by 10 Mbps leased lines for internet connectivity. It is also equipped with a wide range of licensed system software and application software. The entire campus is connected with wifi network. Computer lab is well connected to the internet which helps students and faculty to carry out their academic and other work. The computer teacher is always available to support students in their queries. The institute has total 33 computers.

**Wi-Fi facility:** Computer department extend complete support to the students. It is made available by setting and installing the Wi-Fi zones at various locations such as Reading halls, Department corridors and at the lawn area. Staff and Students can access this facility on their Laptops by registering themselves. The institute has currently JIO Wi-Fi access points to provide the Wi-Fi internet access through Wi-Fi zones. The institute is planning to extend this further to create and establish a Wi-Fi enabled campus.

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

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

**Response:** 6:1

**4.3.3 Bandwidth of internet connection in the Institution**

**Response:** D. 05 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**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:** 0.39

**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
0.39	0.35	0	0	0

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

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

##### Response:

##### Maintenance of Library Facilities:

The books in the library are maintained as per the accession register in which each book has its unique number. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of learning resources.

- Procurement of new books and recommendation for additional books
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum.

**Computers:** The institute has an adequate number of computers with internet connections. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians.

**Classrooms, Conference Hall:** Classrooms and Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and Conference hall is maintained on regular basis. Working condition of audio system, LCD projectors etc. is done on regular basis.

##### Maintenance of other support systems:

- Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratory and premises is done by local fund employees of the college. Sanitizing of washrooms is done on regular basis.
- Solar Panels and power backup facilities like Generators are maintained on regular basis.
- Clean and hygienic drinking water is available in the Institute. Water purifiers are maintained and cleaned on regular basis. Overhead water tanks and water purifiers are cleaned periodically.
- Sports facilities are maintained by the sports committee.

##### The below mentioned points are inspected before start of every semester.

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every semester.

2. Working condition of computers, devices, and equipment is ensured.
3. Working condition of machines in the college is ensured.
4. Stock checking activity is done prior to start of new semester.
5. Library committee collects specific needs of the students and staff.
6. Sports committee ensures the availability of sports equipment and monitors the usage of the ground.

NAAC

## 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: 53.53

##### 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
67	134	205	223	86

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[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: 1.82

##### 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
1	0	0	0	31

#### 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:** C. 2 of the above

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

**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:** 0

**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
0	0	0	0	0

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

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

## 5.2 Student Progression

<b>5.2.1 Average percentage of placement of outgoing students during the last five years</b>				
<b>Response: 0</b>				
<b>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	00	0
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

<b>5.2.2 Average percentage of students progressing to higher education during the last five years</b>	
<b>Response: 172.22</b>	
<b>5.2.2.1 Number of outgoing student progressing to higher education.</b>	
Response: 93	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

<b>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)</b>				
<b>Response: 8</b>				
<b>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</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	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
10	10	8	4	5

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 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:** 0

**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
0	0	0	0	0

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

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

**Response:**

Students play a vital role in the institutional growth. Utilization of the support and ideas of the students is

the paramount requirement for the prosperity and well-being of the institution. GDC Budhal always strives to build a relation of mutual respect and inculcate a sense of pride amongst the students.

1. **Anti-Ragging committee:** Nomination of students as Members of Anti-Ragging committee promotes an ambience conducive for the Institute to be a ragging-free campus.
2. **Internal Complaints Committee:** Girl Student's representation facilitates to investigation into the information against the complaints launched, if any.
3. **Social and Cultural Committee:** It promotes and encourages the involvement of students in organizing various sports, social initiatives and community outreach programmes and recreational activities of the college.
4. **NSS:** The Institution has set up NSS Unit to sensitize students towards societal issues, community services & activities which are mainly carried out by the students.
5. **Administrative Council:** Administrative Council looks after the feedback on Anti-Ragging initiatives, Grievance Redressal, NSS, NCC Units etc.

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

### 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:** 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
9	6	6	4	5

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

## 5.4 Alumni Engagement

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

**Response:**

With the objective to develop bond of respect, culture & belongings amongst stakeholders towards institution and involvement of luminaries of the college in the development of institution, the college has created Alumni Association in May 2020 of the students graduated from this institution. At present the alumni association is comprised of about 59 members, the registration of which is in under process. Most of the passed out graduate students/alumni are pursuing their higher qualifications like MA/B.Ed and are preparing for competitive examinations.

On special occasions, the alumni are invited to provide aspirational boost by sharing their experiences, suggestions and ideas with students to motivate, inspire & enlighten them to acquaint themselves with modern tools & techniques of professional life skills which is of paramount importance in accordance with the market demand which justifies the comparative lifestyle, which are considered to be the catalysis for the best opportunities in employability/livelihood.

Efforts are made to collect feedback from the alumni on different parameters. The collected feedback is analyzed by the item analysis method; the IQAC team of the institution utilizes the data for the Institutional Development Plan. In order to maintain healthy & effective liaison among the enrolled students, college administration and passed out students, the college has intended to prepare a schedule for holding Alumni meet regularly on annual basis .

The alumni association plays vital role in the progress and development of institution through involvement and contribution in the following matters:

1. To suggest in the matters pertaining to the welfare of students and institution.
2. To act as source of inspiration and motivation.
3. To have interaction with students to share their valuable suggestions, experiences and ideas to build up healthy lifestyle.
4. To act as a mentor to facilitate the students for the preparation of future challenges.
5. To contribute for over-all development of institution.

#### **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:

Government Degree College BUDHAL has a strong and committed institutional leadership with an established system of governance. The college with the full support of the Government of J&K UT created excellent infrastructure.

The institution is a fully aided Govt. College controlled by Dept. of Higher Education, Govt. of J&K UT. The members of teaching and non-teaching staff receiving salary from the Govt. and governed under the principle of transfer and posting by the Dept. of Higher Education, Govt. of J&K UT. The Principal is the sole authority of the College as far as accounts, curricular, extra-curricular activities are concerned. He takes all the decisions in consultation with all committees comprising of staff members. The institution conducts meeting of IQAC which is a guiding force of our institution. The faculties are encouraged to enhance their ability through seminars, refresher courses, research publications etc. Transparency is always maintained by the members of staff and particularly by the persons in charge of account section. Every year, an internal audit is being conducted for checks and balance, even though the institution is audited by the Accountant General (Audit) of Govt. of J&K UT.

##### Vision:

To provide affordable quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities to students to realize their full potential and shaping them as quality leaders, academician, entrepreneurs, social activists as well as good human being. The college fosters academic and career success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning.

##### Mission:

- 1.The college strives to prepare students to understand, contribute and accommodate in a rapidly changing society.
- 2.To transform the students into citizen who are critically informed about the past and its consequences for the present and preparing to attain the future targets.
- 3.To promote the historical studies of socio-cultural and economic sphere of Jammu in general and Budhal in particular.
- 4.To conduct community education programs and encourages them at every stage of life.

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

##### Response:

The College follows the policy of decentralization. The Governing Body delegates all the academic and non-academic decisions based on policy to the College Committee headed by the Principal. The College Committees formulates common working procedures and entrusts the implementation through departments. The department coordinator manages the day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees/clubs/associations and students are involved from various departments in the decision-taking process.

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The college is a government institution; hence it follows government policies laid down by the Department of Higher Education, Government of J&K UT. Still a perspective plan is in force in the college which takes into consideration the following aspects –

- Annual Calendar
- Annual Institutional Plan
- Annual Academic Plan
- Academic Audit
- Vision and Mission of the college
- Student needs and
- Future plans of the college

The college takes initiatives in these regards by planning and formulating course of action for better utilization of available human resources and infrastructure. Students' academic excellence, their empowerment and welfare is of prime importance. The department heads plan various activities while keeping all these aspects in mind.

#### Strategic Plan

- Planned to introduce job oriented courses
- Offering certificate and diploma courses through various agencies
- Introduce skill development and value oriented courses

- Extension activities were carried out through NSS/ NCC Units
- The college established functional Memorandum of Understanding with various organizations for skill development training
- To conduct skill oriented training programmes
- To identify and train the youth in sports activities
- To improve the employability skills of the students
- To encourage the students participating in co-curricular/ extracurricular activities
- To encourage the Faculty for Paper publishing in UGC approved national and international journal Publishing

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

**Response:**

**Service Rules, Procedures, Recruitment and Promotion Policies:** Service rules and procedures are guided by the Department of Higher Education, J&K UT. The recruitment rules for the teaching staff are as per the Department of Higher Education, J&K UT along with the eligibility criteria prescribed by the UGC. The promotional policies for teachers are according to Department of Higher Education, J&K UT with the basic criteria laid down by UGC.

**Grievance Redressal Mechanisms:** There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

**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:** D. 1 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

1. Amount of Provident Fund/New Pension Scheme of employees is credited as per PF/NPS rules.
2. Medi-claim, Health Insurance & Accidental Insurance: As for the rules of J&K UT Government
3. Maternity Leave, Paternity Leave & Child-care Leave: As per the rules of Government of J&K UT.
4. Encashment of Earn leave at the end of service: As per the rules of Government of J&K UT
5. Salary timely credited to bank account of employee. In each month, the employee gets the salary on time through bank accounts only.
6. Medical leave encashment Facility: As per the rules of Government of J&K UT.

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

#### 6.3.3 Average number of professional development /administrative training programs organized by

**the institution for teaching and non teaching staff during the last five years****Response:** 0**6.3.3.1 Total number of professional development /administrative training 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
0	0	0	0	0

**File Description****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:** 6.5**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
02	0	02	0	01

**File Description****Document**

Upload any additional information

[View Document](#)

Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)

[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:**

A good performance management system works towards the improvement of the overall organisational performance of teaching & non-teaching staff for ensuring the achievements of the overall institutional

mission and vision. An effective performance management system plays a crucial role in managing the institution in an efficient manner. In addition with this, the Institute is following the appraisal scheme suggested by UGC & Department of Higher Education, J&K UT.

The performances are classified into three categories:

1. Teaching, Learning and Evaluation related activities
2. Co-Curricular, Extension and Professional Development related activities
3. Research Publications and Academic Contributions

At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by UGC & Department of Higher Education, J&K UT. Based on the data collected, API scores are calculated for each of the faculty members. These scores are used for the award of career advancements to faculty members and for promotion to next higher position.

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the head of the Institution. External audit is conducted by Accountant General (Audit), J&K UT.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, head of the institution submits a proposal on budget allocation as per the directions of Director Finance Department of Higher Education, J&K UT.
- College budget includes recurring expenses such as salary, electricity, office expenses, maintenance cost, stationery, purchase of books, equipment for laboratories, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.

**Process of the Internal Audit:** All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years.

**Process of the External Audit:** The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial

matters and adherence to financial discipline to avoid defalcation of funds or properties of the Institution at all levels.

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

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

**Response:**

The finance committee of the college meets frequently and deliberate about the financial planning & position of the college. The financial resource management is supported by the college strategic plan which includes building endowment assets, financial best practices in deployment of resources making creative and effective use of resources. College is funded by Department of Higher Education, J&K UT. Generally the resources are required for various purposes like administration academic, affiliation, infrastructure, development and maintenance and for miscellaneous. Other sources of College finance is sports fee, development fee, library fee, Government grants for NSS, transport fee etc.

### 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 Academic Monitoring Committee (AMC) came into existence in 2016-17 wherein it focused on academic development of the institute. In 2020-21 AMC was converted into IQAC. The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. A decision was taken by AMC in the academic year 2020-21

to change the title into Internal Quality Assurance Cell (IQAC). The Institute has developed several quality assurance mechanisms under IQAC as under:-

- Feedback analysis received from Students.
- Coordinates with all stakeholders for their opinions and advices for quality improvement.
- Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.
- Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Collection, maintenance and analysed documents are prepared and maintained.
- Preparation of Academic Calendar in consultation with committee.

**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:**

The institution reviews its teaching learning process, structures & methodologies of operations through IQAC. The IQAC holds meetings periodically:

- 1) With the Heads of the Departments every month under the chairmanship of Principal to review the progress of academic activities such as, the number of classes held, syllabus covered in subject and Internal Examinations.
- 2) With administrative staff to review the progress in respect of college administration and steps taken / to be taken for improvement.

IQAC conducts periodic review of the academic and administrative functioning. Further, the IQAC collects feedback information from students on Teaching – Learning performance at the end of each semester. The information obtained is analysed and steps to be taken for necessary improvements are passed on to the concerned departments. The Learning - Outcomes are reviewed after conducting of Internal Examinations and it calls for a one-on-one meeting with the faculty of each department to make an assessment of their performance. It evolves mechanism to record and monitor the performance of each student through concerned Departments.

**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:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 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:

Govt. Degree College Budhal shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows:

1) Safety and security: The college has taken the measures to keep its environment including the building premises, computer lab., library, drinking water facilities and surroundings safe and secure.

·The college has constituted the discipline committee consisting of responsible faculty members. They regularly monitor the frequently visiting places like library in order to ensure the safety of girls.

·To eliminate ragging, students at the time of admission are made to sign an undertaking regarding non-involvement in ragging. An anti-ragging committee with the representation of both male and female students exist in the college to help the students in distress owing to this menace.

·Internal complains committee has been established in the college to foster an environment in which unlawful discrimination and harassment are not tolerated.

·The college shows zero tolerance in cases involving eve-teasing or staring towards the female staff or students.

·Whenever the female students go out for field visits or picnics, they are escorted by the female teachers. Even during examination, female invigilators are deputed on duty in case the students appearing are girls.

2) Counselling: The College has constituted a career counselling cell where a counsellor caters to the career, social, personal, emotional, moral and psychological needs of the students. The goal of the career counselling cell is to enhanced the mental health of the students in order to help them in achieving academic success, personal development and life-long wellness by providing quality counselling services.

3) Common Room: The College provides the facility of common room to the students which they avail during their vacant period or at the time of need. The common room has the facilities daily newspapers, books etc.

#### 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:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged Photographs	<a href="#">View Document</a>

### **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:**

- **Solid waste management**

The students are motivated to reduce the wastage and considered buying the items that are really required. The first step in solid waste management is segregation of waste at source collected from ground, classrooms and other areas of the campus. Red and blue dustbins have been placed in the campus to segregate wet and dry waste. Red colour dustbin is for wet waste whereas the blue colour is for plastic, glass, plastic bottles etc.

- **Liquid waste management**

Water is very prestigious resources, so the college lays emphasis on reducing the wastage of water. The college has well-constructed the drainage system which is cleaned regularly to avoid water stagnation.

<b>File Description</b>	<b>Document</b>
Geotagged photographs of the facilities	<a href="#">View Document</a>

### **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:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### **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:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### **7.1.6 Quality audits on environment and energy are 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:** E. None of the above

#### **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:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### **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:**

GDC Budhal is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals, NSS, NCC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance & harmony towards culture, region and linguistics and also communal, social, economic and other diversities. The subject Constitution of India and professional ethics is made mandatory to all students.

Two important national festivals ie Republic Day and Independence Day are celebrated every year in college campus. All teaching, non-teaching staff and students participate in these festivals. The inspiring speeches are conducted.

<b>Days celebrated</b>	<b>Date</b>
Gandhi Jayanti	2nd Oct.
Ambedkar Jayanti	14th April
Teachers day	5th Sept.
Yoga day	21st June
Independence day	15th August
Republic day	26th January
Voters day	25th January
Constitution day	26th November
NSS day	24th September
World Environment day	5th June

**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:**

GDC Budhal undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Every year on 26th of Nov., Constitution day is celebrated at GDC Budhal. Head of the institution narrates the fundamental rights, Duties, Values and responsibilities of citizens as stated in Constitution of India. He appeals to all to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, Social justice, Human rights and freedom ,Rule of law ,equity and respect and superiority of constitution in the national life .The whole country is government on the basis of the rights and duties enshrined in the Constitution of India.

**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:** D. 1 of the above

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

**Response:**

1. **Republic Day:** Republic Day was celebrated in the college as mark of respect for the constitution.
2. **Independence Day:** It was celebrated in the college by flag hoisting ceremony and national anthem followed by cultural programs organized by the NCC and NSS Units of the college.
3. **Gandhi Jayanti:** It was celebrated in the college to remind the young minds of the BAPU's ideology and to motivate to observe his basic tenets of truth and non-violence in their lives.
4. **Birthday of Jawaharlal Nehru (Children's Day)**
5. **Birthday Dr. S. Radhakrishnan (Teacher's Day)**
6. **Birthday of Guru Nanak**
7. **Birthday of A.P.J. Abdul Kalam**
8. **Constitution Day**
9. **NCC Day**
10. **NSS Day**

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>

## 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:**

#### **Empowering the women students:**

The College intends of empower women students who come from diverse background ranging from under privileged to affluent section as the whole population of the Tehsil is below the Poverty line.

#### **Objectives**

1. To motivate and prepare the women students to face the challenges future journey.

2. To strengthen the credentials of the women students providing quality teaching and develop in ICT to maintain 21 century global standards.
3. To introduce additional courses to commensurate with the time and marketability.
4. To promote Physical and mental health.
5. To encourage healthy, purposive and effective discussion into e classroom.
6. To imbibe modern as well as traditional value to provide individual carrier counselling.
7. To instil among women students the different techniques of self-defence.
8. To take the suggestion and feedback of the students.
9. To ensure time management of class as per requirement of students.
10. To boost their self-esteem and confidence.
11. To build safe and inclusive environment for girl students
12. Encourage them to excel in an academic sports and co-curricular activities
13. To increase the likelihood of girls for obtaining better paid jobs through vocational training.

### **Context**

The college being located in remote and backward areas so the key to success by providing women student's quality Education through various skills in a conducive environment and with systematic framework.

Arts stream has been considerably per field in the location so the affords are made to inculcate among the students the sense of competition particularly for innovative approach women's are generally considered to be a marginalised class in educational sector inspire of innumerable efforts to reduce gender gap in education, a significant barriers to the girls education still exists. Higher education is considered to be out reach of many Indian women and it becomes important that those who manage to cross the social hurdles and reach the institution of high learning must be empowered at large to realize their entity.

### **The practice**

The college fulfils the growing need of education of women students of the area and enables them to carry on their multidisciplinary studies independents in a well-equipped and protected campus and learner friendly environment keeping inviter the ostensible objective of women empowerment the college provides space to women students of challenging social life.

### **Evidence of success**

1. Our students are excelling in all the areas and a good number of students are meritorious.
2. Our students have shown best performance in academic, sports and cultural activities.
3. Presently college has signed MoU with two prestigious institutions for Name of the course, Name of the institution.
4. Alumni of the college are scattered in different regions of the state and well played in private sectors and public sector like Higher Education, School Education, Judiciary Police and Armed forces.

### **Problem Encounter and Resources Required**

College being located in remote and hilly region, the literacy rate of the area is considerably low and majority of the students are below poverty line (BPL). The tough and hilly terrain affect the accessibility of the students to the college.

The approach has been made to students the construction of which is under process.

### 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:

An atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. GDC Budhal is very ardent at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of senior faculty members prepares the academic calendar well in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan, and make it available to the students. So many efforts are being made during the past few years to change the Teaching – Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use power point presentation.
- Extensive use of online – content and other Video lectures to support the Class – room teaching.
- Students are encouraged to present poster and oral paper presentations. Counselling system:
  - Every Faculty member is allotted 15-20 students to whom one acts as a counsellor.
  - The students are encouraged to participate both in curricular and extra- curricular activities.
- Oral presentation
- Seminars/ Symposiums/ Workshops
- Paper presentations/ Group discussions

##### Feedback System –

- Students give feedback about the faculty at the end of each session or semester.
- Feedback is also taken from alumni. The students play major role in the events like Annual day, Sports day etc., which are being organized by the college and inculcate the qualities of co-operation, co-ordination and team work. Personality development programs and seminars are being conducted from the first year to improve communication skills & soft skills of the students. Social Responsibility Activities like Go Green Activity through plantation drive, Blood Donation Awareness, visiting hospitals and orphanage home.

NAAC

## 5. CONCLUSION

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### Additional Information :

Initially government Degree College Budhal started with Arts Stream, now the Science Stream has been established recently (Dec. 2020) with Chemistry, Physics, Botany, Zoology and Geography.

The College has dispensary with one sanction post of medical assistant/ pharmacist as substitute of health centre.

The College has constituted NAAC stirring committee for monitoring and compilation of SSR. The following are the members of the committee:

1. Prof. Ajaz Ahmed (Convener)
2. Prof. Mohd Farooq
3. Dr. Daya Ram
4. Dr. Amarjeet Singh
5. Dr. Syed Mohmad Javad
6. Dr. Gowhar Ahmed Shapoo
7. Dr. Mohd Yaqoob Dar
8. Ms. Preeti Sharma
9. Dr. Tajamul Islam Malik
10. Ms. Shashi Devi
11. Dr. Sumyera Jeelani
12. Ms. Mohsina Malik
13. Dr. Javid Ahmad

### Concluding Remarks :

Government Degree College Budhal though started in 2008 but on account of the infrastructural constraint, it couldn't flourish with the speedy pace. Recently, in July 2019, college has been shifted in its own building due to which it is in developing phase. The institution has intended to gear up the institutional development activities with the following proposed plans of action:

1. The proposal of college canteen has already been submitted to the Administrative department.
2. Hostel facilities for both boys and girls has been projected and sanctioned by the Government with the cost of Rs.300.90 lacs. The tenders of which are flouted by the executive agency PWD (R&B) Division Rajouri, J&K UT.
3. The construction of science block has been started and is likely to complete within next ten months.
4. Construction of additional floor on academic block comprising of 3 classrooms and 2 multi-purpose halls with the cost of Rs.341.13 lacs.
5. The proposal of botanical garden has also been submitted to the administrative department.
6. The work of automation of library is under process which is likely to be completed in near future.
7. The proposal for starting of B.Voc in horticulture has been submitted to the administrative department for the approval.
8. Two vocational certification courses are running in the Institution which is likely to be completed in two

months.

9. MANUU Study Centre on distance mode has been established in the college and formalities for the establishment of distance study center of University of Jammu and IGNOU have been processed.

The DPR for these future plans has been processed to the administrative department for approval; some of them have been approved.

Motto of the institution is to sensitize students for social desirability and preparing them to face 21st century challenges so that they may become instrumental to determined modern India who would contribute a lot to improve the quality of life skills and personality development. Our efforts shall be focused on using innovative teaching- learning techniques, involving them in various curricular and co-curricular activities their holistic development. Our priority is to ensure inclusive and equitable quality education and promotes life-long learning opportunities of all so that we can easily achieve our sustainable development goal (SDG).

Further, we are also making students aware about online learning platforms like Swayam, Mooc, Zoom, Googlemeet, Wiseapp etc. so that students gain knowledge apart from course work. In order to enhance the Gross Enrolment Ratio (GER) and promoting girls education, we are also making efforts by making people aware about the need of education.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p><b>2.3.3.1. Number of mentors</b>            Answer before DVV Verification : 16            Answer after DVV Verification: 8</p> <p>Remark : DVV has excluded those teachers has left the college.</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p><b>2.4.3.1. Total experience of full-time teachers</b>            Answer before DVV Verification : 47.41            Answer after DVV Verification: 5</p> <p>Remark : DVV has excluded temporary teachers experience and who has left the college from shared report by HEI.</p>																				
4.1.4	<p><b>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</b></p> <p><b>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>105.21210</td> <td>10.37751</td> <td>0.06751</td> <td>50.78</td> <td>426.06</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Schedule for Expenditure for infrastructure augmentation, excluding salary has not shared by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	105.21210	10.37751	0.06751	50.78	426.06	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
105.21210	10.37751	0.06751	50.78	426.06																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
4.2.4	<p><b>Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year</b></p> <p><b>4.2.4.1. Number of teachers and students using library per day over last one year</b>            Answer before DVV Verification : 10</p>																				

Answer after DVV Verification: 5

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

**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)**

**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)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
17.50459	2.15383	1.41256	1.20345	5.67665

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.39	0.35	0	0	0

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary and amount has not reflect for 2016-17, 2017-18 and 2018-19.

**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)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	10	12	9	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	6	6	4	5

**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**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has made the changes as per shared report of code of conduct by HEI.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> <td>12</td> <td>12</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>90</td> <td>90</td> <td>90</td> <td>90</td> <td>90</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	11	11	11	12	12	2020-21	2019-20	2018-19	2017-18	2016-17	90	90	90	90	90
2020-21	2019-20	2018-19	2017-18	2016-17																	
11	11	11	12	12																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
90	90	90	90	90																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>17</td> <td>17</td> <td>17</td> <td>17</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	1	1	1	2020-21	2019-20	2018-19	2017-18	2016-17	17	17	17	17	17
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	1	1	1	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
17	17	17	17	17																	