



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		GDC Uttersoo
• Name of the Head of the institution		Prof Tasleema Bano
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		9419450527
• Mobile No:		9419450527
• Registered e-mail		gdc.uttersoo@gmail.com
• Alternate e-mail		Nil
• Address		Uttersoo Shangus
• City/Town		Anantnag
• State/UT		Jammu and Kashmir
• Pin Code		192201
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Co-education
• Location		Rural
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	University of Kashmir												
• Name of the IQAC Coordinator	Dr Junaid Latief Shah												
• Phone No.	7006822303												
• Alternate phone No.													
• Mobile	7006822303												
• IQAC e-mail address	junaidlatiefshah@gmail.com												
• Alternate e-mail address	Nil												
3.Website address (Web link of the AQAR (Previous Academic Year)													
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://gdcuttersoo.ac.in/wp-content/uploads/2022/07/Academic-Calendar.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.33</td> <td>2022</td> <td>21/06/2022</td> <td>20/06/2027</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.33	2022	21/06/2022	20/06/2027
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	2.33	2022	21/06/2022	20/06/2027								
6.Date of Establishment of IQAC	20/04/2020												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	Nil		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	Nil									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												
• Upload latest notification of formation of IQAC	View File												
9.No. of IQAC meetings held during the year	6												

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Establishment of Student Facilitation Center		
Installation of Feedback boxes and Exhibition/Notice boards		
Establishment of e-content room		
Establishment of College Botanical Garden		
Establishment of course review committees		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Nil	Nil	
13. Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	
14. Whether institutional data submitted to AISHE		

Year	Date of Submission
2020-2021	13/03/2022

15. Multidisciplinary / interdisciplinary

With the introduction of NEP 2020, our institution too, has oriented itself in the direction as is envisioned under the policy. Though we have only two programmes to offer to the students currently, the choice of disciplines therein is huge: The students can choose from different Skill enhancement, ability enhancement and generic courses. Multidisciplinary courses have been also introduced.

16. Academic bank of credits (ABC):

Academic bank of credits (ABC) is being rolled out from the current session (2022-23) itself with the implementation of NEP 2020. ABC will allow students of undergraduate and postgraduate degree courses to exit the course and enter within a stipulated period. Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time. <https://www.abc.gov.in> : A portal has been launched, with the aim that HEI & Students can register in this portal. Students will be allowed to earn credits through various HEIs registered under this scheme and courses offered under National schemes by SWAYAM, NPTEL, V-Lab. College initiative will be to launch registered skill based and vocational courses, other courses under Credits through affiliated university and help rural and tribal students to get advantage of this provision.

17. Skill development:

Along with the Skill enhancement courses being offered under the university curriculum, our institution is offering some skill-oriented courses to the students on its own. During the previous academic years, a course on Basic Computer Operations and Disaster management have been offered to the students. An MoU for the introduction of Mulberry cultivation/ sericulture and Aquaculture in the college is in process.

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

To link Indian art- and culture into teaching learning process which will be strengthened. The linkages between education and culture will be carried out through various online platforms such as SWAYAM,

DIKSHA and will be extended to provide teachers & students with a structured, user-friendly, rich set of assistive tools for monitoring progress of learners.

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

Outcome-Based Education (OBE) is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices . The model allows the learner to transfer their credits and switch to another institution that is accredited with the OBE syllabus. Students seeking newer skills to propel their careers further, there will always be higher demand for vocational training. College will facilitate the OBE syllabus as per the demand of local region.

20.Distance education/online education:

NEP emphasizes on integrating technology at all levels in the field of education. National Educational technology forum (NETF) provide a forum for the free exchange of ideas on the use of technology to improve learning, assessment, planning, administration etc., and its emphasis on creativity and innovation at all levels of education and also proposes the induction of new-age technologies such as online learning platforms. College will prepare a detailed proposal to establish e- learning Centre and develop resources to promote distance learning and online learning for students from interior regions of rural and tribal belt of UT

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	210
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	342
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File Description	Documents
Data Template	View File

2.2	210
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	70
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	13
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	2.27 cr
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	46
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Kashmir and hence, the syllabus and the statutes regarding the curriculum are framed by the affiliating university itself. The college, on its own, has a functional Academic Monitoring Committee and Time-table committee to implement the statutes and to ensure the effective curriculum delivery. The curriculum delivery is well-planned as follows:

- The syllabus is framed by the University of Kashmir
- The college has implemented CBCS scheme across all the programs it offers.
- The Academic Monitoring Committee and the Time-table Committee ensures that the academic calendar framed by the affiliating university is followed in letter and spirit
- The heads of all the departments/ subjects formulate their own academic calendar and time table which is in synchrony with the academic calendar of the affiliating university.
- Course-review Committees (CRCs) are framed from time to time
- During the pandemic, the teachers took to mobile applications like Google Meet, Google Classroom, ZOOM and WISE app to stay connected to the students and to deliver online classes
- The college has installed smart Interactive Flat Panel Displays (IFPDs) to make teaching-learning more interactive. It is important to mention here that all the classrooms are equipped with smartboards
- In order to assess the students continuously, the students are examined on regular basis by the teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gdcuttersoo.ac.in/wp-content/uploads/2022/07/Academic-Calendar.pdf

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

Adherence to the Academic calendar:

The college follows the Academic calendar of the affiliating university. At the institutional level, the college prepares its own General Academic Calendar - the heads of all the departments prepare their own tentative calendars as per their needs with slots for Orientation of the students at the beginning of the session, theory/practical examinations and other activities. The Academic Monitoring Committee and the Time-table Committee monitors all the activities related to implementation of academic calendar. The committee prepares the weekly/ monthly reports of the classwork assigned to subject teachers.

Continuous Internal Evaluation (CIE):

The affiliating university notifies the dates for Internal assessment of the students for each programme/ course. The subject teachers utilise different means for continuous internal evaluation of the students - MCQ based question papers, assignments, surveys, project-work, viva-voce etc. The affiliating university conducts the external examinations for all the courses. For odd semesters, descriptive question papers are set and for even semesters, MCQ based questions papers are set. During COVID-19 peak period, the university issued the guidelines to conduct even the external examinations within the institution. The college conducted the examinations as per the guidelines as the online examination system was alien to the students, the faculty introduced the new system of the examination to the students by different channels to ensure they don't face any difficulty in changed system of affairs.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gdcuttersoo.ac.in/examination/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma

C. Any 2 of the above

Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

02

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Cross-cutting issues relevant to Ethics, Gender, Human Values, Environment and Sustainability integrated into the Curriculum: The syllabus for all the Under-graduate Programmes/ courses is designed by the University of Kashmir to which the college is affiliated after due consultations with the representatives from all the affiliated colleges. Both the colleges and the affiliating university are well aware about the importance of integrating the cross-cutting issues relevant to Gender, Human Values, Environment and Sustainability into the curriculum. Considering that the students need to know how of all such issues, course-content related to these issues has been introduced into the syllabus. We currently have more than 10 courses which, among other topics, contain the syllabus headings on the following:

- Environment and sustainability issues
- Women in Ancient Kashmir
- Gender Sensitization (a whole course dedicated to this topic)
- Environment (a whole course dedicated to the issues related to the environmental issues)
- Human rights and values
- Ethics
- Sustainable development
- Justice, etc.

At institutional level too, we have taken certain initiatives to address the issues some of which include:

- A functional Women Development Cell/ Committee Against Sexual Harassment (CASH)
- Organisation of Vaccination drives against COVID-19 pandemic

- Awareness programs for specially-abled students
- Establishment of Student-welfare fund which is funded exclusively by the faculty of the college
- Community-engagement programs organised from time to time
- Swatchhta Programs
- Cleanliness and plantation drives
- Systematic Voters' Education and Electoral Participation (SVEEP)
- Seminars on Gender issues
- Ensuring Plastic and polythene-free campus
- Restricted entry of automobiles into the campus for environmental protection.

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

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

07

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://assessmentonline.naac.gov.in/storage/app/public/agar/21973/21973_13_27.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

550

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

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

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

210

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

At Govt Degree College Uttersoo, we understand that there is a huge diversity within the students vis-à-vis their intellectual capability and the power of comprehension. At the class level, every subject teacher is assigned the job of identifying advanced and slow-learners. The former group is given ample opportunities to satiate their additional intellectual needs. Following strategies are chiefly undertaken to cater to the needs of the advanced learners:

1.Regular debates and seminars wherein they are able to express themselves
2.Drawing contests
3.Career counselling
4.Opportunity to participate in decision-making as almost each committee has student members
5.Community engagement under National Service Scheme (NSS)

Simultaneously, the slow-learners are amicably roped in to ensure they don't lag behind in the following ways:
1.Mentor-mentee sessions: Each subject expert notifies that any student can meet the teacher in person or discuss any issue on phone in the specified time
2.Adoption of Student Credit-approbation System (a practice exclusive to our college wherein the students can monetise the

earned points due to participation in different activities) has ensured that the students who hesitated to take part in activities to come forward 3. Each classroom is studded with high-end smart-boards to make the seemingly difficult concepts easy through the use of audio-visual aids.

We have also published two contact numbers which can be contacted by any student for any kind of grievance.

File Description	Documents
Link for additional Information	N/A
Upload any additional information	View File

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

Number of Students	Number of Teachers
450	11

File Description	Documents
Any additional information	No File Uploaded

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

Experiential learning: For experiential learning, we have laboratories with satisfactory facilities. The students are occasionally given mini -assignments to be completed as part of their Internal Assessment. Field-trips are organised from time to time to provide on-site training to the students. Students are prompted to participate in programs organised by different Govt or Non-government agencies to make them learn - recent example being UNICEF's #YoungWarrior Campaign .Last but not the least, the students are also engaged in various Debates, seminars, quiz and drawing contests.

Participative learning: For participative learning, we have started giving group projects to the students so that, along with learning some skills, they can assimilate certain values and understand the importance of cooperation. Workshops and group-discussions are organised. Recently, we had a week-long workshop on Self-defence

skills exclusively for women. The students are given opportunity to manage the events within the college.

Problem solving: Each college committee has members from the student community who are asked to exercise their opinion. It has been an astonishing experience to see certain students coming up with ideas that surprises even the teachers. Keeping in view the potential of the student community, we ran a campaign #GiveUsAnIdea which accumulated huge response from the students. The institution is in the process of implementing the best ideas received from the students. The Internal Assessment tests are designed to check the problem-solving capability of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	N/A

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has embraced the digital technology to make teaching-learning transactions more interactive and engaging, more so, during and post-COVID. Following credentials sum up the same:

- The college has 8 classrooms. All the classrooms are equipped with Smart-boards being used by each teaching faculty member.
- Recently, we procured the equipment for a Browsing Centre to be used by both the students and teachers.
- Using the COVID-enforced lockdown as an opportunity to get digital and deliver from home, the teachers at the college trained themselves and their students to use applications like Google Classroom, ZOOM, Wise App (an educational app developed in the valley) and Google Meet. Most of the teaching-learning transactions during the peak period of pandemic happened through these channels. Even the examinations, in some cases, were conducted through these applications.
- Some of the teachers have even created their own YouTube channels to teach online.
- In order to disseminate the information online, the college has its own website. Apart from the publication of regular notices about admissions, examinations and other programs, it has a tab dedicated to the e-material wherein the students can access class-notes and other important reading material

online.

- The institution has a working subscription to N-LIST through which students and teachers can access those e-journals and e-books free of cost which are otherwise costly.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcuttersoo.ac.in/wp-content/uploads/2022/07/2.3.2_1637406580_7102.pdf

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

2.3.3.1 - Number of mentors

11

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

2.4 - Teacher Profile and Quality

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

11

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

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

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

02

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

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

2.4.3.1 - Total experience of full-time teachers

22

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

2.5 - Evaluation Process and Reforms

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

The schedule of Internal Assessment is notified by the affiliating university itself. The mechanism is robust in terms of frequency and mode as:

- The schedule is made as such so that the teachers can evaluate their students continuously to assess their learning levels.
- Apart from the university notified schedule, the faculty members examine their students on their own through various methods - class tests, viva voce, making students present a topic to the class or through quizzes.
- Each subject teacher maintains the record of the Internal Assessment with her/ himself and after the evaluation, the awards are dispatched to the Coordinator Examinations of the

college.

- We have Data Entry Operator (DEO) who happens to be a liason officer between the college and the affiliating university. Under the supervision of Coordinator Examinations/ subject teachers, the awards are uploaded to the University Portal for the consolidation of the final results. The results of the Internal Assessment are declared by the University.
- During the COVID-forced lockdown, the teachers came up with innovative methods to test the students through the online mode - through quizzes on Google Forms, open-book examinations, assignments, virtual viva, etc.

File Description	Documents
Any additional information	View File
Link for additional information	N/A

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

The college recieves many grievances related to examinations - incorrect details in the admit card, problems in downloading the admit card, errors in the question paper (which of course, is a rare occurence), missing awards, etc.

In order to ensure that no student suffers because of any errors in the process of conduct of the examinations, the college has taken the following initiatives:

- The Coordinator Examinations accepts any grievance in written form related to the Internal/external examinations and reports to the Principal.
- The college website has a separate link where students can drop their grievances.
- The students are encouraged to approach any teacher for any grievance which ultimately reach to the Principal who, in consultation with Coordinator Examinations, devises the plan to address the grievances.
- The Coordinator Examinations of the college, after ascertaining any fault/ error, corresponds with affiliating university either directly or through the Data Entry Operator (DEO IT and SS) who is a connecting link between the college and the university.
- The concerted effort of the college and the university makes sure that the grievances related tothe Internal examinations

are solved in a time-bound manner.

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcuttersoo.ac.in/examination/

2.6 - Student Performance and Learning Outcomes

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

The affiliating university, i.e. University of Kashmir drafts the Programme and course outcomes (POs and COs) of different programs/courses in consultation with the representatives from the select colleges.

The college website hosts a page where the Programme and course outcomes for each of the courses are uploaded for the students. In addition to this, at the outset of each session, the faculty from the subject of EDUCATION gives lectures to the Class Representatives (CRs) making them aware about the learning outcomes. Finally, the information trickles down to all the students.

The learning outcomes are also discussed during the review meetings of Course Review Committees (CRCs) from time to time. It is a norm for each subject teacher to read out the learning outcomes to their students in the orientation programs they organise.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gdcuttersoo.ac.in/learning-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The learning outcomes are so designed that they can be checked for their assimilation by the students. As per the University guidelines vis-a-vis examinations, following methods of examination are in vogue -Descriptive (odd semesters) Objective/ Multiple choice question-based (even semesters), and Practical/ assignment/ project based (Internal Assessment carried by the college itself) This blend

of different assessment methods helps the students attain the learning outcomes. In the same manner, the teachers are able to evaluate the attainment of the learning outcomes by the students. In addition to it, the college on its own holds certain seminars on Value based education (Women specific issues, ethics and constitution) and organises certificate programs/ workshops to give additional skills to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	N/A

2.6.3 - Pass percentage of Students during the year

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

70

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

2.7 - Student Satisfaction Survey

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

<https://gdcuttersoo.ac.in/wp-content/uploads/2022/08/NAAC-Criteria-II-2.7-Student-Satisfaction-Survey-on-Teaching-Learning-Process.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

The NSS units of the college engage the students in different activities in the neighbourhood community (and also within the campus) to sensitize them to issues of concern for their holistic

development. The examples of some of the activities carried by the college include:

- Punctuality and Discipline-related awareness programs (intended to engender in the students the values of discipline).
- Campus and village cleanliness programs (intended to make the students more humble, sensitize them about the different kinds of wastes generated due to day-to-day activities and to make them appreciate the value of cleanliness).
- Summer Internships under Swatch Bharat Mission (intended to engender in them the value of cooperation, create an awareness about the government schemes and to make them appreciate the value of cleanliness)
- Anti cannabis drives (intended to make the students aware about the menace of drugs)
- Plantation Drives (intended to make the students towards environmental issues)
- COVID-19 sensitization drives (intended to sensitize the students about the importance of health, to spread quality knowledge about the pandemic and to give them an idea about their responsibility towards the society they live in)
- Systematic Voters' Education and Electoral Participation (intended for the students to know the importance of voting rights and their importance)
- Programs for the elderly people (intended to make the students more considerate towards the elderly)
- Young Warrior Campaign (intended to expose the students to the working of international organisations and the role of media in curbing the pandemic like situations)
- Celebration of days of national/ international importance.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/wp-content/uploads/2022/07/Extension-Activities.pdf
Upload any additional information	No File Uploaded

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

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

0

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

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

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

19

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

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

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

554

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

3.4 - Collaboration

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

5

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

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

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

1

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

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.

Despite the fact that the age of this campus is only around 3 years, the college administration has managed to establish the basic facilities for teaching learning. Available facility: The college has a main spacious building which houses the following:

- 8 classrooms equipped with Smart-boards: All the 8 classrooms

are equipped with Smart boards with power backup.

- 5 laboratories including a computer laboratory: Four science laboratories - Botany, Chemistry, Physics and Zoology have all the basic equipment required to carry out the necessary experimental work. A computer laboratory is equipped with a smart-board and houses a number of desktops for the use of students.
- Library with more than 11000 books: The college library has more than 11000 books. The facility is under automation. The institutional library has an active subscription to e-books and e-journals.
- Seminar hall with ICT facility: A seminar hall-cum-committee room has a seating capacity of about 50 and is equipped with a smart interactive display board.
- Browsing centre: A browsing centre with 8 desktops caters to the needs of the students alike. Internet facility is available.
- Student Facilitation-cum-scholarship centre.
- Some other facilities in the main building include a dispensary, a baby-care centre and a history museum.

IT and Admission blocks: These blocks have been recently constructed. The Detailed Project Report (DPR) for the construction of a separate Science Block has been sent to the higher authorities. Hopefully, the administrative approval will come soon

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

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

Facilities for cultural activities, games and sports:

- The college campus has a marked space for a playground where students play games like cricket and volleyball
- Items required for playing games like cricket, volleyball, football, badminton, basketball, table tennis, hockey, carrom, skipping ropes, throw balls, kho-kho, chess, etc are available.
- The students participate in many sporting activities
- The college has published a multi-lingual e-magazine for the

students which is available online on the college website

- The college has its own tarana (college song) which is in vernacular language
- A seminar hall, where cultural activities can be carried out, is provided with ICT facilities
- The days of International and national importance are celebrated by organising a whole lot of programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	N/A

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gdcuttersoo.ac.in/ict-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

163.32 lacs

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

4.2 - Library as a Learning Resource

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

The library is partially automated with the following progress being made so far:

- Around 11000 books classified and barcoded.
- Software for University Libraries (SOUL) procured and the details of the books entered into the software.
- Handheld scanner is available.
- Subscription to the N-LIST in place whereby any faculty member/ student of the college can access e-Journals and e-Books free of cost.
- Hopefully, the automation will be successfully completed soon.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	N/A

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

10.115 lacs

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

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

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

461

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

4.3 - IT Infrastructure

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

The college was shifted to the existing campus during 2018-19. Since the shift, the institution has grown steadily with respect to the IT facilities:

- During the year 2019-20, we had just three classrooms with the facility of interactive boards.
- Currently, all the existing classrooms are equipped with Smart-boards (with five of them having latest Interactive Flat Panel Displays).
- Previously, the college managed with the limited bandwidth provided by some private service provider. Currently, we have an active internet plan with a bandwidth of upto 30MBPS.
- The e-Governance can seen in every sphere - admissions, examinations, administration and finance. More importantly,

the college has developed a website with enormous information being circulated to the student community only recently.

- The college has accumulated more than 50 desktops majority of which are being used for the academic purposes.
- A browsing centre with high-end server was purchased recently to upgrade the potential of online teaching-learning at the institution.
- The process of upgradation is not restricted to the infrastructure. More importantly, the teachers have been trained to handle the IT related apparatus and a number of students have been trained with an Industrial partner named NIELIT the previous academic year.
- The institution has also started a working subscription to the N-LIST from the last academic year. The college endeavors to expedite the process of upgradation of the IT facilities with every passing day.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gdcuttersoo.ac.in/ict-facilities/

4.3.2 - Number of Computers

46

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

163.32 lacs

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

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

At GDC Uttersoo, we believe that maintenance and effective/ optimal utilisation of resources is more important than procurement. That is the reason, the head of the institution reviews the status of the facilities available more often in the meetings with different committees. A very important committee in this regard is Stock Verification Committee which, on the direction of the head of the institution, looks for the stocks consumed (in case of consumables) or damaged/ demanding maintenance. A stock verification report is prepared by the committee. The head of the institution then holds consultations with IQAC, Technical-Inspection and Audit Committee (TIA) and other committees as deemed important by the head to take the final decision. The fully damaged/ dead stock is recommended to be replaced while as the partially damaged equipment is recommended for maintenance. Since the previous year, the procurements are made exclusively through GeM portal, except the items not available on the portal. The procedure is followed for laboratory, purchase of computers, classroom and sports equipments. Alternatively, the heads of the departments can route their requisitions directly to the Principal in case any facility needs maintenance or replacement. The latter directs the Purchasing Committee to do the needful. For library, the empanelment of booksellers is done through Expression of Interest which is given wide publicity through the local newspapers and the website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcuttersoo.ac.in/committees/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

176

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

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

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

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

<p>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</p>	<p>D. 1 of the above</p>
--	---------------------------------

File Description	Documents
Link to institutional website	https://gdcuttersoo.ac.in/wp-content/uploads/2021/12/Contract-Agreement-Final.pdf
Any additional information	<p>No File Uploaded</p>
Details of capability building and skills enhancement initiatives (Data Template)	<p>View File</p>

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

80

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

80

File Description	Documents
Any additional information	<p>View File</p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p>View File</p>

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

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

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

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The institution believes in the potential of the students. Following initiatives have been taken in this regard:

- **Representation in the college core committees: Almost each core committee of the college has student representation. The regular meetings of the college see the participation of the students more often. Their ideas are appreciated and implemented as and when necessary.**
- **Representation in subject related Course review committees**

(CRCs): Each subject head convenes Course Review meetings with course review committees as and when required.

- Participation in the extension activities of NSS: The students of the college take part in various extension and community outreach programmes too.
- Debates and seminars: Students are given ample opportunities to participate in the debates and seminars.
- Celebration of days of National and International importance: Important days are celebrated by organising debates, seminars and other activities including drawing, essay and playcard holding programs.
- Experiential learning: Students are given mini-assignments.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/committees/
Upload any additional information	No File Uploaded

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

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

05

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

5.4 - Alumni Engagement

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

The Alumni association of the college is under registration. However, the tracing of the alumni for their progression started way

back in 2020. A number of the alumni have progressed to the higher education and a few have also got the job both in the public and private sector. We have started taking feedback from the alumni which has proved to be beneficial to the institution in many ways, lately. As far as financial contribution by the alumni is concerned, it is negligible. However, we are hopeful that those of the alumni who are in-service may start contributing towards the college development when sensitized. The work in this direction is in progress expeditely.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission statements of the college are like the preamble to the methodology of governance of the college. The Vision/Mission statements read like:

Vision: To inspire the desire for higher education, to rise as a standout institution in quality education and to ensure all-round development of the students with focus on deep knowledge for problem solving, effective traits for quality leadership and personal well-being. Mission:

- Creating a conducive environment for all stakeholders for the realization of their full potential.
- Developing infrastructure and embracing the latest technology for effective curriculum delivery

At GDC Uttersoo, we believe in the following:

- Inspiring the students for the desire for higher education
- Providing Quality education to the students
- Working towards All round development of the students
- To Focus on deep knowledge for problem-solving
- Inculcating Effective traits for quality leadership
- Towards Personal well-being of students
- Creating a conducive environment for all the stakeholders
- Developing infrastructure and embracing the latest technology

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/vision-and-mission/
Upload any additional information	No File Uploaded

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

The college has an effective leadership which believes in decentralisation of governance and participative management in the following manner:

- There is no monopoly in decision-making as the head of the institution consults all the members of the college whenever a decision is to be made
- The committees, which are reconstituted at least once a year, look after different assignments, e.g. Purchasing committee for making procurements, Inspection Audit and Technical committee for inspecting the procured items before the payments to the vendors can be initiated, IQAC for taking quality assurance related decisions, Library committee for looking after the library affairs, etc.
- Each committee has members not only from the permanent faculty but also from the temporary faculty (full-time teachers) and from the student community as well.
- The committees meet whenever a decision is to be made regarding any issue falling under their purview.
- The main function of the committees is to make the decision-making more objective as multiple ideas are generated in the meetings which are either accepted or rejected on merit and a final decision is made which is forwarded to the Principal for further action.
- The stakeholders from outside the college (alumni and the parents) are also called upon whenever required.

- The students are involved in decision-making by means of the formulation of Course Review Committees (CRCs) too.
- Feedback regarding different issues concerning the college is taken from all the stakeholders - teachers, students, alumni, parents, non-teaching staff, etc to take their candid opinions.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/wp-content/uploads/2021/12/Committee-Lists.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Even before the inception of the IQAC, the college did have an Advisory committee which worked much like the latter. It devised annual plans and followed up the same till implementation. The two committees have achieved much success for the college in concert: Infrastructure related:

- New admission, IT and a toilet block each for boys and girls recently constructed.
- Proposals for the construction of Administrative block, canteen and healthcare centre accepted by the higher authorities and the work under process.
- Installation of CCTV throughout the campus
- A browsing centre established for the students and the staff.
- All the laboratories with the necessary apparatus for practical learning.

Teaching-learning and curriculum related:

- All the classrooms made digitally smart with advanced equipment.
- All the teachers trained with ICT methodology to deliver online.

Gender specific initiatives: The action plans devised by the WDC/ CASH have been realised to a major extent.

Collaborations:

- The teachers have been sent for Faculty development programs to acquire more skills.
- A collaboration with NIELIT Srinagar trained around 150 college students with the basic skills in Computers.

Transparency:

- The procurements have been made predominantly with GeM portal.
- Grievance redressal cell established.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	N/A
Upload any additional information	View File

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

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. The college is a Government funded institution. Administrative set-up: The college comes under the regulation by Higher Education Department of Jammu and Kashmir UT. The regulations regarding the service, promotions of the teachers, effective transfers, etc come from the said department. The admission and examination policy of the institution is largely decided by the affiliating university. Service rules: The service rules for the employees come in two comprehensive volumes which every employee has to abide by. At institutional level, the Principal comes at the top position in decision-making power hierarchy. However, he/ she holds consultations with different committees before reaching any decision.

The development plans are discussed in the meetings. The DPRs prepared are sent to the Higher Education Department for approval. The fund transfer (subject to project approval) is transferred transparently to the institutional account. The effective utilisation of funds is ensured by the college committees set for specific purposes - Development committee, Purchasing committee, etc. Each committee has multiple members with a convener in lead. At the department level, each department has an HOD who supervises other teachers. Appointments: The appointment off the Gazetted staff

(Assistant Professors and PTI, Librarian) is made by Jammu and Kashmir Public Service Commission (JKPSC). The non-gazetted staff is appointed by Jammu and Kashmir Services Selection Board (JKSSB).

File Description	Documents
Paste link for additional information	N/A
Link to Organogram of the Institution webpage	https://gdcuttersoo.ac.in/wp-content/uploads/2021/12/CollegeOrganogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution being Government-run, the welfare schemes for the employees (teaching and non-teaching) are devised by the Govt of Jammu and Kashmir, UT and partly by the Union government through Jammu and Kashmir Administrative Department (JKGAD) and UGC respectively. Some of the welfare measures for the teaching and non-teaching staff include:

National Pension Scheme (NPS): Under this scheme, the employees make a monthly contribution and a matching share is paid by the Govt which is saved in the NPS account of the employee. At superannuation, a percentage of this fund is paid to the employee

whileas the remaining amount is paid monthly as pension.

General Provident Fund (GPF): Under this scheme, an employee contributes a certain share of her/ his salary to her/ his GPF account. The funds are returned to the employee when required with an interest (not all employees are covered under this)

Leaves: The employees can benefit from various types of leaves - study leaves, paternity/ maternity leaves, earned leaves, casual leaves, medical leaves, etc depending on the requirements, under rules Childcare and other allowances

Regular increments: The employees who perform well are paid increments on their salary annually.

Incentives for add-on assignments: For additional assignments like examination duty, evaluation of answer-scripts and setting of question papers, the employees get additional incentives from the affiliating university under norms

Scope for growth: The employees are given ample opportunities to go for higher studies, faculty development programs, etc.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/wp-content/uploads/2021/11/Welfare-Schemes-for-the-Employees.pdf
Upload any additional information	View File

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

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

0

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

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

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

1

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

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

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

4

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

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

The Higher Education Department of the Union Territory has worked out a system of API by means of Annual Performance Report (APR) which needs to be submitted by each of the teachers, duly signed in by the head of the institution. Among other parameters which this document scrutinizes are included the following:

- Any research carried out/ papers published
- Details of the Faculty Development Programs the teacher has participated in
- Engagement in teaching-learning
- Engagement in co-curricular activities being conducted by the college
- Methods of teaching and evaluation adopted
- The general contribution towards the development of the college
- Community engagement through college
- Any special contributions made to the college

This document reflects the performance of the teacher based on which the promotion to the next grade or other incentives are decided. At institutional level, the head of the institution monitors the activity of all the teaching and non-teaching staff directly or through different committees in place. For instance, the performance on academic side is checked by Academic Monitoring Committee.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The institutional finance administration records each transaction. Stock verification committee inspects the stock as and when required by the head of the institution. The institution has set up a Technical Inspection and Audit Committee recently which is in the process of taking a holistic internal audit of the institution. The establishment section also conducts periodic account audits to prepare annual expenditure statements. In addition, the AG office of the Govt of union territory too carries external audits on a regular basis to make the administration more responsible and transparent.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

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

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

0.46

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

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

The Principal in consultation with various committees discuss the infrastructural and other needs for the institution. The estimates are sent to the JK Higher Education Department (JKHED) along with the DPRs. If approved, the funds are sanctioned under different heads. After the funds are transferred to the institution, the staff/committees are required to give the specific requisitions for the needs. The specifications need to be specified for each requirement.

Most of the procurements are made through GeM portal since the last year. The payments to the vendors are made only after checking the specifications of the items delivered. This is ensured by the Technical, Inspection and Audit Committee (TIA).

Case study for optimal utilization of resources/ funds:

- Funds were received for the installation of the CCTV facility in the library. However, the IQAC sensed that the funds were quite higher than were required for the facility in the library which is housed in a hall on a makeshift basis. A meeting was convened by the Advisory and Purchase committee of the college. It was decided that the additional funds can be utilised to bring whole of the campus under CCTV surveillance. The plan was implemented. Since then, the campus has become more secure for the female students of the college.
- No common room was available for the female students of the college. The institution took a decision to make a room available for the girls till the funds for a full-fledged facility are sanctioned.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC of the college is just a year and a half old (established in 2020) but during the limited time it has contributed significantly to institutionalise the quality assurance strategies

and processes as follows:

- The IQAC is a top decision-making body and at the same time it takes inputs from every stakeholder to build a plan.
- The initiation of seeking feedback, analysing it and recommending the key findings to the Principal was made possible by the cell.
- The IQAC holds regular meetings with the heads of each department to work-out new strategies. It was because of the efforts of the IQAC that two Certificate courses were successfully completed in the latest completed academic year.
- The IQAC devised a plan to implement a new practice called Student Credit-approbation System (SCAS) which increased the participation of the students in the co-curricular aspects considerably.
- It prompted other committees to show more activism from time to time.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/iqac/
Upload any additional information	View File

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

The IQAC was established in the institution only recently, on 20-4-2020. Since its establishment, the college has seen so much of activism and a number of initiatives have been taken:

- The process of seeking feedback on different issues, including the curricular aspects, has been initiated. The feedback taken from different stakeholders has been analyzed and action has been taken in majority of cases.
- New committees like Committee against Sexual Harassment (CASH) and Enquiry cell for Persons with Disability (PWD) have been established and made functional.
- A new practice called Student Credit-approbation System (SCAS) has been started whereby the students can incentivize their participation in different activities. This has increased the participation of students in the co-curricular activities.
- Academic Monitoring Committee (AMC) came into existence which monitors the workload and class-work.

- Library automation was started and the subscription to e-Journals and e-Books was activated.
- A fully functional website came into existence with study material for the students.
- All the classrooms were equipped with smart boards for easy and interactive teaching-learning.
- Various Faculty Development Programs like that on GeM procurement, ICT and Intellectual Property Rights were organized.
- Career counseling sessions were started with UPSC and other State PSC examination qualifiers.

File Description	Documents
Paste link for additional information	https://gdcuttersoo.ac.in/igac/
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcuttersoo.ac.in/igac/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution believes in Gender Equity. For this we have established Committee Against Sexual Harassment (CASH) and Women Development Cell (WDC) . WDC/ CASH are headed by a female convener with majority of representation from the female members. The cells came up with a comprehensive action-plan to celebrate Gender equality. The cells also came up with different proposals some of which were materialised within a short span of time. Examples include:

Safe environment for the female community within the campus: Whole of the campus is equipped with surveillance cameras which function 24*7 to ensure any potential threat against the female student community is caught on camera and timely action is taken.

Infrastructure and Gender equality: There are separate and equal number of washrooms for female community as there are for male community. One new toilet-block has also been constructed recently.

Girls Common Room: The administration of the college has reserved a room to be used as Girls Common Room till the funds are recieved for the construction of same.

Awareness Programs: The WDC organizes programs like Feminism and Women empowerment, Women in leadership, Status of Women in Islam, etc.

Equal opportunities for all: Each student is given equal opportunity to thrive in the institution irrespective of the gender which is reflected in the participation of female students in different activities being carried out by the institution.

Self Development and Women: The WDC cell organises Self-development Programs exclusively for the female student community like conducting of a Week-long Certificate Workshop on Self-defense.

File Description	Documents
Annual gender sensitization action plan	https://gdcuttersoo.ac.in/wp-content/uploads/2022/08/Action-Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gdcuttersoo.ac.in/wp-content/uploads/2022/08/wdc.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Primarily, the waste generated within the campus is segregated at source. We have coloured dustbins with the labels for different types of wastes - Plastic/ polythene, paper/ cardboard, organic/ food-waste, etc. Solid waste management: The solid wastes generated at the campus include the food waste, paper and cardboard, pen cases, wrappers and plastic. (rare as the college has been declared Polythene/ plastic-free area and there is penalty for the students and the staff if they are found using it indiscriminately within the campus).The wastes in plastic and polythene is recycled.

The biodegradable wastes are dumped in the pits or sanitary landfills.

Liquid waste management: The liquid waste predominantly generated from the latrines and washrooms flows through the pipes to the deep trenches which are covered. Biomedical waste management: Little or none of such waste is generated at the campus. Waste recycling

system: As minimal plastic/ polythene waste is generated within the campus due to restricted use, we have encouraged the students to collect the waste around the campus and recycle it. The idea has been successful so far in sensitizing the students about the importance of recycling. Hazardous chemicals and radioactive waste management: Generally, no radioactive waste is generated within the campus. The hazardous chemicals (if generated) are stored within the non-reacting material and ultimately dumped into waste dumps away from water bodies.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gdcuttersoo.ac.in/wp-content/uploads/2022/08/7.1.3.pdf
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution believes in inclusive environment and promotes tolerance towards different sections of the society. The statement can be exemplified by the following:

Celebration of Gender diversity: The institution believes in Gender equality which is evident from the activities it carries out. A Women Development Cell (WDC) and Committee against Sexual Harassment (CASH) is in place to look after the interests of this section.

Promotion of Unity in Diversity: The institution holds awareness campaigns to promote the unity among different religious denominations. The staff takes pledge on the occasion of Sadhbhavna Diwas in the name of harmony among different castes, creeds and religions and celebrates Rashtriya Ekta Diwas.

Reservation for the socially, economically and other backward classes: The institution has a reservation policy in place in sync with that of the Government ensuring that the students of the marginalized sections like Scheduled tribes and Pahari speaking people get full representation in the institution.

Friendly environment for the Divyangjans: The special cell dedicated to cater to the needs of the specially-abled students of the college is headed by an assistant professor who is himself visually impaired. The college buildings are provided with ramps for easy access. Majority of the computer sets housed in the institution have NVDA software installed on them. The college website is also provided with a screen-reader.

Welfare schemes for socio-economically backward students: Such

students are given the freeships both by the central/ state government as well as the institution itself.

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

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

To sensitize our students about the values, rights, duties and responsibilities enshrined in our constitution, the college undertakes many activities. This is part of the co-curricular activities intended to make the students more responsible towards fellow citizens and to develop in them a sense of belongingness to the nation. We have a separate page dedicated to such activities on our institutional website. Some of the activities/ initiatives carried in this direction are enlisted below:

- Preamble to the Indian constitution has been uploaded on the institutional website for the perusal of the students
- Programs about the voting rights like SVEEP have been organised
- A number of activities were carried out by the institution to celebrate the Freedom Movement of India under the banner Azadi ka Amrut Mahotsav
- A tricolor waves 24/7 just in front of the main building
- Freedom Run - 2021 organised to celebrate the Freedom of India from the colonialism
- Sadhbhavna Pledge taken by the staff
- National Anthem singing competitions organised
- Rashtriya Ekta Diwas (National Integration Day) celebrated on the birth anniversary of Sardar Vallabhai Patel
- Almost all the staff members on permanent basis participate in election duties (parliamentary, state assembly as well as panchayat elections)
- Program on the Fundamental Rights and Duties organised.

In addition to it, the institution celebrates Independence Day and the Republic Day annually in association with the Block and Tehsil offices of the area.

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

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

D. Any 1 of the above

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

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

The institution celebrates/ organizes national and international commemorative days, events and festivals to educate the students on different issues of concern to the humanity. Chief examples of such events which are/were observed by the institution from time to time:

World Women Equality Day: 26th August, 2021 National Teachers Day: 5th September, 2021 International Yoga Day: 21st June, 2021 Rashtriya Khel Diwas: 29th August, 2021 International Drug De-addiction Day: 26th June, 2021 International Youth Day: 12th August, 2021 Rashtriya Ekta Diwas: 31st October, 2021 National Sports Day: 29th August, 2021 International Ozone Day: 16th September, 2021

The days are commemorated/ celebrated by organising different activities like Drawing contests, Debates, Seminars, Conferences, Group discussions and other awareness programs. With the introduction of Student Credit-approbation System (a potential best practice adopted by the institution), the participation of the students has considerably increased in such activities. Post COVID-19, the events are organised online too, a step contributing to the idea of Digital India.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-I:Technology-oriented Teaching-learning

To embrace the new technology in the Post- COVID era, the institution procured 5 interactive flat panel display boards taking the facility of smart-classrooms to each classroom available. A Browsing Centre has been developed having a high end server and latest configuration desktops. The staff was trained on how to use the smart boards and also on how to use the latest digital applications like ZOOM, Google Meet amongst others to deliver online classes from home during the Covid pandemic. . Even the examinations were conducted online. When the colleges opened as the COVID-19 threat eased, the teachers started delivering in the classrooms with the help of digital boards which made learning more interesting. Currently, almost each of the staff members is trained to deliver online and through smart- boards.

Best Practice-II:Student Credit-approbation System (SCAS)

The objective of this practice was to involve the students in the development and beautification of the campus and also to engender in them a sense of service and duty towards the fellow students and the community. The students are asked to choose from number of assignments which range from academics to administration. Each

student can participate and earn credit points earmarked for each assignment. The students would be awarded with the credit certificate after a specified period. In addition, credit system will be integrated with our Student Welfare Fund (SWF) wherein the students can monetize their credits and get scholarships in lieu of their credits.

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

7.3 - Institutional Distinctiveness

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

The distinctiveness of the institution lies in the extremely cordial relationship between the teachers and the students which is exemplified by the following approaches:

- **The Student-welfare fund:** Each staff member of the college (permanent as well as temporary) contributes a certain amount of his/ her salary to the student welfare fund on monthly basis. This is in addition to the financial assistance already provided to the deserving students of the college.
- **Remedial teaching at home:** A number of local teachers has made it a norm to teach the slow-learning students at their own home, the practice started in 2019-2020 when the COVID-19 was at peak and had hampered the regular classes at the campus. This is one of the practices being practised by the local teachers of the institution exclusively.
- **Mentorship through phone:**
- **Meetings with the parents of the students:** In addition to the parent-teacher meetings at the college where the parents of the students are asked to have their opinion, some of the teachers visit the homes of the students and where they have one-to-one interaction with the parents of the students. This helps the teachers to know the home-condition of the students which, in some way, helps the teachers to improve their teaching.
- **Admission Mela to attract the students:** The teachers interact with the students in the admission mela which is conducted

annually by the college. The teachers educate the students about the career opportunities in the higher education.

- Mentor-mentee programs:
- PWD cell for the specially-abled students:

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

7.3.2 - Plan of action for the next academic year

A comprehensive plan to improve on all the criteria specified will be implemented for the holistic development of the institution. The college plans to achieve excellence in teaching and learning by introducing more ICT facilities in the institution and encouraging teachers to use technology oriented teaching. The college also envisions support to extra curricular activities by organizing educational and subject tours and disseminate experiential based learning among the students.

The college endeavors to contribute to the nation-building by inculcating the values of national integrity, unity, peace and harmony in the students of the college. The working of the institution is strictly in synchrony with the Vision and Mission statement of the college and we aspire to create a conducive environment for all the stakeholders to realise their full potential. The college also intends to introduce more industry-oriented programmes and mould the curriculum in line with the New Education Policy.