YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Government Degree College Dooru-Shahabad (Anantnag)
• Name of the Head of the institution	Dr. Mehnaz Sheikh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile No:	9419412632
• Registered e-mail	principal.gdcdooru@gmail.com
• Alternate e-mail	khandayferoze@gmail.com
• Address	Government Degree College Dooru
• City/Town	Anantnag
• State/UT	Jammu and Kashmir
• Pin Code	192211
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

- Name of the Affiliating University	**University of Kashmir Srinagar**
- Name of the IQAC Coordinator	**Mr. Feroze Ahmad Khnady**
- Phone No.	**9797236808**
- Alternate phone No.	**9797236808**
- Mobile	**7889434581**
- IQAC e-mail address	**iqac@gdcdooru.edu.in**
- Alternate e-mail address	**khandayferoze@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gdcdooru.edu.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
- if yes, whether it is uploaded in the Institutional website Web link:	https://gdcdooru.edu.in/assets/folders/noticeboard/Activity_calendar-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.72**	**2019**	**16/07/2019**	**15/07/2024**

6.Date of Establishment of IQAC	**20/08/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Degree College Dooru -Jammu and Kashmir -UT	**Salary-MH 2202**	**Higher Education Department. Jammu and Kashmir -UT**	**2020-2021**	**3,36,45000**
Govt. Degree College Dooru -Jammu and Kashmir -UT	**TA -MH 2202**	**Higher Education Department. Jammu and Kashmir -UT**	**2020-2021**	**1,60,000**

Govt. Degree College Dooru -Jammu and Kashmir -UT	Leave Travel Concession -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	135000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Telephone -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	55,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Office Expenses -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	4,45,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Electricity Charges -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	6,70,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Rent ,rates and Taxes -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	1,00,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Material and Supply -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	6,00,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Books and Periodicals -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	7,00,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	POL -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	1,40,000

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Govt. Degree College Dooru -Jammu and Kashmir -UT	Machinery and Equipment's -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	7,50,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Camps, Seminars and Conferences -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	1,52,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Maintenance and Repairs -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	40,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Furniture and Furnishing -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	4,00,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Office Equipment's and Appliances -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	2,85,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	NPS -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	14,90,000
Govt. Degree College Dooru -Jammu and Kashmir -UT	Leave Encashment -MH 2202	Higher Education Department. Jammu and Kashmir -UT	2020-2021	7,12,000

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
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	<u>View File</u>	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. IQAC took an initiative to enable the classrooms with ICT facilities for which 08 interactive flat panel boards were acquired and were augmented with 100 MBPS Internet facility. 2. IQAC take an initiative to organize various Community outreach programmes like cleanliness of various local water bodies, Swach Bharat programes, AIDs Awareness programs, Drug De-addiction Programs-(Our College bagged 2nd position in the National Award Nasha Mukhate). 3. Signed MOU with the BFSI to provide various skill related and financial sector orientation to our students. 4. IQAC took an Initiative to organise faculty development programs,Soft Skill programs, Life Skill programs, Workshops , Skill oriented prorames,Cultural event ,and numerious Curricular, Co-curricular and extra curricular activities. 5. IQAC took an intiative to register Alumini as well as NCC of the College.

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
ICT enabled Classrooms	Procured 08 interactive flat panel Boards
Establishment of Browsing Centre	Set up a browsing centre with 18 all in one desktop computers and 30 MBPS Internet Connectivity.
Introduction of certificate Courses	Introduced two certificate courses viz ;Certificate in Computer Course and Web technology
Formulation of Extensive Academic calendar	Formulated the academic Calendar , and done almost all the mentioned activities as per the scheduled dates
Upgradation of Internet speed	Increased the Internet speed from 10 MBPS to 100 MBPS
workshops	Organizing 2 day workshop organized with Krishi Vigyan Kendra (KVK) Anantnag on 29th & 30th of September, 2021
Extension activities	Carried two extension activities Viz:-1) Cleanliness of local waterbodies. 2) Awareness programme in local villages regarding SOP's with regard to COVID-19 Pandemic

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
0	Nil

Extended Profile

1.Programme

1.1	24
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1884
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	441
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	456
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**22**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4342564**
4.3 Total number of computers on campus for academic purposes	**86**

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 basic gamete to the realistic implementation of the University prescribed curriculum is efficient planning. Consequent to the adoption of the Choice Based Credit System (CBCS) by university of Kashmir, we have ensured that the college academic calendar is in place prior to each semester and preparations for the next semester are carried out well in time. The transition to the Choice Based Credit System adopted by the University of Kashmir has necessitated the need to provide students with a significant degree of choice in the subjects of diverse streams offering multidisciplinary notch to the curriculum. We have, thus, started taking options from students well before the semester begins so that the college departments are well prepared to cater to the student's preferences. Orientation session for subjects is held to acquaint students of the salient features and future prospects of the numerous courses being offered

by each department in a particular semester. This ensures that students make a rational choice. Students are encouraged to meet faculty members and seek more information if necessary. As an academic mechanism, departments are encouraged to incorporate the student's choices. As an attempt to enrich the orchestration of pedagogy, the faculty are required to prepare modular teaching plans before each semester. The college IQAC oversees these dynamics. Frequent review of curriculum delivery is carried out during department meetings. Each department aims for efficient curriculum delivery and teachers are encouraged to use innovative instructional strategies to achieve this feat. The college administration backs the departments in this entire action. At the end of each semester, teachers submit internal assessment marks to the coordinator exams. Another crucial element of post semester activities is collection of student feedback on various parameters related to curriculum and its delivery. This feedback is a critical input for the IQAC to evaluate the efficacy of curriculum delivery and work for enhancing it in the next semester of the degree programmes.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf

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

The University of Kashmir has authorized the affiliated colleges to conduct internal/external examination of practical subjects at college level.The Affiliated university has introduced tutorial in every subject w.e.f 2020 Academic session .Thirty three percent (33.33%) of the total marks have been assigned to the practical work in case of Core papers and Fifty percent (50.0%) in case of Skill based courses. The examination coordinator of the College in cognizance with faculty of college notifies the dates for the tutoial,internal/external practical examinations. The dates are notified once the prescribed syllabi are completed by the teacher and before the external examination date sheet is notified by the university. The date sheet for the tutorial/internal examinations is approved by the Principal of the College. The process of internal assesment is carried out as per the broad outline provided in the curriculum.Moreover recently the college has been instrumental in incorporating blended modes/online modes of assessment also owing to

emerging situations like Covid-19 Pandemic.The concerned teacher/expert gives differrent types of assignments viz Field work, Case Study,Presentations in theform of short video clips, Assignments on different topics , Via-voce, and aslo teachers prepares the question paper and conducts internal examination with the help of invigilator on the date mentioned in the date sheet. The assignments and answer scripts of the examination are evaluated by the teacher and the marks obtained by the students are submitted to the coordinator of examination on award roll with proper Signature and name of the teacher/expert (evaluator). The answer scripts are also deposited with the coordinator of examination for records. The coordinator of examination further submits the award rolls to the data entry operator for uploading the same on university's portal.

Moreover to assess the students, the faculty of the college is continuously conducting internal assessment/Classtests for the prescribed syllabus. The evaluation of these assessment tests is done by the faculty members of the college. The questions papers for assessment / examination are prepared by the faculty members. While preparing the Questions papers the concerned teachers strictly adhere to the norms/guidelines of the affiliating university i.e., University of Kashmir. Students are informed about the dates of examination well in advance. The examinations are monitored by the invigilators who maintain the code of conduct in the examination hall. Once the examinations are conducted the answer scripts of the students are evaluated by the concerned faculty members. The teachers maintain impartiality and fairness while evaluating the answer scripts and the evaluated answer scripts returned to the students, to check and understand their weaknesses. Suggestions are given to students who need to improve and those who perform well are appreciated. Moreover regular parent teacher meetings are conducted where the marks obtained by their wards are shown to them. This enables the parents to get updated about their wards' performances in different subjects.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating	C. Any 2 of the above

University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

04

File Description	Documents
Any additional information	View File
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)

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

85

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

85

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

1.3 - Curriculum Enrichment

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

Government Degree College Dooru is an affiliated to university of Kashmir. The College integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum in subjects like Sociology,Education, Psychology, Environmental science, Political Science, Urdu, History etc. The faculty imparts Moral Values, Human Values & Professional Ethics, environmental sustainability which are inclusive of the curriculum.

Besides the College has vibrant Debate and Seminar Committee, which has organized various offline and online programmes to inculcate these values among students. The Debate and Seminar committee has organized programmes like;

1. **Psychological support for covid pandemic.**
2. **Physical activity and Life style diseases.**

3. Week-long celebration of Azadi ka Amrit Maha-Utsov.
4. Celebration of Sadbhavana Divas.
5. Fit India Run.
6. Communication soft skill and Persuasion.
7. Celebration of International Ozone Day.
8. week-long celebration of Vishwa Guru Bharat.
9. Week long celebration of Ghandi Jayanti.
10. Celebration of Rastriya Ekta Diwas.
11. Celebration of Constitution Day.

The department of sociology has organized a programme on Gender inequality and women empowerment. The aim of this programme was to develop conceptual understanding of gender inequality and women empowerment in today's contemporary scenario.

The College NSS units have also played a significant role in inculcating Moral values, Professional ethics, Environmental awareness among students. In pursuance to this NSS units have organized number of online, offline and outreach programmes.

1. Awareness on Child Sex abuse and POSCO Act.
2. Awareness programme on National Helpline for Senior Citizens.
3. A Cleanliness drive to develop civic responsibility among students.
4. A community awareness programme on Covid 19 SOP's.
5. Outreach programme for cleaning the local water bodies for sustainability of these water bodies.
6. One day awareness programme on Drug Deaddiction.

The Department of Environmental Science plays an active role in developing environmental consciousness and its sustainability. As a part of this the department has set up a proper waste management system, rain water harvesting system, and is actively carrying out plantation drives.

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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

278

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLSfi 0JaBkC0IZZ1QTE5FVXfKY954golgz_xH5_DZ20UyarFP 0Q/viewform

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

470

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

265

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

The institution has a comprehensive mechanism to assess the learning levels of the students by continuously evaluating them on various parameters. Keeping in view the varied levels of mental aptitude prevailing among them, a multi pronged strategy is adopted to assess their aptitude, resourcefulness and other special abilities. Immediately after the students are formally admitted into the institution, counselling sessions are held for them in order to assess their aptitude and judge their previous levels of learning.The students are familiarized with the syllabi, course plan, academic calendar, examination system and internal assessment criteria. Accordingly slow learners and those with special abilities are identified. Regular class tests are conducted to periodically assess the learning levels of the students. Subsequently special remedial classes are conducted for the slow learners. Moreover ICT enabled lectures are also conducted for them through smart classrooms. For the students with special abilities, one to one interactive sessions are conducted with them by the concerned subject teachers. Special audio-visual modes of interactions are utilised for imparting learning to them. The College Debating and Seminar Committee along with Career Counselling Cell of the college periodically conducts programmes of interest like quizzes, mental aptitude tests, drawing and painting competitions with a special focus on such students. Further expert lectures also conducted by inviting different personalities from fields of Psychology, Medicine, Pedagogy and Art and Culture in order to learn about the modern and psychological trends in teaching learning process.

The advanced learners are provided with additional study material and assignments in order to hone their talent. Periodical exposure visits are also conducted for such students in order to acquaint them with evolving trends and knowledge. Special programmes like mental aptitude tests, debates and seminars, expert lectures are also conducted for such students. Additional tutorials are organised for such students. Participation of students in various district, state and national level events is routine for such students in the

college.

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
1884	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The teacher of the college are very much innovative in adopting innovative teaching learning methodologies. For enhancing the learning experiences of students, the faculty of the college adopts student centric methods of teaching. The teachers after delivering a lecture on a specific topic,randomly choose students from the class to repeat the lecture for checking their learning capability. Further, sometimes students are asked to solve different subject related problems themselves and those students who have correctly done that are allowed to explain the same to other students of the class. To acquire first-hand knowledge on the subjects and current practices by the students, the faculty members of the institution in addition to Lecture Method adopt Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. Further, the students are also engaged in field study. Lessons are taught through Power point presentations to make learning interesting besides oral presenting methods. In order to impart experiential learning, various community visits are organized to inculcate first-hand knowledge to the students. In this regard, visits to public places like schools, hospitals, public parks, agricultural fields and other places are conducted. The college conducts periodical visits to some nearby schools, where our students are made to teach and impart learning. Interactive sessions are conducted with the students of such schools. Modern student

oriented methods of teaching like pragmatic methodology; communicative methodology and audio-visual methodology are used to impart learning. The old archaic and teacher centric methodology is thus gradually replaced by new and modern student centric methodologies. Group discussions, debates and seminars and extempore speeches are regularly conducted within the classrooms and other platforms in the institution. Interaction sessions among the students, within the classroom are also conducted in order to encourage participative learning. In order to enhance problem solving capabilities among the students, certain hypothetical issues are put forth before them and then responses are sought in this regard. After then these responses are analyzed and judged for their reasonability and applicability with them. Such brainstorming sessions are conducted often in the classrooms.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://gdcdooru.edu.in/assets/folders/naac/iqac_activity/LIST_ACTIVITIES_DURING-2021.pdf

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

Teachers of the College try to make the best use of the technology in their teaching process. Teachers have ample knowledge and skills to use new digital tools to help all students to achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database. The College has a dedicated lease-line internet service having a bandwidth of > 70mbps with Wi-Fi facility which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has 10 ICT Enabled Classrooms (enabled with Interactive Flat-Panel Display (IFPD's), these IFPD's have replaced the clunky projector technology in teaching learning. These Interactive Flat-Panel Display (IFPD's) are connected with high-speed internet facility) which facilitate teachers in the e-learning process. Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge,

presenting diagrams, charts, etc Few of our departments namely Commerce, Computer applications, Sociology where preloaded e-content is shared with the students and after a specified span of time face to face discussion is carried out in the class rooms. The college has an Automated Library which enables the students to find the location of the books easily. The college has well equipped Computer Labs and one browsing centre with a capacity for 20 students at a time. The labs are updated with new software's like Tally, Microsoft Office, the latest Excel utility downloaded from the Income Tax Department website, etc.. Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, WhatsApp, etc. Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping and so on). Faculty is adapting to the usage of ICT tools to provide quality education to the students

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

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

30

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

30

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

10

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

30

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 University of Kashmir has authorized the affiliated colleges to conduct internal/external examination of practical subjects at college level for which they can hire the services of experts from other colleges also. The Affiliated university has introduced tutorial in every subject w.e.f 2020 Academic session .Thirty three percent (33.33%) of the total marks have been assigned to the practical work in case of Core papers and Fifty percent (50.0%) in case of Skill based courses. The examination coordinator of the College in cognizance with faculty of college notifies the dates for the tutoial,internal/external practical examinations. The dates are notified once the prescribed syllabi are completed by the teacher and before the external examination date sheet is notified by the university. The date sheet for the tutorial, internals/external practical examinations is approved by the Principal of the College. The concerned teacher/expert give differrent types of assignments viz Field work, Case Study, Presentations in ther form of short video clips, Assignments on different topics , Viavoice, and aslo teachers prepares the question paper and conducts internal examination with the help of invigilator on the date mentioned in the date sheet. The assignments and answer scripts of the examination are evaluated by the teacher and the marks obtained by the students are submitted to the coordinator of examination on award roll with proper Signature and name of the teacher/expert (evaluator). The answer scripts are also deposited with the coordinator of examination for records. The coordinator of examination further submits the award rolls to the data entry operator for uploading the same on university's portal.

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File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf

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

The examination committee with the Coordinator examination and Principal of the college looks after the whole process of examination (external and internal)and internal evaluation. The grievances pertaining to Internal examination and evaluation are addressed by the committee itself in a transparent and time bound manner. The grievances with regard to internal examination viz that of practicals and tutorials are addressed within a period of five days, after proper verification of the complaint and by consulting concerned stakeholders in this regard. There is a quick redressal in this regard, since the matter comes under the ambit of the college itself. Grievances like timely conduct of internal examination, practical examination, missing of internal examination and class tests are immediately addressed by involving stakeholders.For handling issues regarding evaluation process at the college level, examination committee headed by the examination Coordinator of the college adresses all such issues. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. After preparing the assessments report it is shown to the students, if any grievances are there they can be resolved immediately and submitted by the concerned faculty to the department. The head of the exam cell is registrar of the college where the university exam related queries can be resolved. If student has any grievances related to evaluation of university, answer scripts are intimated to the

subject handling faculty and head of the department if necessary. The re-evaluation is applied for answer scripts, in which the re-evaluated marks can be obtained during the announcement of re-evaluation results of the same semester. In order to maintain transparency, students can apply for photo copy of their answer script and they may decide on re-evaluation.

The grievances pertaining to external examination(Viz" issue with regard to admit cards , registration, discrepancy in the OMR of the candidate, evaluation status , any discrepancy in the final result etc)are proceeded to the affiliating university with necessary recommendations. Since the matter does not come under the ambit of the college, no time frame for redressal can be given in this regard. In case of a grievance where students complaint about difficult question papers or out of syllabus question paper, the complaint is sent to Controller Examination of the affiliating University.The affilaiting university after examining the greviance,if finds genuine re-examinesthe said paper/Papers.

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

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 mechanism followed by the institution to communicate the learning outcomes to the teachers and students involve the availability of hard copy of syllabi and Learning Outcomes in the departments for ready reference to the teachers and students. Learning Outcomes of the Programs and Courses are displayed on the walls outside each department. Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded on the website of institution for reference. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and College Committee Meeting.Before the commemcement new academic session , Career Counselling cell and admission committee of the college organises a Couselling session in which all the new entrants besides counselling are also made acquitanted to the Programme and Course outcomes.Besides at the begining of every new semester all the subject teachers aware their students about the course outcome of the course title he/she teaches.

Moreover the college website displays programme and course outcomes for each course. Students are informed to refer to the college website for necessary information in this regard. The website is constantly updated by incorporating more information in this regard. For any further queries, the students are asked to consult their concerned subject teachers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcdooru.edu.in/assets/folders/noticeboard/ProgramcourseOutcomes.pdf
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 Institution conducts examinations of varied type--written, viva, presentations, class tests, lab tests etc. in each semester to check whether the stated objectives of the syllabi are achieved. Through such tests weaker students are identified and subsequent arrangement for remedial classes is made. Each faculty monitors the development of the students and renders regular counselling to those in need. The cracking of entrance tests by our pass-outs conducted by various universities is testimony to the fact that the immediate outcomes of different courses taught are attained to the optimum level. Moreover, the participation of our students in intra & inter-college co-curricular activities is also a yardstick to measure the efficiency of instructions imparted in our institution. A good number of pass-outs do appear in state level examinations for different jobs and have not only cleared the tests but are serving to the best satisfaction of their employers' and the public in various government and public sector Departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://forms.gle/R7vS4fyqNsAGvrU8A

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

243

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	<u>https://egov.uok.edu.in/results/viewresult.aspx</u>

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)

<u>https://gdcdooru.edu.in/assets/folders/noticeboard/Government_Degree_College_Dooru,_Student_Satisfaction_Survey_for_academic_year_2021-22.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

20

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

04

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 institute promotes regular engagement of faculty and students with neighbourhood community for their holistic development and sustained community development through various activities. This year although impacted by Covid-19, programmes were initiated both online and in-campus & outside campus under which students and staff participate voluntarily in community-based activities with the neighbourhood. Various awareness programs, workshops, road shows, campaigns etc with themes like cleanliness, green environment, Covid-19 awareness were organized. Continuous voluntary activities by students to maintain cleanliness in and around the Campus have been initiated. In addition to this, this year some activities were organised with a spirit of Azadi ka Amrit Mahotsav instilling the fervour of National integration.

Impact & Sensitization

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like Sexual harassment, domestic violence, dowry, etc. The activities conducted lead imbibing the values of social responsibility such as:

1.To help people in need and distress

2.To understand and share the need of under privileged children

3.To promote cleanliness, physical strength and to inculcate physical activity in all span of life.

4.To acquire social values and a deep interest in environmental related issues.

5. To promote fitness, sound mental health and enhanced physical activities among the learners.

Learning outcomes of the activity:

1.Enlarge the knowledge of societal issues and problems and to search solution by getting involved with their lives.

2.Develop a passion and brotherhood towards community, affected people/animals and destitute.

3.The skills developed include social skills communication skills, management skills, leadership skills, analytic skills, perceptual skills etc

File Description	Documents
Paste link for additional information	https://www.facebook.com/GDCDoruShahabadAnantnag/photos/pcb.4641155885937208/464115373593 7423/
Upload any additional information	View File

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

01

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

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

03

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

63

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

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
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

03

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.

The College building is constructed earth quake proof and making it eco-friendly has also been taken into consideration as students may feel their academic atmosphere completely organic and enriching their learning experience.

Classrooms:-The Classrooms are spacious, well-built and heavily facilitated. The college has 14 (Fourteen) hall type lecture theatres with a capacity of 80 students in each. The classrooms are equipped with latest teaching learning technology like Interactive Flat-Panel Display boards (IFPD) which are connected with high-speed internet and projectors. The classrooms are echo proof, and well illuminated.

Laboratories:-The College has 08 labs viz Chemistry , Zoology, Botany , Physics, Computer Sciences, Commerce, Psychology. All the labs are fully equipped with all the instruments/equipment's needed for practical courses.

Library:-The College has fully automated library with 15139 books. The college library remains open from 10:00AM to 4:00PM on all working days. The college library remains also open on Summer and Winter holidays for students and staff.

Browsing Centre: - The college has setup a new browsing center with a capacity of 32 students a time. At its initial phase 18 desktops with high-speed internet has been installed. The browsing center is well ventilated and is installed by two Air Conditioners.

Information and Technology Center: -The college has an IT center which facilities students in submission of admission and examinations forms. The center also facilitates students in downloading admit cards.

Admission Section: -The college has a sperate admission section in which students are facilitated for admission processes and are also facilitated for taking degree completion certificates.

Student Facilitation Center: The college has newly established student facilitation center , where students can xerox all type of study material at minimal costs.

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 sports & games :-The students of the college, both boys and girls, are highly enthusiastic for taking part in all co-curricular activities including games, sports and cultural activities. The college always encourages students taking part in such activities and offers every kind of support for their betterment. The college has sufficient space and infrastructure for the smooth conduct of all such activities. Our students participate in different kinds of games and sports like cricket, volley ball,

football, Kabaddi, Kho Kho, Badminton, Table Tennis, Carom, Chess, etc.

1. Indoor Games: The College has sufficient number of carom and chess boards for playing carom and chess respectively.

2. Outdoor Games: The College has sufficient space and required items for playing different outdoor games like cricket, volley ball, foot ball, Kabaddi, Kho Kho, Badminton, etc. The college has sufficient number of courts for playing all these games except cricket and foot ball.

3. Gymnasium: The College has a full-fledged centre for gymnasium and body fitness equipped with four station gym, dumb bells and benches, tread mill, weight plates, rods, skipping ropes, etc. Our faculty, staff and students actively utilize the Gym Centre for body fitness.

4. Yoga Centre: The College has a separate room for performing different exercises related to Yoga.

File Description	Documents
Upload any additional information	View File
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.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

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

4342564

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
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 College Library is fully automated and air-conditioned. The Library is enabled with LAN and a number of 15139 books of differrent disciplines including references, Rare-books and encylopodias . The College library is facilitated with four computers. The library uses SOUL ILMS software, version 2.0 which was fully automated in 2020. Some of the key features of the software provided by INFLIBNET Centre (An IUC of UGC). The Circulation module of the software covers all the operations of circulation right from creating member records to printing of reminders for outstanding books. Software for University Libraries (SOUL2.0) is designed and developed by the INFLIBNET Centre based on requirements of libraries. The key features of the SOUL ILMS software are:

- **State-of-the-art integrated library management software**
- **User-friendly software developed to work under client-server environment.**
- **Compliant to international standards for bibliographic formats, networking and circulation protocols.**
- **Designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS).**
- **Compliant to international standards such as MARC 21 bibliographic format,**
- **Unicode based Universal Character Sets for multilingual bibliographic records and**
- **NCIP 2.0 based protocols for electronic surveillance and**

control

File Description	Documents
Upload any additional information	View File
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	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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)

695004

File Description	Documents
Any additional information	View File
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

60

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

With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet - universities, colleges, educational institutes etc., are keenly stepping forward to setup secured and stable wired or Wi-Fi network campus for their students. As per the current market trend, most of the students like to carry 3-4 devices with them like mobile, tablets, laptops, iPods etc. with them to campus. As these devices devour bandwidth, colleges and universities are struggling hard to keep up with the bandwidth demand. Educational campuses have major requirements of user access control, control over bandwidth consumption, and differentiated policy control for management faculty's access and student's access. These campuses with wired and wireless internet access require seamlessly roaming facility to access internet from class room to library to labs and residential areas. Laying complete network with different vendor solution would be very costly effort and difficult to manage while technical issues. Education institutes require cost-efficient comprehensive solution that offers all the advance facilities and features in single platform with single point of contact for technical support.

Last year we were using Leased Circuit connectionwith a bandwidth of 30 MBPS form Bharat Sanchar Nigam Limited (BSNL) also we have provided Wi-Fi facility to student at both library reading room as well as in campus. Currently we are using >70MBPS form Bharat Sanchar Nigam Limited (BSNL) of high speed Air Fibre internet facility from BSNL in addition to the leased circuit already in place.

. The institute has a 24X7 Wi- Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the college and browsing center. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities

of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects & seminars.

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

4.3.2 - Number of Computers

86

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

A. ? 50MBPS

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)

6757643

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

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.

LABORATORY :The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education. Procedure for installation of new machinery or software

- **Inquiry is made based on the requirement**

- **Tenders are compared and best suitable is selected and recommended in order of preference.**

- **Supply orders are placed.**

- **Machinery or software is received by respective departments.**

- **Suitable location is identified for installation of equipment and computer specifications are identified for making the required software compatible.**

- **Installation is done in the lab area in the presence of the concerned lab in-charge.**

- **Demo is delivered by the vendor to the lab Incharge and lab technicians for proper utilization.**

- **Following the demo, the lab in-charges and lab technicians practically carry out the respective experiment and take necessary readings and run the software. This is done in the presence of the Head of the Department to ensure proper working of the equipment procured before the students use it.**

- **Lab-in-charges record the details of consumable and non-consumable equipment in respective registers.**

- After receiving verification from the Head of the Department, the same is duly attested by the principal.

Utilization

- As per the time table in vogue, the students conduct experiment in their assigned labs with assistance and supervision from the lab-in-charges.

- Consumable and non-consumable materials registers are updated periodically. • Regular cleaning of the machines and equipment's is done by the support team in the presence of lab Assistants. This cleaning is monitored by the lab technician concerned and is recorded in a check list.

- Fire Safety equipment is maintained in labs as precautionary measure. Maintenance before the commencement of the academic year, a lab audit is conducted and a report on the requirement of materials and equipment's, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines for the smooth conduct of lab classes. The following is displayed on the notice board and communicated to the purchasing and developmental committees of the college

- List of experiments

- List of equipment

- Student roll number along with batch number

- Timing of lab hours

- Safety measures.

- Lab rules. In case of breakdown of equipment, the same is recorded in the breakdown register duly attested by the Head of the Department.

LIBRARY:

Procurement of learning resources:

- Systematic effort is put into stocking the library. This is done so by careful identification, evaluation and selection for the

students' convenience.

• Any book or any learning resource is added only after selection process by subject experts.

Procedure of procurement of Books/Reports: Concerned faculty recommends books to be procured in their respective subjects. Students also recommend books based on their requirement. These requirements are endorsed by the concerned Head of the Department.

Invoice Processing: • All indents made by the faculty are routed through the Convener (library Committee) for approval by the principal.

• The order is made online, by print or via email depending on the convenience of the library and accessibility.

• Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions.

Accessioning: Entries are made in the bill register. Bills together with the books are sent to Library. The details of the Invoice and books are made in the Accession Register and accession numbers are given to the books. Bill Files are maintained at Library with librarian Stamping – Library Stamp is put on the backside of the title page, and on the last page. New arrivals are sent to New Additions Rack, Reference Section or Reserve Shelf. Circulation

Policy of Issuing Books:

• Students can borrow one book on each card. Borrowing period is 14days.

• Renewal is allowed, if there is no demand for the same book, from other readers.

• If the books are lost or damaged, the borrower has to replace a new copy of the same.

Library Rules Regulations:

• Students are instructed to maintain silence in the library premises.

• The college Library works on all working days between 10:00 am to 4:00pm.

• Books are to be returned on or before the due date

• Students are advised not to bring their personal belongings books in to the library, except a note book for making notes.

• In case of any difficulty at the library, the students are welcome to seek the assistance of the Librarian.

• The newspaper(s) are to be used properly after reading and kept back in the designated place.

CLASSROOM: For fruitful studies by the students, it is important to have cool, calm and comfortable learning atmosphere. The College takes necessary steps to make this possible.

Utilization:-

• Before the commencement of the academic year, depending on the intake of students, head of Departments propound the requirement of classrooms to the principal.

• The classroom allocation is done by the Principal and the Head of the Departments in a meeting and the same is communicated to the faculty and students of the respective departments.

Maintenance :-

• The benches and windows are cleaned and mopping of the class rooms is done every day.

SPORTS The Department of Physical Education with the help of sports committee are responsible to handle the matters and concerns related to sports. A meeting is held on the prior to academic session. Issues like the following are discussed in these meetings:

• Allocation of budget.

• Organization - planning, executing and conduct of competitions.

Procurement process:- The college requires sporting gear for all the sports practiced. It follows the given procedure to procure the same:

• A list of the required sports equipment is prepared by the concerned department for each academic year separately.

- **The formulated requirement proposal is submitted by the committee to the Principal**

- **A copy of the same list is also submitted to the principal for further approval from the chairman.**

- **On approval, a purchase order is placed to a supplier.**

- **On receiving the materials, the same are entered in the stock register after verification of the invoice with material supplied. Utilization process**

- **Students are permitted to play only during the sports hours and to practice for any competition.**

- **Students are permitted to utilize and take sports material with prior notice to the Physical Training Instructor.**

- **The concerned authority makes a note on return of the same in the register.**

- **In case of any damage observed, the same is recorded in the register for further action.**

- **A first aid box is always available for the students in case of any emergency.**

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for additional information	[N.A](N.A)

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

354

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

150

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

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	B. 3 of the above

File Description	Documents
Link to institutional website	https://gdcdooru.edu.in/assets/folders/naac/ naac_important_links/LINKS_FOR_AQAR_(2).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

35

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

35

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

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	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	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

47

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
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	View File

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.

01

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

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)

Students are given exposure to involve in administrative, cocurricular and extracurricular activities by including them as members of the committees.

They actively participate in committee meetings particularly in IQAC .

Other than this the institution ensure the active and proactive partiicipation of students in various co-curricular and extra-curricular activites viz, sport, debates, seminars, quiz etc

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

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

10

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

Alumuni not registered as yet. Registration under Process

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college is a government college , in tune with vision and mission of GovernmentHigher education department ,the college is committed work according to the set vision and mission of the college

Vision:

"Equip the differently privileged rural students with skill of appreciating the socio-economic challenges and with the passion for contributing in the national mission of approaching and overcoming these challengess"

Mission

"To ensure and encourage student participation in the functioning of the institution with a view to promote a culture of team work and cooperation to boost their democratic mannerism, leadership qualities, self-confidence and overall personality development. To emphasize the class room centric learning for maintaining a caring teacher-learner partnership with due appreciation for the latest tools and methods of learning and social outreach. To strive for making the institute a centre of learning famous for the values and practices of discipline, moral uprightness, sense of social responsibility, fair-play and honesty."

In pursuance to vision and mission today Government Degree College Dooru has evolved into a gateway to excellence . We convey the best quality Education and Training to students for shaping their careers in their repective domains. The college in pursuance to its vision and mission provides academically efficient and professionally relevant teaching to the students to make them competant for higher studies and develop in them requisiteskills sets to become responsible leaders on all fronts. Our goal is to impart value-based education along with the development of positive attitude, better communication skills and abilities through training programs, Club

Activities, Cultural & Sports Activities and proficiency of preparing Business Plan, raising of funds, becoming an entrepreneur to apply knowledge in order to meet the challenges of the future. The students are encouraged to get real life experience of the corporate world through Seminars, Conferences, internship with the reputed organization. They are also encouraged to take-up mini projects to supplement theoretical knowledge with practical experience as a part of their curriculum.

File Description	Documents
Paste link for additional information	https://gdcdooru.edu.in/p/about_us
Upload any additional information	View File

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

Govt. Degree College Dooru like other Government colleges of the State is affiliated to Kashmir University which only conducts examinations and grants degrees to students. All other administrative works are carried out by the teaching and non-teaching staff members under the leadership of the Principal of the college. All academic, co-curricular, cultural, sports, technical activities of the institution are made possible with the collaboration of all its stakeholders viz staff members, students, parents, and the administration. Being the head, the Principal designates different assignments to different members of the institution in accordance with their competence and availability. To accomplish the target, the Principal of Govt. Degree College Dooru also has established various committees –Admission, IQAC, Purchase, Advisory, Cultural, Sports, Campus Development to name a few. The college also engages its students to be important partners in its decision-making. The students are also asked to nominate their representatives who would raise the issues of their concern. At this organisational level,all possible efforts are made to democratizethe institution. For the activities that are undertaken by different Committees-there is little or no interference from the head of the institution.Conveners of the committees and the in-charges of different units of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Government Degree College Dooru formulates a strategic plan well in advance to carryout its all Curricular,Co-Curricular/Extra Curicular , and aministrative transactions more effectively and Efficiently: The Strategic plan is formulated in following Domains:

1. Admission of Students:Since the College is an affiliated College of University of Kashmir,admission of the students is done oncethe concerned University notifies dates for admission. However College has a strategic plan in Vouge, in which an admission Committee of the college commencesthe process with counselling sessions and subsequently the admissions are done within the notified dates.

2. Human Resource Management: The College follows decentralized modes of functioning, and works through duly appointed committees. It practices transparency and accountability mechanisms. Frequent meetings and interactions are held with stakeholders to share views and advice them. The practice of work allocation has facilitated and optimized multi-tasking competencies. To ensure efficient working of the system, the administration undertakes random checking. The College has a Grievance Cell and a system to redress the complaints of the teaching and nonteaching staff and the students.

3. Examination :The schedule as well as the mode of conducting examinations is prepared by the University of Kashmir. Since the College is an affiliated College of the University.Examination are held as per the rules regulations of the University and the College strictly adheres to them. The College ensures standards and transparency by informing the stakeholders about the norms. However for internal examinations/Practical's the college has practice in vouge in which an examination Coordinator with the cognizance of all the Head of Departments formulates a date-sheet to conduct the internals. The internals are done prior to external examination.

4. Curricular Transactions: The College has well designated Time

table and Academic monitoring Committee, the committees well in advance formulates a time table prior to the completation of admission process.The Academic monitoring committee continously monitors the academic transactions as well as in due couse ,the committee sought's syllabus completation reports.

5. **Co-Curricular Calender :-**The college has Department of Physical Education.The PTI of the college prior to commencement of every academic session, formulates a strategic plan to conduct various extramueral and Intramueral activities.

6. **Extra-curricular Calender:** (a)The College has vibrant Debate and Seminar Committee.The Convenor of the Committee under the aegis of IQAC of the college formultes a detailes activity calender which includes, Celeberation of important days, Organising of seminars on various themes.(b) The College as two NSS units , the Nodal officers of these Units also formulates a plan well in advance to conduct/ Organise various Prorams.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://gdcdooru.edu.in/assets/folders/naac/ naac_important_links/LINKS_FOR_AQAR_(2).pdf
Upload any additional information	**No File Uploaded**

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

1.The college being a government college implements plans from the Administrative Department/Jammu & Kashmir Higher Education Department. It has a specified vision and mission document(s) of its own to implement the policies and follow procedureof the respective department. The action plan is formulated and discussed through various committees of the college in collaboration with the Establishment Section of the college keeping in view the financial and codal formalities. The Principal has liaison with the Administrative Department and various stake holders viz construction agencies of the UT government, the students, staff, parents etc. through telephone, email or even personal contact to invite possible suggestions. Accordingly, the matter is taken up with Administrative Department for financial and academic support.

2.The organizational structure has the Principal and the JK Higher Education Department as the superordinate authorities to implement government policies in the college. The Internal Quality Assurance Cell, Establishment section and various committees of the college, as hyponyms, perform the tasks in line with the rules and regulations and policies of the government. The IQAC works toward the realization of the implementation of the policies and makes sure that the larger objectives are met.

3.The Principal of the college monitors quality culture, regularity and punctuality of the staff and students through committees already in place in the college. The personality development , extra and co-curricular activities for students are organised at different levels by all the concerned departments.

4.The Library has a Librarian as the Head who has a supporting staff of Assistant librarians, and other employees like clerks, local fund employees etc.

5.The NSS conducts sensitization programmes in and around the campus especially in the nearby villages. Such activities are in sync with the NSS headquarters of the affiliating university (University of Kashmir, Srinagar). The programmes include awareness campaigns, cleanliness drives and sensitization regarding various academic, health related, socio-cultural or even environmental issues.

6.The Anti-Ragging Cell, College Discipline Committee, Grievance Redressal Cell, Committee on sexual harrassment etcare in place in the college which stick to their codes of conduct and work to make the college a safe place for work and teaching-learning.

7.Admission/Examination Policies: Admission and Examination policies of the college are in sync with the policies of the affiliating university (University of Kashmir, Srinagar) and hence are implemented as per the communication(s) from time to time. This includes intake capacity (admissions), time and date of admissions and examination, evaluation,Greviences etc

8.The University Grants Commission (UGC) guidelines with regard to admissions, reservation policy, appointments, promotion, research, funding of projects and statuatory guidelines are followed in letter and spirit.

9. Appointment Procedures:The appointment of candidates for different posts viz principal,Associate/Assistant Professors, Librarians,PTIs or even non-gazetted posts is a multi-pronged

process.Firstly Goverment /Administrative department refers the posts to J&K Public Service Commission in case of principal,Associate/Assistant Professors, Librarians,PTIs who then carry out the recrcuitment as per their laid down business rules ; and to J&K SSB in case of non-gazetted posts.However those teaching posts which remain vacant in the colleges are temporarily filled for one academic year as an academic arrangement in terms of the guilelines specified by the administrative department from time to time, which obviously are in sync with the UGC norms notified from time to time.

File Description	Documents
Paste link for additional information	http://www.jkhighereducation.nic.in/deptstructure.html
Link to Organogram of the Institution webpage	https://gdcdooru.edu.in/p/gallery
Upload any additional information	View File

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

1. Since the College is goverrnment College the stafers of the college avails all the welfare measures given by the Government to is all employees as per CSR.The employees, both teaching and non-teaching, can avail the facility of having GPF accounts, NPS

accounts and medical reimbursement schemes.The GPF holders can withdraw the amount as and when needed by them. The NPS subscribers are also entitled to withdrawing 25% of their contribution.

2.Leaves: The employees can avail different types of leaves like maternity (in case of women), paternity (in case of men), child care leave, medical leave etc.

3.The Children Education Allowance, State Life Insurance (SLI), Janta Insurance are on offer for the benefit of the employees.

4. Loan facility: Financial loan facility is offered to the employees against proper documents to be submitted by them to the sanctioning authority.

5.Faculty Development Programmes: The teachers are deemed to be treated on duty when they go for training periods like Orientation course, Refresher course, or faculty development programme.

6.Travel Grant: Travel grant is also offered by the government to the employees in the form of LTC.

File Description	Documents
Paste link for additional information	https://www.jklabour.com/welcome/about
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

01

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

09

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

1. **Career Advancement Scheme (CAS):** Career Advancement Scheme is in place for the promotion of the teaching faculty. The promotion is finalized on the basis of API Scores. which are also scrutinized by the Internal Quality Assurance Cell (IQAC) of the college befiore their submission to the College principal and onward submission to concerned quarters in the administrative department.. The criteria for API Score is: a.Teaching and Learning: The teachers' performance vis-à-vis teaching is scrutinized. It includes number of classes that the teachers take. The use of ICT technology in disseminating knowledge is observed as well. The teachers' examination duties are also part of this criterion to assess how much engrossed they are with their work. b.Administrative bodies: Teachers are also part of many college committees either as members or as convener(s). They ensure that a particular task is done in line with the rules and regulations of the college. Their role is assessed in this respect which has an impact on their API Score.c)Research: The third most important thing which determines the API Score of the teachers is research which includes how many papers, books, book chapters etc. have been published in an academic year by the teachers and in which journal- refereed or otherwise.

2. **Annual Performance Reports:** There are also Annual Performance Reports (APRs) both for Teaching as well as Non-Teaching staff. The staffers fill in APRs which are scrutinized by the Principal of the college who writes feedback to them and the same is forwarded to the reviewing authority viz Jammu and Kashmir Higher Education Department for further necessary action at their end.

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

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

Response:

Institution conducts internal and external financial audits on a

regular basis. Mechanism for Internal Audit and External Audit is as follows.

Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.
- Income/Expenditure is closely monitored by the Principal and the Section Officer (Accounts). The Institution is liberal, yet follows the strategy of restraint as far as the expenditure is concerned.
- Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.
- The audit wing of the UGC visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college.
- They, in turn, submit the audit report to the college authorities.
- Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply.

External Audit:

- The external audit is done by the Accounts General Audit J&K . The Account General Audit intimates the College about the date for audit well in advance and same is carried out till the whole process of audit is done.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.
- The audit objections/compliance, if any, is handled by the Accounts Department.

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

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

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

The college Administration with the College committees viz IQAC, College Advisory, College Development Committee formulates a estimated budgets taking in to cognizance of infrastructure and other requirements of the college. And the proposal of the budget is forwarded to the Jammu and Kashmir Higher Education Department which sanctions grants to the college. The amount is spent on various recourses. Soon after the grants are sanctioned, the principal of the college convenes meetings with various conveners and Heads of the Departments (HODs) for the proper allocation of the funds vis-à-vis infrastructure, maintenance and development of the college, and purchase of machinery, equipment's etc.

The grants can be categorized as: 1. Academic support 2. Infrastructure/maintenance 3.Student support facility The funds also are received under separate heads like library, laboratory, sports etc. which are all headed by conveners/directors who devise strategies on how to go about spending how much amount on which item/recourse. The library fund under the budget head is spent on the purchase of books for the perusal of the students and the

faculty. For this, the entire faculty is asked to give a list of recommended books for their and the students' benefit. Similarly, the Sports Board members meet to decide which items/equipment's and sports gear are to be purchased to upgrade the facilities for the students. Lab funds are received under a separate budget head. The grant so received is spent on the purchase of laboratory material like chemicals, machinery, equipment etc. Construction projects of high budget are undertaken through executing agencies like JKPCC, JK R&B Department etc, with prior sanction of UT government of Jammu and Kashmir.

The funds are utilized optimally through proper prioritization. In this the Advisory committee of the college, IQAC and Heads of various departments sit together with the Principal to formulate a work plan. All the procurements are made through government's e-portal GeM, for which a designated committee is formulated (Purchasing Committee).

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 Internal Quality Assurance Cell (IQAC) of the college plays a pivotal role in policy implementation and strategic planning within the college. A good number of initiatives have taken by IQAC during 2021 which are in vogue.

1. Digitization and ICT enable Class-rooms: Switching to digitization and ICT enabled classrooms was a recommendation of the IQAC. The IQAC in its meeting with various Heads of the Departments felt that switching to modernized classrooms was the need of the hour. The college has acquired eight (08) Interactive Flat panel boards (IFPD'S) and increased the bandwidth from 10 MBPS to 100 MBPS during 2021.
2. By the recommendations of IQAC a browsing centre with 18 Desktop computers was setup in 2021.
3. The IQAC has also recommended and got done procurement of

    10KVA Solar Off-Grid System as a path for partly switching torenewable solar energy.

4. A good number of Seminar/Webinars/ workshops/ Extramural/Intramural activities were organised by the College during 2021.The various activities organised are:

- Weeklong Celebrations of Ghandi Jayanti under various themes.
- Celebration of Weeklong program on Independence Day.
- Two days workshop was undertaken in Food processing with Krishi Vigiyan Kendra-Anantnag.
- Celebration of Ekta Diwas (Unity Day)/ Constitution Day
- Community outreach programs; NSS units have organized outreach programs like Cleanliness of local water bodies, Drug deaddiction (our college recognized best college under NASHA MUKT BHARAT ABIYAAN). AIDS awareness, Covid awareness, Health and hygiene was also organized in which the local villagers were made acquainted with health and hygiene.
- Cultural programs
- Gender sensitiveness programs were organized.5.By the recommendations of IQAC a MOU was signed with BFSI.

1. The IQAC has initiated and directed a week-long Life skill program, in which a good number of students were enabled /trained with life skills.
2. On the previous year recommendations of IQAC the College Library was fully automated during 2021.
3. Under the recommendations of IQAC a 10 Days faculty development program was under taken in Computer basics for non-teaching faculty of the college.

File Description	Documents
Paste link for additional information	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf
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 of the college keeps an Eagle's eye on the all-academic transactions in the college. The College has an Academic monitoring committee and college time table committee. The academic monitoring Committee under the aegis continuously monitors all the academic

transactions like taking of classes as per the time table, monitors the syllabus completion in due course of time as per the credits. The Academic monitoring committee under the recommendations of IQAC sought's syllabus completion reports from all the Head of Departments. The Time table committee in collaboration with the academic monitoring committee formulates time table.

IQAC has strongly recommended all the teaching faculty to use the modern pedagogic tools for teaching learning like use of Interactive Flat panel Boards etc.

The IQAC has already put following initiatives in vogue:

- Introduction of Daily Home Assignments
- Automation of Admission Processes
- Provision for online fee payment
- Automation of Examination Processes
- Introduction of Skill courses
- Green initiatives in Campus – tree plantation, botanical garden, solar power plants, etc.
- MoUs with reputed institution.
- conduct of professional development workshops.
- Redressing in short span all student grievances.
- Outreach programs /visits in pursuance to the academic / curriculum.
- During Covid times (Online classes were daily monitored)

File Description	Documents
Paste link for additional information	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf
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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcdooru.edu.in/assets/folders/naac/naac_important_links/LINKS_FOR_AQAR_(2).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Measures initiated by the institution for the promotion of gender equity during the 2021 1. Organized one day seminar Titled " Women empowerment and Gender inequality " 2.A health centre is provided on the campus mainly for girl students with First Aid Facility. 3. Encouragement for girl students to represent college in seminar, quiz at other colleges of valley. 4. Gym centres/common room and washrooms for girl students 5. Seperate staff room for female staff members 6. Canteen chamber for Females.

7. College has in place a seperate committee to oversee cases of sexual harrasement

File Description	Documents
Annual gender sensitization action plan	N.A
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gdcdooru.edu.in/assets/folders/noticeboard/Specific_facility_for_women.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-	C. Any 2 of the above

based energy conservation Use of LED bulbs/ power efficient equipment

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

Solid & Liquid Waste Management

Dust bins marked with labels have been provided for waste collection. The waste in the campus is disposed in an eco-friendly manner without polluting the environment. Dry waste is collected regularly by Muncipility trucks. Paper waste is shredded and sold to licensed purchasers for recycling along with newspaper waste he Wet and biodegradable waste generated in the campus such as canteen waste and dry leaves, is centrally dumped and not burnt. Students of NSS have actively participated in 'Swachh Bharat Abhiyan', India's biggest cleanliness drive, by cleaning the banks of ponds and other water bodies along with Campus and spreading the message to keep our environment clean.

Hazardous Waste Management:

Adequate exhaust provisions are made in the Chemistry laboratoryto drive out acid fumes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gdcdooru.edu.in/p/gallery
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 | D. Any 1 of the above |

of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 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	View File
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	**D. Any 1 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	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our Logo signifies our commitment towards the development of society with continuous traditional values to build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the head for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like teacher's day, women's day, Constitution Day, world Arbor Day, independence Day etc religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and

national integration.Besides academic and cultural activities, we have built up many strong infrastructures for avariety of sports activities for the physical development of the students.In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

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

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

GDC Dooru sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values of constitution. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

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

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	A. All of the above

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**

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	View File

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

The institution diligently and with fervor follows and practices all prominent national and state functions.The institution practices pluralist approach towards all religiousfunctions and encourages the students and faculty to showcase the same. Republic Day, Independence Day,Gandhi-Jayanti , Women's Day,etc. The students religiously participate in the Republic and Independence. the students of the college are sensitized through awareness programmes by organizing quizzes, seminars, debates etc.

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. THURST ON SKILL BASED LEARNING:-GDC Dooru along with teaching learning process also lays thrust on skill courses also in this regard we on 29 September 2021we send our students to Krishi Vikas Kendra(KVK) Anantnag for two day food processing and storing skill. Since our college is a rural college every household has a kitchen garden and lot of vegetables are produced but due to lack of knowledge the surplus vegetables get damaged and these poor people suffer a lot. Keeping this in view we send 35 students to learn food processing skill to KVK Anantnag, these thirty students were selected from various village under the catchment area of our college from different villages and hence knowledge was disseminated to these rural people through our students. Our students learnt to make Tomato Sauce, pickle and Mixed Jam. In future we are planning to make more and more students skill oriented so that they can earn their livelihood comfortably.

2.Involving Local Community: Student out reach Program GDC Dooru always involves local community for various education related programs. On 13-10-2021 college NSS Unit I in Collaboration with Mother Helpage an NGO invited selected students from poor families, education material in the shape of note books, pencils sharpeners, erasers and dictionaries were distributed so that these children will also learn and will not become dropouts of future.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

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

We at GDC Dooru believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues and inequities in the society. We provide an opportunity to every student to contribute to makethe society in which they live a better place and to grow as better individuals. The Psychological Cum Career Counselling Cell of College organized a' Seven Day' workshop on " Developing Life Skills among Students " so that the participants will get first hand experience with various

skills. As a special thrust, societal development is also instilled on a large scale into the students.Along with other sports cultural activities, the NSS units of our college plans activities like tree plantation and cleanness drives to expose the students to the pressing issues in our society,through the active NSS units I& II which undertakes various services to inculcate social values.Throughout the year, the NSS unit I &II undertake a plethora of events ranging fromcleanliness drives, tree plantation drives, donation drives, waste management drives, genderequity, field visits and many more.

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

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under – 1.To achieve the Title "College with Potential for Excellence" which is granted as per the normsm laid down by UGC. 2. To create an enabling environment for holistic development of Students, Faculty and Supporting Staff. 3. To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students; 4. To fulfil its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders. 5. To create awareness and initiate measures for Protecting and Promoting Environment 6. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty; 7. To provide additional thrust to promote Skill based courses. 8.To provide resources required for Use of Technology to provide online course contents, videolectures, etc , to overcome space constraints. 9.To automate various Office Administration Processes. 10. To facilitate Faculty Exchange Programmes with Other Academic Institutions. 11.To enter into MOU's with Corporates and Industry Associations to promote Academia – Industry Linkages, to enable placements, internship, training, etc. for the students. 12.To foster and strengthen relationship of Alumni with the Institution. 13.To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences. 14.To give thrust to and create awareness about Cleanliness. 15.To Identify Talent among students for various sports & cultural activities.