YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVT.P.G COLLEGE FOR WOMEN GANDHI NAGAR JAMMU
• Name of the Head of the institution	DR SANGITA NAGARI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01912435158
• Mobile no	9419102359
• Registered e-mail	principal@gcwgandhinagar.com
• Alternate e-mail	coordinatoriqac.com@gmail.com
• Address	GOVT.P.G COLLEGE FOR WOMEN GANDHI NAGAR, JAMMU PIN 180004
• City/Town	JAMMU
• State/UT	JAMMU AND KASHMIR
• Pin Code	180004
2.Institutional status	
• Affiliated /Constituent	CONSTITUENT
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**CLUSTER UNIVERSITY OF JAMMU**
• Name of the IQAC Coordinator	**DR SURESH KUMAR**
• Phone No.	**01912435158**
• Alternate phone No.	**01912503370**
• Mobile	**9419148486**
• IQAC e-mail address	**coordinatoriqac.com@gmail.com**
• Alternate Email address	**principal@gcwgandhinagar.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gcwgandhinagar.com/pdf/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gcwgandhinagar.com/pdf/Adobe%20Scan%2014%20Dec%202021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83.85**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**A**	**3.11**	**2011**	**16/09/2011**	**15/09/2016**

6.Date of Establishment of IQAC	**14/02/2003**

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 .P.G COLLEGE FOR WOMEN GANDHI NAGAR JAMMU	SCIENCE POPULARIZATION SCHEME	J&K STATE COUNCIL FOR SCIENCE AND TECHNOLOGY , DEPARTMENT OF SCIENCE AND TECHNOLOGY.	2021 FOR 2 DAYS (21-09-2021 TO 22-09-2021).	14,800
GOVT .P.G COLLEGE FOR WOMEN GANDHI NAGAR JAMMU	SCIENCE POPULARIZATION SCHEME	J&K STATE COUNCIL FOR SCIENCE AND TECHNOLOGY , DEPARTMENT OF SCIENCE AND TECHNOLOGY.	2021 FOR 1 DAY (12-02-2021)	9656

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	12	
• 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	View File	
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)		

One day online inter-college general knowledge Quiz competition was organized on 27th August 2021 for all the students of Constituent colleges of Cluster University of Jammu. This quiz competition provided hands on information to the students regarding the General Knowledge for competitive exams conducted by different recruiting bodies. A huge response was received from the students of Constituent colleges and a total of 400 students appeared in the quiz. The first position was bagged by Sonali Saini of GCW, Gandhi Nagar; the second position was secured by Jasleen kour of GCW, Gandhi Nagar, and the Third position was secured by Riya Bhagat of GCW, Gandhi Nagar. The event was organized by Prof. Suresh Kumar Bhat, Convenor IQAC, and Coordinated by members of organising committee.

A webinar on NEP: 2020 was organized by the Education department in collaboration with IQAC Cell on 8th September 2021. Dr. Renu Nanda Dean Faculty of Education, University of Jammu was a resource person. Around 79 members attended the webinar.

IQAC of the college organized a virtual Alumni Meet on 20th September 2021. An executive body of the Alumni Association was elected in which Advocate Radha Jasortia was elected as President, Dr. Davinder Kour as Vice- President, Ms. Renu Nanda as General Secretary, Ms. Madhvi Sharma as Secretary, Ms. Sunita Bhagat as Joint Secretary and Ms. Nishtha Mahajan as Treasurer. A virtual cultural programme was presented by the students on this occasion. More than 100 alumni members participated in this event.

A two-day virtual conference was organized by the chemistry department in collaboration with IQAC on the topic ``Climate Change: Greatest Threat to Humanity'' on 21st and 22nd September 2021. On the first day Ms. Shruti Khanna Assistant Director, JK Science Technology and Innovation Council, DST Jammu was Guest speaker and on the second day Prof. Sharwan K. Dewan (Retired) M.D University, Rohtak, and Prof. Anand K. Rohilla Indian Jet Heroes Memorial College, Rohtak delivered their talks. Around 100 faculty members and students attended this conference.

One day webinar was organized by the Department of Biotechnology and Botany in collaboration with IQAC on 24th September 2021 on the topic ``Emerging Technologies in Neuroscience and related career opportunities''. Dr, Komal Kampasi, Research Staff, Livermore Lawrence National Laboratory, USA was the guest speaker. About 98 students and all the faculty members of the college attended this webinar.

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
To organize two days webinar on Empowering Youth for UPSC examination.	A virtual two days webinar on 15th and 16th August 2020 was organized by P G College for Women Gandhi Nagar Jammu to prepare students for UPSC exams and to create awareness among them regarding career opportunities in UPSC. Around 89 students along with faculty from different colleges of Jammu and Kashmir participated in this event.
To organize webinar on ''Building skills for sustainable development''.	A virtual webinar was on '' Building skills for sustainable development'' was organized by Dr. Neelima G, Department Home Science in collaboration with J&K Science and Technology, Thana Padder, Udhampur.
To constitute the Internal Quality assurance cell for the year 2020-2021	After threadbare discussion in the meeting convened for the purpose, principal Dr. Sangita Nagari constituted the IQAC committee on 16th July 2021 comprising of Coordinator and seven senior members as criteria in charges. Two nominees from local society/trust and one student representative from presidium member were appointed as committee members.
Plan to organize event on Teachers days	A virtual event was organized to celebrate Teachers Day on 5th September 2021. Around 86 participants attended this event on online mode.
Plan to organize weeklong event on life of Guru Teg Bahadur Singh.	A weeklong event was organized from 3rd September 2021 to 13th September 2021 on the life of Guru Teg Bahadur Singh under the

	event ``Hind Di Chaddar''. Around 189 participants from different colleges of Jammu and Kashmir attended this event.
Plan to organize one day computer training programme for non-teaching staff in college.	One day training programme was organized on the topic ``Microsoft Office Tools'' in the college on 4th October 2021. Around 40 members participated in this training programme and gained preliminary knowledge regarding use of MS Office and learnt new skills to operate MS office. Prof. Rohit Gupta was resource person from the department of computer applications
To discuss the modalities to be adopted for uploading of AQARs on the NAAC Portal	A meeting of IQAC members and incharges of seven criteria was held in the principal chamber on 8th October 2021 for uploading of AQAR. In the meeting it was decided that uploading and subsequent submission shall be carried out either in EDUSAT HUB or smart class room and shall be completed at the earliest possible time.
To familiarize the non teaching staff particularly those who are associated with accounts section a one day workshop on General Financial Rules shall be organized	A one day workshop on the topic ``General Financial Rules'' was organized in the college on 21st October 2021. All the non-teaching staff members (Temporary and permanent) gained basic knowledge regarding financial rules and other skills required in their day to day work.
To organize one day webinar on World Aids Day	A one day virtual webinar on world Aids Day was organized by Red Ribbon Club of the college on 1st December 2021. Dr. Arun Sharma, Medical Superintendent,

	Maternity Hospital Gandhinagar, GMC, Jammu was the resource person. Around 75 participant attended the seminar
To organize seminar on `` Cyber Crime Awareness'' under the ages of Cyber Jaagrookta (awareness) campaign	A one day seminar on the topic `` Cyber Crime Awareness'' under the ages of Cyber Jaagrookta (awareness) campaign was organized in the college auditorium on 1st December 2021. Er. Vikas Razdan, cyber warrior and cyber security expert was key note speaker. All the staff members and students of the college attended this seminar.

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
2020-21	**07/02/2022**

Extended Profile

1.Programme

1.1   **424**

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

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

2.Student

2.1   **1516**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2   **388**

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   **2143**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **128**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **130**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**424**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1516**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**388**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**2143**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**128**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	130

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	51
4.2 Total expenditure excluding salary during the year (INR in lakhs)	342.21923 LAKHS
4.3 Total number of computers on campus for academic purposes	89

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

Government P.G. College for Women, Gandhi Nagar is a constituent college of Cluster University of Jammu and follows the curriculum of the Cluster University. The curriculum is intimated by the University to the college through regular circulars and the university website (https://www.clujammu.in). The college has also made availablethe entire curriculum on its website (https://gcwgandhinagar.com). The timetable committee of the college designs a genera ltimetable for science and arts streams wherein subject and practical classes are planned to make teaching-learning more interesting. For transparency and efficiency, timetable isdisplayed on the notice boards and isavailable also on the college website. The HOD's of all the departments hold meetings at regular intervals to assess thecurriculum covered and discuss the difficulties if any faced by the students and teachers in the classes. During the lockdown, the faculty members took classes via different digital modes like Zoom, Cloud meetings, Google meet, Wise app, Google classroom, etc. These platforms were

used for providing study materials (e-content), creating quizzes, and giving assessments. Teachers shared relevant e-content from websites, audio-video lectures, online links, etc. Audio lectures were also sent to students who did not have properinternet connectivity. Students residing in remote areas without internet connectivity were given individual attention on the phone and via WhatsApp.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gcwgandhinagar.com/econtent/view_econtent.php

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

The college prepares the academic calendar as per the schedule given by the University and incorporates the landmark dates pertaining to both academic and non-academic activities.The academic calendar is prepared well in advance and is displayed on notice boards and college websites for the convenience of the students, faculty, and staff. It carries an approximate schedule regarding curricular, co-curricular, and extra-curricular activities. All the departments, NSS, NCC units, and sports department prepare their own activity calendar keeping in view the general academic calendar of the college. Continuous internal evaluation of the students is carried out by conducting home assignments, internal assessment class tests and during Covid 19 pandemic, online open-book exams have also been endorsed. Some of the activities like creating questionnaires, individual talks with the students, etc are specifically organized to assess and upgrade their subject knowledge. The examination committee works on the slots reserved in the academic calendar for internal evaluation and prepares and displays the schedule well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of the academic calendar. The evaluation process is both internal and external.

The important aspects of the academic calendar are:

a. Tentative schedule of University Examinations.

b. Tentativedates of term-end and term start dates.

c. Schedule of important events to be organised in the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.gcwgandhinagar.com/pdf/Adobe%20Scan%2014%20Dec%202021.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

07

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

NIL

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

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

NIL

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

1.3 - Curriculum Enrichment

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

Efforts are taken to address these crosscutting issues in following ways:

Courses in General English, Hindi, Sociology, Philosophy, Political Science, EVS, etc. incorporate topics on various crosscutting issues. Eco Club promotes conservation of

biodiversity and disseminates the information on importance of environment and its preservation. Students are made aware about gender sensitization through various workshops and lectures. College promotes women faculty and students to become members in activity clubs and encourages them to participate in events focusing on women empowerment and promoting leadership qualities in women. Being a women college, the institution puts in best efforts in sensitizing its stakeholders about women issues. NSS, NCC Units carry out activities like plantation drives, cleanliness drives to instill a sense of individual responsibility. Under the banner of Azadi ka Amrit Mahotsav, Shikshit Bharat Abhiyan and Unnat Bharat Abhiyan many activities were undertaken like Covid Care workshops, plantation drives, Extension Lectures, seminarsand webinars. Complaints from students regarding canteen, hostel facility are discussed and resolved with mutually agreed solutions. Importance of blood donation, hygiene, individual and social responsibility is being taught to students through various workshops and camps etc.

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	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

46

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	https://docs.google.com/spreadsheets/d/1M66zb6P6Ldc8D_3P26uV61haphAcRutb/edit?usp=sharing&ouid=114386913070893722970&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows   C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/1M66zb6P6Ldc8D_3P26uV61haphAcRutb/edit?usp=sharing&ouid=114386913070893722970&rtpof=true&sd=true

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 students admitted during the year

1516

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

388

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 students admitted in thiscollege are from different economic and social background with varying levels of comprehensibility. Every classroom has heterogenous group of students comprising both advanced and slow learners .Inthis regard our college takes careofthe diverse nature of students without creating any psychological division or labelling them as a particular type of learner. Institution has evolved a well developed mechanism forproductive engagement and academic enrichment of advance learners as well as Slow learners.

Advanced Learners:

Advanced learners are encouraged to participate in group discussion, symposiums, conferences and workshops. Bright and diligent students are motivated and inspired to get university ranks.

- Students are encouraged to take up competitive exams like UPSC, JKPSC, JKSSB, UGC NET etc.
- Number of activities are organized by the College to foster self-reflection among Advance Learners.

Slow Learners:

- Tutorials are conducted on planned basis as a part of remedial instruction for the Slow Learners in different Departments.
- Special / Extra classes are held for slow learners after class hours on week- end days,the schedule for the same isworked out by the respective departments. Students are provided course notes, given class test and tough topics are

revised by the teachers as per requirement.
- **For teaching- learning the individualistic approach is followed to cater diversity.**

File Description	Documents
Paste link for additional information	https://www.facebook.com/profile.php?id=100010944482481
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
5081	128

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 college practices a teaching methodology which focuses on imparting education through a student centric approach such as experiential learning, participative learning and problem-solving methodologies used for enhancing learning experiences. This methodology helps to transform students from being relegated and passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Courses of the college are well defined highlighting learning objectives and outcomes as well as program objectives and outcomes. This provides a comprehensive understanding to the

student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course. Feedback of the Courses under study and that of teachersgiven by the students at the end of each semester provides an opportunity to identify any lacunae to beaddressed.Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, , Google Classroom, Industrial Visits, Field Work, Market Surveys, Home assignments and Projects are some of the means used by departments to boost student participation. Discussions and debates on contemporary issues are encouraged and students get an opportunity to express and air their views apart from learning to respect perspectives of others'.

Student centric methods adopted by departments for the purpose are: Laboratory Practical classes in Science Departments; Market Surveys by Department of Commerce, Field surveys in Departments of Geography and Geology. Engaging students in Field work during elections (Department of Political Science) Engaging students in Public Awareness programmes like Covid-19 and other endemics or pandemics (Sociology, Education) and similar works carried out by other departments help a lot to give a real-life experience to learners and thereby make them able to solve problems in a participatory way.

Guest lectures are organized and competitions held to involve students in activities that help to exhibit and hone their talents. Credit Courses like Ability Enhancement, Generic and Skill Enhancement, MOOCs Programs, sports, extracurricular activities like participation in NSS and NCC have been introduced to encourage students to participate and learn.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess. This peer environment provided the basis for participatory and experiential learning.

Student representation in administration is an important initiative taken by the college. Representatives of students serve

as members on committees like the college level Board of Studies, Internal Complaints Committee, and Grievance Cell in order to involve them in the decision-making process and maintain transparency apart from inculcating a sense of responsibility.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

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

The college has a strong belief that ICTs can enhance the quality of education by increasing learner motivation and engagement, by facilitating the acquisition of basic skills, and by enhancing teacher training. ICTs are also transformational tools which, when used appropriately, can promote the shift to a learner-centered environment.

Covid-19 pandemic left the college with no option but to switch to ICT mode of teaching-learning process. All the teaching faculty have updated themselves with new trends of teaching-learning processes involving ICT tools. Expert/ Senior faculty members pass on theiir expertise in the field to their fellow colleaguesin a peer-to-peer learning environment.

Use of ICT By Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped withdigital library, online search engines and websites to prepare effective presentations.
2. Industry touch- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE

FORMS/Moodle.

4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
6. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
7. Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

The following tools are used by the Institute.

ICT Tools:

1. Projectors- projectors are available in different classrooms/labs
2. Desktop and Laptops- installedat Computer Lab and Faculty cabins all over the campus.
3. Printers- installed at Labs, HOD Cabins and at all required places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute.
5. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
6. Smart Board- Thirteen smart boards areinstalled in the campus.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
8. Digital Library resources (DEL NET, MYLOFT etc)

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

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

128

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

128

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

70

File Description	Documents
Any additional information	View File
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

1381

File Description	Documents
Any additional information	View File
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.

PG Govt. College for Women Gandhi Nagar Jammu has already taken various initiatives to bring in academic reforms by introducing innovative practices to improve the quality and efficiency in evaluation and assessment at the institutional level. The college adheres strictly to the vision and mission of the institution in bringing qualitative development. Keeping in view the guidelines issued by the cluster university following reforms are being practiced at the institutional level.

- **The college has a transparent & continuous assessment system. Both theinternal and external evaluation mechanisms are in place to assess the outcome of the students.**
- **The internal assessment test of both theory and practical are being conducted as per the university schedule.**
- **College issues a consolidated date sheet for all the classes.Students are made aware regarding the marks distribution in these tests.20% marks are reserved for internal assessment(minor) test while the remaining 80% are reserved for major test.The evaluation of major test may be internal or external as per the notification of University authorities.**
- **The Evaluation and assessment are done as per university guidelines. The result of the continuous assessment of the students iscommunicated to the students soon afterafter the evaluation process is completed.**
- **A record of such assessment ismaintained by the department & isopen for clarification by the students.**

- ○ **Absenteeism in examsother than due toparticipation in NCC, NSS, Sports and other co-curricular activities is communicated to the respective parents. Parent Teacher Meeting (PTM) is organized to make them aware about the performance of their wards.**
- ○ **Strict adherence to the eligibility criteria of 75% attendance in each semester to appear for university examination is ensured.**

During this academic session (2020-21) all aforementioned activities were carried out through online mode due to COVID- 19 Pandemic

File Description	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

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

Internal assessment forms an important parameter towards establishment of fair & trustworthy evaluation system of any educational institution. The internal assessment of this College is stringent & transparent. The college always follows robust mechanism to ensure the transparency of continuous assessment which will be in the best interest of students through it the students can also take necessary steps they need to take to improve their performance.

The college Examination Committee (EC)looks after the entire process of conducting internal assessment in fair manner. The students can raisetheirgrievances against any indiscrepancy in following areas

- ○ **Date sheet**
- ○ **Paper out of syllabus**
- ○ **Timely evaluation**
- ○ **Marks distribution by Paper setter.**
- ○ **Copying**
- ○ **Supervision**

The aforementioned grievances are addressed by committee established for the purpose in a very fair andefficienta manner and to the complete satisfaction of the students.

The grievances of students are addressed within a week, through well-established college Examination Committee (EC) in consonance with Head of the Department of concerned Subject.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post graduate courses. Government College for Women Gandhi Nagar offers a number of programmes in sciences, Humanities and Commerce, each of them with unique and well-defined outcomes. The courses are framed in such a way that after completion of each programme students get immense information about the subject.

- M.Sc. Food Science and technology

M.Sc. is a two year long post graduate course designed for the fundamental understanding of the production of food, its packaging and its hygiene. The specialization in food science and technology allows students to develop their technical knowledge and ability to analyze food related problems and gain a deeper understanding of agri-food business. The course work provides an opportunity for students to learn alongside likeminded industry professionals. During the end students have to work on projects providing a pathway towards research degree. M.Sc. food science and technology students can also opt for MBA courses as it will provide them with a variety of options to choose their jobs

- Commerce stream (B.COM)

This stream opens a lot of options for commerce students. It opens career options like banking, insurance, accounting, chartered accountant, cost accountant, financial analyst etc. Students can also appear in competitive exams like CAT exam and MAT exam.

- ○ **B.Sc. Home science**

This program enables students with skills to lead a well-balanced life. Students learn various skills to manage home, child care, personal finances, beautification, tradition etc. Home science also develops relevant skills and makes students efficient in academics, research, Industry and community service in the field of home science.

- ○ **B.Sc. Chemistry (Honors)**

B.Sc. Honors in Chemistry is a unique and leading course designed to encourage aspiring students to pursue an undergraduate program that will challenge their critical thinking, give practical exposure and prepare them for other rewarding professional careers.

- ○ **B.A. English (Honors)**

B.A. English Honors is an under graduate course of three years minimum eligibility which comes under the field of humanities and arts. After completing B.A. English (Honors) students can opt for careers in media and advertising, writing and publishing, journalism, public relations, content writing, creative writing, teaching etc

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

P.G College for Women Gandhi Nagar offers courses in Sciences, Humanities and Commerce.

INTERNAL ASSESSMENT AND END-SEMESTER EXAMINATION AS DIRECT

ASSESSMENT MEASURES

The course outcomes are evaluated on the basis of performances of students in Minor assessment test, home assignment and university examinations. As per university guidelines 40% marks in Humanities course are awarded through internal assessment and 60% marks externally through end- semester examinations. In sciences 53.33% of marks are allotted to theory external examination, 13.33% is allotted to minor examination and 33.33% is allotted to practical tests (Internal and external). Following these guidelines, individual performance as well as group assignments are evaluated. Students knowledge and skill are also assessed through presentations/seminars on specific topics.

The practical courses are evaluated by means of internal as well as external practical examinations. Viva -voce is also a process of evaluation in practical courses.

PLACEMENTS AND STUDENT PROGRESSION AS INDIRECT MEASURE

PLACEMENTS:

Attainment in terms of students opting for higher studies, qualifying various competitive examinations and getting jobs is evaluated through the data available from alumni collected during the alumni meet of the college annually.

ALUMNI AND STUDENT PROGRESSION

The college has distinction of producing an illustrious alumnus who has been serving the country in multifarious fields like administration, sports, politics, education, business etc.

Every year students from various departments bring laurels to the institute by winning trophies in zonal and inter zonal, inter district and at national youth festivals. The department of physical education has produced various sports persons at national level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.clujammu.in/notificationupload/1636957507_Notification%20No%2003%20UG%20BA%20BSc%20Sem%206th%20held%20in%20July%20August%202021%20(Online%20mode).pdf

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

2123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf

2.7 - Student Satisfaction Survey

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

https://gcwgandhinagar.com/pdf/gcwg9dec21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Rs 15.7 Lakhs were utilized for setting up of Interdisciplinary Research lab in the college under Research Ecosystem.

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

8 faculty members belonging to seven different departments are engaged in Interdisciplinary Research Hub.

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	View File
Paste link to funding agency website	http://www.jkhighereducation.nic.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research is a vital part of any Higher Education institution. The National Education Policy (NEP) 2020 stresses on developing a robust research ecosystem for promoting research and innovation. To develop a conducive environment for innovation and research, an interdisciplinary research hub was set up in the college as part of initiative of Higher Education department, J&K, UT under Govt. Order No: 27/JKUT/BCA/HED1/UTHOD-BE/2020-21/2/3487 Dated 06-02-2021.

Govt PG College for women Gandhi Nagar is one of the leading colleges of J&K UT. The research Hub created in the college with central research lab. to be set up has 13 spoke colleges associted on the pattern Hub spoke model to carry out interdisciplinary reseach .Further to facilitate this research Hub, Research Review committee and Research Advisory committee having senior science faculty of the college as members were framed. Dr. Suresh K Bhat, Co-ordinator IQAC and HoD Chemistry Departmentwas nominated as Dean of research to look after the execution of research hub. Dr Namrata Sharma, an ace botanist from University of Jammu was nominated as Mentor by Vice- Chancellor of Jammu University. In the first year of its implementation, Rs 15.7 lakhs out of the grant received from Department of Higher education, J&K, UT vide circular No 04-JK(HE) of 2020 dated 09.09.2020 entitled "Development of Research Ecosystem in the college" were spent on purchase of basic equipment recommended by coordinators of Hub-spoke colleges.

The main objective of the research centre is:

- To worktogether asa community of researchers involving faculty members, students and locals of that area .

- To promote an ecosystem in the college, conducive for popularisation of socially and economically relevant and viable research, focusing on societal challenges and economic growth of the nation.
- Establish partnership for collaborative research with universities and other institutions of national and international repute.
- Prioritize research projects as per Government Flagship programmes and issues of national importance and global implications as per United Nations Sustainable goals.
- To ensure strict implementation of the guidelines of the research funding agencies like DBT, Indian council of medical research, CSIR, DST, etc. while conducting any

research.

- To investigate problems of water pollution and air pollution and any other problem confronting people of Jammu region and suggest remedial measures.

It is pertinent to mention that problems faced by future generations might be so complex as to require insights from multiple disciplines. Research strategies which are obligatory to address such future challenges, need an interdisciplinary inter-disciplinary approach. Moreover, National Education Policy (NEP)-2020 envisions on interdisciplinary research and education. Keeping in view these challenges and goals this research centre will go a long way in fulfilling these objectives.

Following thrust area of research have been already approved by Department of Higher Education J & K, UT and at present work is going on these areas in the research lab/hub:

1. Bio-diversity Evaluation, Conservation, and Soil analysis of Bhalwal Tehsil of Jammu.

1. Study of floura and fauna, its richness and diversity and assessment status thereof.
2. Inventorisation of plant species of the area.
3. Physico-chemical study of the soil.

1. Physical, Chemical and Biological analysis of drinking water and agricultural soil of Koulpur village in Ramgarh area (Samba)

1. To estimate heavy and toxic metals like Pb, Hg, As, Sb, Se, Cr, Cd, V and their physico-chemical effects on Koulpur and adjoining villages.
2. To analyze organic chemicals and hydrocarbons in water bodies in the vicinity of Basanter.
3. To Study consequences of pesticides and fertilizers discharged into Basanter from SIDCO Industrial area.

1. Isolation, Extraction, Purification of natural products from local medicinal plants.

1. Collection of different medicinal plants from J&K.
2. Photochemical screening to identifying different secondary metabolites.
3. Antimicrobial and antioxidant activities of different plants

    extract.

4. **Tissue culture study of Medicinal Plants of J&K.**
5. **Screening of important medicinal plant samples for contaminants like mycotoxins, heavy metals, pesticides etc., and to develop management stratigies for the same, so that to produce export quality products.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.jkhighereducation.nic.in/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

10

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

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

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

8

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

3.4 - Extension Activities

3.4.1 - 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 institution organized various extension activities and programmes for the welfare of the society and to inculcate the sense of understanding and responsibility among the young minds. In this context NSS and NCC units of the college plays an active role. Extension activities cover those aspects of education which emphasizes community service. NSS,NCC, Red Cross and other units had conducted several activities like Blood Donation Camps, Rally for Road Safety, Walkathon, Run for Unity, Tree Plantation, Swatch Bharat Abhiyan, Digital Awareness Programmes , Visit to Orphanage/Old Age Home etc during the year . Special programmes were conducted to enhance communication skills, leadership qualities, team spirit and the values of social service among students. The purpose of these camps/programmes was to sensitize

students about the various social issues like gender inequality, economic inequality, social stratification, poverty, healthcare and other problems of the community. These camps also enable them to take initiatives in understanding problems and providing input for resolving the various social issues. Awareness programmes like Digital Awareness, Beti Padhao Beti Bachao, Climate Change, Communal Harmony, Road Safety , Plantation , Waste Management , Covid Protocols, Scholarship Schemes etc were also conducted by the institution. To develop the self help employment among the students employability skill programmes like art and craft workshop, computer courses, painting , cooking etc. were conducted for the students. All such activities and programmes develop moral sense and commitment among students, enable them to show their commitment towards society as a responsible, dutiful and awared citizen. Thus, leading to holistic development of students, society and nation as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

18

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](#)

3.4.3 - 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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

YRC etc., during the year

120

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 during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

7232

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
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 Institution has adequate infrastructure and physical facilities for teaching-learning as per the latest University standards. The college has augmented its infrastructure systematically and continuously over the years, as per the growing needs. The college campus spreads over an area of 182 kanals of land in the prime location of Jammu city which is well connected with all parts of Jammu. Various buildings including Administrative block, Library, Auditorium, Arts Block, two Science Blocks (i): Bioscience and Chemical and Physical Sciences, Home Science and Food science Block, Music block, Radha Krishnan Block and Mahatma Gandhi Block stand tall amidst well maintained lush green lawns and are well equipped with excellent physical

infrastructural facilities which resultantly contribute to the improvement of the learning ambience. The college has state of the art infrastructural facilities like adequate classrooms, laboratories, smart classrooms, staff rooms, seminar hall spread over in different blocks. The campus infrastructure is continuously updated taking into consideration the dynamic nature of educational requirements. The college infrastructure includes:

1. Classrooms
2. Smart/ICT classrooms
3. Laboratories
4. Library
5. Seminarroom
6. Auditorium
7. EDUSAThub
8. Computing Equipment
9. Staff rooms
10. Playground
11. Hostel
12. Vehicle parking
13. Canteen
14. Functional English laboratory
15. Research Hub(Under process)
16. Browsing centre
17. Mushroom cultivation centre
18. Botanical Garden
19. Computer Resource Centre
20. Dispensary
21. Gymnasium
22. NCC and NSS units
23. IGNOU study centre
24. Girls' Common Room

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.gcwgandhinagar.com/facilities.php

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

The department of Physical Education and Sports recognizes the importance of sports and games and provides excellent sports facilities and fitness zone for the all-around development of the students. The institution has adequate infrastructure in terms of space and facilities with sufficient funds catering to the physical development and wellbeing of students. The college has a multipurpose playground for various physical activities. Games like football, cricket, tennis, kabaddi, kho-kho, and volleyball are regularly played. The College understands the importance of indoor games too and therefore provides facilities for indoor games such as table tennis, carom, and chess. The college has an 8 lane standard track for sportsmen who are looking to fine-tune their skills in athletics.

GCW Gandhi Nagar infrastructure facilities for sports and games are utilized for university zonal matches and for various other institutional matches where our students have overwhelming participation. Our students take part in various games and competitions at different levels which include District level, UT-level, University level, and All India level bringing laurels and prizes to the college.

The college allotsa sizable sum of money regularly for the up-gradation of sports and games. Yoga and meditation sessions are conducted for students to create a stress-free environment in the college. Moreover, short-term courses on self-defence and yoga are also conducted from time to time in view of women Empowerment.

The gymnasium is in use for the students and staff to develop their physique, stay fit and healthy.

To motivate sports players, the college provides incentives like traveling allowance, sports kits, and tracksuits to the winners and participants. The college also gives concession in tuition fees and hostel fees to the sports students.

Infrastructure for Cultural Activities

The college has well-equipped auditoriums with state-of-the-art equipment for the development of creative and artistic capabilities among those students who are having a keen interest in fine arts. The Auditorium is centrally air-conditioned with a seating capacity of 500 in the main hall and 250 in the balcony. The auditorium is well-equipped with a sound and lighting system, electric curtain system, VIP room, washrooms, and a store-room.

Regular workshops are conducted by inviting well-acclaimed professionals from the fields of drama, painting, dance, and music, etc., for training and guidance of students. Practice sessions of cultural activities like plays, mimes, folk dance, one-act plays, and street plays are performed in the auditorium under the supervision of the College Cultural Committee. This committee is also responsible for maintenance and up-gradation of the infrastructure of the auditorium that includes foot mikes, podium mikes, cordless mikes, mixers, stage screen, projector, hand mikes, VIP room, podium, and light dimmers, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcwgandhinagar.com/extra.php

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

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
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)

342.21923 Lac

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

4.2 - Library as a Learning Resource

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

The library is the heart of any educational institution. The college established a Library block on 20th Dec. 1974 with the collection of 558 books. As Library is a growing organism and presently its collection has reached to 58,816 books. The library is the prime learning resource of the college and is partially automated through Integrated Library Management System (ILMS) issuing as 'e-Granthalaya 4.0' software. It is a digital platform developed by National Informatics Centre, Ministry of Electronics & Information Technology, Govt. of India for government libraries. E- Granthalaya is useful to transform traditional libraries to e-library with Digital Library Service which includes automation of in-house library activities, digital library integration & to provide various online member services using single window access system.

Name of the ILMS software

e-Granthalaya

Nature of Automation

Partially Automated

Version

4.0

Year of Automation

March 2020

The latest version of e-granthalayai.e version 4.0 is a Cloud Ready Application and provides a web based solution in enterprise mode with a centralized database for cluster of libraries.

Special features of e Granthalaya

- Provides web-based Data Entry Solution.
- UNICODE compliant, support data entry in local language.
- Z39.50 client search built in .
- Regular trainings are organised for e- Granthalayausers .
- Well secured Application with Audit.
- Integration with mail /SMS / Smart Card / Bar Code / RFID/ Adhar
- Print Accession Register.
- Library Statistics Report.
- News Clipping Services built in.
- Well Exhaustive Web based OPAC Interface with separate membership Module.

The college has developed and maintained a Library with all required academic resources including wi-fi facilities and electronic gateways like N-LISTand DELNET for accessing and sharing electronic learning and teaching resources among users. The Library has set up Browsing Centre which is equipped with fifteen computer systems for accessing online resources by its users. There is one separate Reading Room having seating capacity of 65, Reference Section, Arts Section and Science Section for the staff and students. There is also a UGC funded text books section (Book Bank) available for the needy students. Photocopying facility at nominal rates is also provided to the readers in the Library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://eg4.nic.in

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   A. Any 4 or more of the above

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

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

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

7.45

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

11

File Description	Documents
Any additional information	View File
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

IT facilities have been installed in the institution as is evident from the following facts:

- **The college is having a Multipurpose Auditorium with Projector, Music and Lightening facility for organising any**

academic, co-curricular and extra- curricular event.

- The college is having one Multipurpose Seminar Hall with Projector facility and digital teaching device (DTD) which is also used by various faculty members for teaching purpose.
- The institution has twelve Smart Class Rooms equipped with smart boards, smart Podium and Projector facilities facilitating students with modern and advanced modes of learning and education.
- The institution has a well-established Computer Application Department having a well-furnished computer lab housing sufficient number of computers in the computer lab and these are updated from time to time and also, serviced on regular basis. The computer lab is also having internet and wifi facility for the students.
- Institution is having a well-endowed EDUSAT Hub. Edusat network empowers the students through cutting edge technology and caters to the needs of the students extensively. The EDUSAT services to different colleges of Jammu Division are provided from here
- The institution has a well equipped browsing centre with wifi having speed upto 100mbps for the students.
- The library is updated and automation is under process. The library is equipped with e-resources too.
- The college has its own website which is updated on the regular basis to provide latest information related to different activities in the college including date sheets, syllabi, notifications etc.
- The college has CCTV surveillance to keep an eye on the activities going on in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

342.21923 lac

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Maintenance of the college infrastructure comprising laboratories, library, sports complex, computer and classrooms is given foremost priority for optimum utilization. Every year separate budgetary provisions are sanctioned for up-gradation and maintenance of these facilities. Further, the college has well defined guidelines and procedure for repairing; maintenance activities to ensure time bound maintenance work. Various college committees and Departments

work under the guidance of Principal for executing the same.

At the beginning of every academic year, college purchase and development committee takes stock of the working conditionof blackboards, lighting, and furniture in classrooms etc. In the science departments the laboratories are revamped with sufficient stock of equipments, chemicals and other consumable items, as well-equipped labs are very important in science education. Heads of various Departments along with other staff members are responsible for complete functioning of laboratories. They take stock of any repairs and renovation work required in the laboratories and forward the requisition to College development committee for executing the same. Trained staff for each lab is available for proper maintenance of laboratories and equipments.

College library with huge collection of text-books, reference books, large number of journals, periodicals, newspapers etc. is a biggest resource for faculty and student. Library committee is responsible for maintenance and utilization of their resources. For optimum use of books, students are directed to return the books with in fifteen days from the date of issue. For safety of books pesticide and fungicide treatment is done in the library at frequent intervals.

College hostel is looked after by hostel warden along with college hostel committee, which ensures up gradation and maintenance of available infrastructure facilities.

Sports committee is responsible for proper utilization and up keeping of sports equipments and Gymnasium.

College has got sufficient IT infrastructure. Regular assessment of computer equipment and infrastructure is done. Computer Department looks after the system software maintenance and minor hard ware issues. For all major computers related issues external service provider is hired. Computers are regularly updated with latest software and anti-virus for optimum utilization.

College has a Development committee headed by its convener, who receives complaints and suggestions regarding any repair work. A team of electrician, plumber and carpenter is available to resolve routine problems. For any major repair work and maintenance external agencies are hired in consultation with the principal. Damaged furniture and equipment are written off with proper procedure. New furniture and equipment is purchased by College purchase committee after receiving requisition from different

departments and student representatives. Repairing and whitewash works are timely done for maintenance of buildings.

Housekeeping staffwith the assistance of Jammu Municipal Corporation help in maintaining cleanliness in the campus. The maintenance work related to facilities like toilet blocks, fire extinguishers, electric work, plumbing, RO-water facilities, water tank, etc. is carried frequently for their optimum utilization.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcwgandhinagar.com/pdf/gcwg8dec21.pdf

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

830

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

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

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.facebook.com/profile.php?id=10 0010944482481
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

2405

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

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

A. All of the above

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

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	No File Uploaded
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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

79

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

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

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

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

13

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 university/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)

The college has a very healthy practice ofelectinga college presidium toinvolvestudents in academic and other co-curricular activities of the college. Every yeara student council is being formedthrough the election process observing all democratic protocals. The first step is to elect class representativesfor all classes of all semesters for which election of each representativeis carried out in the respective classrooms.The election process is facilitated by the Student Welfare Committee under the supervision of the Principal. The elected Class Representatives further participate in the election of Presidium of the College. The Presidium comprises of President, Vice President, Head girl, Cultural Secretary, Treasurer, etc. They act as a representative body of the institution. Institution facilitates representation and engagement of student presidiumin in various college committees and presidium in turn facilitates participation of students in co-curricular and extracurricular activities of the institution. The presidium of the college has the responsibility of coordinating the activities of the student council and publicizing the affairs of the student's body. The students actively participate in debates and seminars, cultural activities, NSS and NCC activities, NSS & NCC students of this institution have conducted various awareness drives on Swach Bharat, cleanliness drives, health camps, and awareness programs, world environmental day, plantation drives, etc. The college student council in consultation with the Cultural Committee of the college organizes major events, such as farewell functions, Teacher's Day celebration, webinars, and various other events andfor instance,this yearvarious activities under Azadi ka Amrit Mahotsav were organised. The student council also organizes National events like Gandhi Jayanti, Independence Day celebration,

and Republic Day with great enthusiasm. They also helpto organize co-curricular and extension activities on platforms like Discussion forums, Navrang 2020, and plantation drive with the support of the Eco club of the college. The presidium remains actively involved in various important activities of the college and is further involved in various wings comprising of different committees like College Development Committee, College Discipline Committee, Sexual Harassment Committee, Library Committee and Admission Committee. The members of the Presidium provide assistance to the students approaching the institution for admission. They provide counselling to the students regarding the selection of subject combinations in different streams at the time of admission. They help in creatingconducive atmosphere for new students and make them familiar with the culture and functioning of the institution. The college presidium has remained actively involved in assessing and monitoring the various needs of the students. Moreover, it gives suggestions on important issues and provides necessary feedback regarding the functioning of the college.The Student Council presentsstudents' views and grievances to the collegeauthorities for theirresolution. They assist the teachers in planning, organizing and executing various student-oriented activities. They disseminate information from the college administration and other committees to all the students for greater publicity. They act as mediators between students and teachers andshare, discuss and solve their personal, educational and vocational problems.

File Description	Documents
Paste link for additional information	Nil
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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The aim of the alumni association of the college is to promote the sense of belongingness not only among the ex-students of the college but also among the present students of the college. It works in unison with college authorities to promote student welfare programmes in the college. The alumini remains in touch with all the ex-students as well as students presently studying and provide a helping hand to them.Alumniundertake periodic surveys to know current job profile, higher education status, and other information of ex-students. A web link is also provided on the college website for the alumni registration. We maintain a proper record of the same. The bond that our students forge with their batch mates, students of senior-junior batches, teaching and non-teaching staff, and the institution as a whole is memorable experience. Online alumni meet was hosted by the alumni association this year. The meeting proved to be productive as many issues regarding the welfare of students were discussed threadbare.The meeting provideded an opportunity for the alumni to meet their friends and act as a bridge for the faculty to share their experiences, knowledge, and insights. The college provides all the facilities to Alumini association in their endeavours.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Vision

Recognition of this Educational Institution as 'Knowledge Centre' at national and international levels fostering holistic development and humane attitude, so as to empower the young women to meet global challenges.

Mission

- **To promoteholistic development of the students by creating facilities for their participationin curricular and co-curricular activities.**
- **To promote quality education byprovidingthe best learning infrastructure, opportunity and environment.**
- **To empower women and enable them to develop intellectually, emotionally and harmoniously so that they can become socially and morally responsible citizens and courageously face the challenges of life.**
- **To promote professional skills through various courses and to inculcate scientific temper by conducting, workshops and seminars.**
- **To offer new programs and courses in consonance with National Education Policy 2020 to ensure global excellence.**
- **To motivate faculty and students for higher education and research.**
-
- **Nature of Governance**

The college believes in inclusiveness and decentralized governance and participative management. The Principal of the Institution supervisesthe execution ofall the academic, non-academic, and administrative activities of the Institution.Various committees

under the supervision of the Principal are being framed at the begining of the session , wherein faculty members are involved to successfully carry outvarious academic programs. The Head of the departments, the Conveners of various committees along with the staff play an important role in framing the institutional policies andimplementing the same.

File Description	Documents
Paste link for additional information	https://www.gcwgandhinagar.com/mission.php
Upload any additional information	No File Uploaded

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

The college believes in inclusiveness and decentralized governance and participative management. The principal and faculty members are involved in defining the policies and framing guidelines of the institution. All the staff members of the college share the responsibility for the smooth functioning of the College. Faculty members are encouraged to develop leadership skills by conducting various programs and by being in charge of various academic and co-curricular activities

- A marked reflection of this practice can be seen in the number of responsibilities allocated to the Heads of the Departments of the College.
- The head of the department oversees the teaching plans of the departmental faculty members.
- They are involved in planning the departmental activities and also allot teaching assignments and evaluation duties.
- The heads of the department convene regular departmental meetings where various issues are discussed and resolved.
- They plan various seminars, workshops, departmental tours, and industrial visits.
- HODs oversee the paper setting, moderation, evaluation and uploading of marks on the cluster university portal.
- They also attend meetings of Board of Studies and recommend their suggestions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **In an effort towards ensuring digital learning, the college library has set up a Browsing centre with a view to promote, facilitate and support the indispensable teaching and learning process. It enables students and teachers to access all types of information from resources across the globe. Moreover, Covid -19 has also changed the educational process to a great extent, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. The browsing centre is equipped with 15 computers installed in separate cabins and is connected to wi-fi on lease line with bsnl broadband of 70-100 Mbps and net data range to 600Gb per month. There are 15 browsing tables, 15 revolving chairs, 1 Power Generator –DG Set in the browsing centre. It is also provided with a Photostat machine cum printer to facilitate the users to print the downloaded information for their convenience. The browsing centre has been functional providing opportunities to students and teachers to access the online resources. The Browsing Center provides a platform where students can have access to e-Resources through N-LIST and DELNET.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://gcwgandhinagar.com/facilities.php
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.

The college is governed by the Department of Higher Education of JK UT Govt. The head of the Institution,the Principal of the

College ,constitutes the various committees and academic cells for the smooth administration and management. These committees and academic cells take care of various academic and non-academic activities of the college. The various committees include the IQAC, Purchase Committee, Library Committee, College Development Committee, Advisory commiittee, scholarship commiittee, sexual harrasment , anti-ragging commiittee,etc. The employees of the institution are governed as per the Service Rules of the JK Govt. The procedure for recruitment and promotion of permanent teaching staff is as per the UGC guidelines while for the non-teaching staff, it is as per the College Services Recruitment Rules. The college follows all rules/regulations concerning service, career advancement, research promotion, staff welfare, and grievance redressal as laid down by various statutory/regulatory authorities such as MHRD and UGC. The healthy work culture, extensive involvement of its members in various activities, and organizational setup ensure the timely redressal of grievances, if any.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.gcwgandhinagar.com/organogram.php
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 inter faces	No File Uploaded
Any additional information	View File
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

Yes, the institution has effective welfare measures for teaching and non-teaching staff. Theinstitution providesstaff welfare schemesin accordance with the Government Leave rules and financial rules issued by J&K Government. Following are the main welfare measures for teaching as well non-teaching staff:

WELFARE MEASURES FOR TEACHING STAFF: Group Insurance benefits from Janta Group Insurance (JGI) scheme, Medical Leave and Maternity leave benefits for the eligible faculty members, State life Insurance (SLI) i.e. Accidental Insurance facility, Rule of GPF/NPS for Provident Fund loans, Help with facilitation of bank loans, Leave Facility for the employees to attend Orientation Course, Refresher Course, Short term Courses, Seminars, and Conferences.

WELFARE MEASURES FOR NON - TEACHING STAFF: Group Insurance benefits from Janta Group Insurance (JGI) scheme, Medical Leave and Maternity leave benefits for the eligible non-teaching staff members, State life Insurance (SLI) i.e. Accidental Insurance facility, Rule of GPF/NPS for Provident Fund loans, Help with facilitation of bank loans, Leave Facility for the employees to attend training programmes conducted by J&K Government Finance Department. Help with facilitation of bank loans, Community development services, Renovation of Hostel staff Building from time to time.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1P5r5sH3OFCM9tFpq1BsUBfGWDec_09-x/view?usp=sharing
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

00

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

02

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	**No File Uploaded**
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

38

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

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

HED follows UGC Regulations for the appointment of faculty members in colleges.

The faculty appraisal is undertaken with the following objectives:

Assist faculty members in their career development and planning. It helps teachers think about their potential and do their jobs more efficiently. Demonstrates judgment in support of promotions, demotions, deployments, confirmation, or termination of an employee. Provide feedback to staff on their behavior, attitudes, skills, and/or expertise. Acknowledge teachers' achievements and help them identify ways to improve their knowledge, skills, attitudes, and, ultimately, performance. Improve the quality of education among students. In short, it isused as a tool to facilitate the growth, development, efficiency, and effectiveness of the teaching/learning process in the institution.

The performance of each employee is assessed annually after completion of the one year of service by submitting APRs (Annual Performance Report), the aim of this APR is not only to assess the performance of the employees but also to explore the potentialities and capacities of the employees for professional growth and development. Promotions are made on the basis of the APRs issued by concerned principals on the format issued by JKHED under the UGC Career Advancement Scheme. At the beginning of the session, certain committees are framed, where the faculty members prove their worth bydischargingtheirresponsibilities andduties enthusiastically that are assigned to them. The probation period of the faculty members is cleared byHED after considering the

performance report issued by the concerned principal.Non-teaching Staff is also appraised by Annual Performance Appraisal report and get promotion on time bound basis.

Annual Performance Report significantly contributes to evaluating the performance of teaching as well non-teaching employees. It also encourages them to enhance their strengths ,analyze their weaknesses and improvetheir efficiency.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1BTJn0bcqhBqShwMKz-C32SZ6282-krp8/edit#gid=1370505759
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

Yes, for auditing there is two tier system i.e., internal and external audits. Further, in both the categories there are three types of audits namely administrative, academic and financial audit. The finance audit is done internally by the college Audit committee and externally by the two agencies namely State finance department JK Government and AG office. The administrative and academic audit is done internally by the college Advisory committee and Academic committee, for replying the audit objections there is also an internal college committee.

The mechanism used to monitor effective and efficient resources are as follows:

- Before the commencement of every financial year, Principal submits a proposal on budget estimates and revised estimates by considering the recommendations made by the heads of all the departments to the administrative department.
- The expenditure monitored by the college accounts department as per the budget allocated by administrative department.
- All vouchers audited by the Internal Financial committee on quarterly basis.
- The expenses incurred under different heads are thoroughly checked by the bills and vouchers if any discrepancy is

found same is brought in notice of the Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1jj4_-3ElHpxkTRwj9Prt8-Z_1G1_TEe0/view
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)

00

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)	No File Uploaded

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

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

The Institute maintains and follows a well-planned financial and resource mobilization process. It involves various committees of the Institute, the various Departments and Accounts/Establishment section. Institute has designed some specific rules for the fund usage and resource utilization.

Mobilization of Funds and Utilization of Funds: Various government and non-government agencies sponsor events like seminars and workshops. The student fee is also the source of income for the institute. Sponsorships/Collaborations are sought from individuals and corporate for cultural events and fests. A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee purchases the different required items i.e. office

equipment, material and supplies, books and periodicals, etc., through GeM and e-tendering. The Head of the Institute, finance and purchase committee members along with the accounts department ensure that the expenditure lies within the allotted budget and as per the financial cannons/rules issued by the JKUT Government from time to time.

- **Policy and Procedure for Mobilization and Utilisation of Resources**

Every year, institution prepares the budget as per the requirements of the Departmental Heads. The institutional budget includes recurring expenses such as salary, electricity and internet charges, library books, furniture, material and supplies, laboratory equipment's, office expenses, college development funds for construction, repair and other maintenance expenses. The budget is scrutinized and approved by the Head of the Institution. Accounts department and Purchase department monitor the expenses as per the budget approved.

The objective of the institute is to promote multi-disciplinary courses, research Projects, consultancy and such other activities, involving the faculty at various levels. Effective utilization of infrastructure is ensured through the well-qualified lab technicians. The optimal utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized for the co-curricular activities/extra-curricular activities. The college infrastructure is also utilized as an examination center for Competitive Government examinations/University Examinations by following SOPs issued by Govt. from time to time. Institute also provides EDUSAT Hub facility for creating E-Content of academic courses to the faculty of Jammu Division Colleges of the Higher Education Department

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xYfWpq_qNoHKeCdpCiHJ6Yaf2Rfb5lzU/view?usp=sharing
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

IQAC has evolved as a working entity to eliminate shortcomings of the institution and it is the driving force behind ushering in quality. The IQAC oversees all quality assurance processes across academic, strategic planning, and administration. IQAC develops quality criteria for the college academic administrative functions. IQAC has conducted a number of activities in subsequent years which are as follows:

1. Feedback system (Parents): Feedback forms were circulated among parents to collect and understand their opinions, perspectives, perceptions towards the quality of education, problem-solving abilities, motivation and guidance offered by the faculty, co-curricular activities, and availability of college infrastructure and other facilities in order to improve loopholes in general or specific ways.
2. Career Counseling: IQAC in collaboration with the Internal Career counseling cell conducted various online activities like webinars, workshops, awareness campaigns, etc for students, teaching staff, and non-teaching staff to enable them to take mature decisions in life and develop their personalities in an organized and better way.
3. Establishment of Inter-disciplinary Research Lab Under Hub Spoke Model.
4. Facilitated establishment of Pond Ecosystem and Lawn Tennis Court

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1rOyMeGmKq7XSuD03i11wKU3W2Yua2VSJ/view
Upload any additional information	No File Uploaded

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

Since quality enhancement is a continuous process, the IQAC becomes an integral part of the system of the institution and works towards realization of the goals of the quality enhancement and sustenance. IQAC quenches the quest for qualitative and quantitative teaching learning with the dynamic mediation of the technology. IQAC assists in up gradation of student support mechanism by creating learner- friendly environment. The prime

task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. In order to bring quality changes in the institution IQAC distributed feedback forms among parents, students and teachers. On the basis of the responses received by the parents, students as well as the teachers, IQAC has taken the following initiatives:

1. Up gradation of library facilities: Partial automation of Library has been done via software e- granthalya 4.0. 11,000 books have been uploaded till date and the same can be accessed by the students and the faculty of the college. The process of automation is still in progress..
2. Mentoring, counseling and tutorial system and ICT teaching learning system, Online classes for virtual lectures.
3. Students and teachers feedback.
4. Teachers are encouraged to attend seminars, conferences, faculty development programmes.
5. Teachers are encouraged to get involved in research work.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Vlu1eXmDQGZapHged_xD1OhYCR37pAhf/view?usp=sharing
Upload any additional information	No File Uploaded

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gcwgandhinagar.com/pdf/Adobe%20Scan%2017%20Dec%202021.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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

Educational Institutions play a pivotal role in Gender Sensitization. Our Institution provides a safe, secure, and cohesive environment to ensure the equity and equality of Education. Gender equality involves empowering all the students irrespective of their gender.

WAYS TO PROMOTE GENDER EQUALITY AMONG STUDENTS.

- **Teachers' are the Role Model of the students.**
- **We supplement our curriculum by teaching our students about both men and women who challenged society's ideas about gender equality.**
- **Equal opportunities are provided for faculty and students irrespective of gender to participate in all the events conducted by the institution.**

SAFETY AND SECURITY:

In order to maintain the safety and security of the girl students and women employees:

- **There is a separate common room for female students with all the necessary facilities such as a first aid box and sanitary napkin dispenser.**
- **CCTV cameras are installed at strategic locations for continuous surveillance of the premises and for maintaining security in the college.**

- **The college has internal complaint committees against sexual harassment with its composition as per the guidelines of MHRD Government of India.'**
- **In addition, the college has a duly constituted anti-ragging committee, discipline committee, student-advisory committee, grievance, and redressal committee to ensure safety and to protect the interest of the students.**
- **Self-defense training programs for female students are organized regularly under NSS and NCC.**
- **The college provides medical support to students experiencing any kind of health issues.**
- **A female counselor from the Psychology dept attends to psychological challenges faced by the students.**
- **Awareness campaigns are organized on women's safety and gender sensitivity through street plays, rallies, and camps by NSS and NCC student volunteers.**
- **Magazines and Newspapers are also arranged in the common room/library.**

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Ar801_MvC9NhNJpV6VS6j9qI44kHP8tK/view?usp=sharing
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://docs.google.com/document/d/1pYav77XrXhVw9Y52zn76psGlKE-0GwQb/edit

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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-WASTE MANAGEMENT**

The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastic, glass, metal, food etc. The waste is segregated at each level and source. The Head Supervisor in each block ensures that the waste from each floor is collected, segregated, and compiled in the dustbins (Green and Blue) provided on each floor. Solid waste collected from the campus is dumped in the compost yard available inside the campus. Incinerator is erected near Girls' Hostel Campus. The underground drainage system is connected to Jammu City Municipal Corporation. Composting facility is also available for managing bio-degradable/ horticulture waste. A pit has been created for solid waste management in the institution. The dust, food scraps, paper scraps, plant material, etc are dumped in the pit. The manure created by this process is used for the plants and trees on the premises of the college.Vermicomposting unit is managed by the Department of Zoology to reduce the load on the treatment and disposal of biodegradable agro-waste.

- **LIQUID-WASTE MANAGEMENT**

Liquid waste disposed of bythe college are of two types:

1. Sewage Waste
2. Laboratory and Cafeteria effluent waste.

For hazardous lab and other waste disposals, a standard operating procedure has been evolved. For disposal of hazardous waste, records are maintained both at the college and department level for compliance with the process.

- **E-WASTE MANAGEMENT**

The e-waste generated from hardware that cannot be reused or recycled is being disposed of centrally through government authorized vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **C. Any 2 of the above**

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: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **B. Any 3 of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**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 Institution provides an inclusive environment for everyone

with tolerance and harmony towards cultural, regional, linguistic, and other diversities. In the year 2020-21, the Institution took numerous initiatives to engage the local communities through various activities and programs in the Auditorium Hall of the college. To create election awareness, the Institution provides the classrooms and halls for the establishment of polling booths to accommodate the migrant Kashmiri population. The College creates the overall congenial atmosphere for the nearby population by giving the institutional advantage of inclusion and situatedness to the Government Bodies. The efforts were also taken to lend an auditorium hall to the team of doctors to vaccinate and combat Covid-19. In an effort to promote cultural plurality and inclusivity on campus, many events like Online Quiz, Essay-Writing, and Slogan-Writing under the banner "Communal harmony and National Integration Week", are celebrated. The College also promotes Financial Assistance / Scholarships to Under-Privileged students. To dissolve regional disparities and linguistic challenges, the students showcase their cultures in various cultural programs. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religions, regions are studying without any discrimination. Though the institution has a diverse socio-cultural background, we do not have any intolerance towards cultural, regional, linguistic, communal socio-economic, and other diversities. Such activities on the Campus make students more Collaborative, Synergetic and Strengthen a sense of belongingness among them.

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

The College enshrines the sovereign and democratic values of our nation by commemorating Independence Day, Republic Day, Constitution Day, National-Voters Day every year. Constitution Day is celebrated every year in the College and the series of events and programs under Azadi ka Amrit Mahotsav are organized to increase political and National consciousness among students. Army Day is observed to pay tribute to the Indian Army for their

relentless service to this Nation. Voter's Day and Voter's Awareness Programmes are organized in the college to create awareness of youth towards their Constitutional Rights and Duties.Legal Rights awareness programs are also organized to spread awareness among students of their Constitutional Duties to create civic sense and keep the environment clean. The College facilitates and conducts Student Union elections every year to ensure a democratic and safe space for students to voice their concerns. The GCW Gandhi Nagar College organizes activities that strengthen our Constitutional values and deepen our allegiance and responsibilities towards our Nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit to programs and activities to inculcate constitutional obligations and patriotism among the students and staff with responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1oIUcNhmHSYtgaJfiL4wjhqh0j0aud4Ik/view
Any other relevant information	Nil

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

C. Any 2 of the above

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

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

The College organizes different programs inside the campus to promote harmony. Commemorative days like Women's Day, International Yoga Day, Rashtriya Ekta Diwas, Communal Harmony Campaign Week and Flag Day, Sadbhavna Diwas, Scooter/ Bike Rally, Gandhi Jayanti, Ambedkar Jayanti, World Blood Donor Day, Covid-Care Workshop on Yoga along with other regional festivals like Lohri, Basant Panchami, etc. are celebrated with religious fervor. We believe in unity in diversity that's why our students hold each other in self-esteem. Through the different activities, the students get acquainted with the different cultures of our nation which helps them to develop religious tolerance and national harmony. This establishes positive interaction among people of different racial and cultural backgrounds. There is Grievance Redressal Cell, Student Welfare Cell which deals with the students without considering anyone's racial or cultural background. This Institution is also having a code of ethics for students, teachers, and other employees which is followed by each one of them irrespective of their cultural, regional, and other diversities. The key to respect, acceptance, and appreciation of our forms of expression, our ways of being human and of our rich diversity within cultures, is tolerance. To foster a spirit of tolerance, it is important to engage in a diverse outlook of knowledge, openness, communication, freedom of thought, conscience, and belief.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.2 - Best Practices

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

BEST PRACTICE-1

Title: Eco-friendly Campus

The objective of the Practice:

Ecology sustenance is of utmost importance in the light of increasing environmental degradation, and the same can be accomplished with the implementation of eco-friendly facilities and practices. The objectives for promoting environmental sustainability are:

- **To reduce overall carbon and ecological footprints to find innovative ways to reduce pollution to promote the sustainable use of natural resources.**
- **To maintain a waste-free, pollution-free and eco-friendly campus.**
- **To sensitize students towards environmental concerns.**

The Context:

Taking into consideration the location the vegetation and the landscape of the College campus which has taxonomic diversity of plants, sedges that play a functional role in the restoration of the ecosystem. As College has abundant plants and sunlight, it had become important to transform productively green waste and sunlight into sources of sustenance. The College has implemented mechanisms by which wastes can be utilized for the production of compost.

The Practice:

College is steadfastly committed towards creating an eco-friendly and sustainable campus. Instilling the urgency of Environmental conservation which is maintaining a balance between utilization and transformation/disposal of wastes has to be maintained. In this regard the following practices are maintained:

- Events and Campaigns
- Campaigns for discouraging the use of polythene.
- The cleanliness week is celebrated with the theme 'Clean Your College'. The students participate very enthusiastically. They clean the ground, parking area, canteen, and botanical garden.
- Several campaigns by Eco Club and NSS are organized for creating awareness among students. Visit to biodiversity parks, wetlands and other places of ecological importance whereby they learn different ways to protect and conserve the environment.
- The College organizes various Plantation drives to maintain the ecological balance and beauty of nature.
- Bird nests are installed in the tree branches to give a boost to the bio-diversity.

Maintaining a green campus and herbal garden:

- The college has a lush green vehicle-free campus. A dedicated area for parking has been allotted; vehicle movement and parking on the main campus are prohibited.
- The College has various varieties of trees on campus which balance the ecosystem of the surrounding area.
- A herbal garden on the premises, with different species of medicinal plants, provides a healthier ambiance in the college.

Vertical Garden:

As per the statistics, both Jammu and Srinagar have breached the permissible limits of air pollution. J &K IS THE 19TH biggest contributor to greenhouse gases in the country. Plastic is the biggest menace owing to a lack of belongingness. To counter alarming rates of atmospheric pollution, our faculty from the department of EVS, Dr. Nazia, Coordinator, Cluster University of Jammu tried to evolve her innovative idea of making 'Vertical

Garden' Dr. Nazia, who is also the convener of 'Eco Club'. She made use of plastic waste and especially grade 1 plastics which are made up of polyethylene terephthalate (PET) commonly used in beverage bottles, water bottles, medicinal jars, and bean bags and is not reusable in any water.

The long vertical garden was created with the help of single-use plastic bottles lined up in five rows in a scheme that the mouth of one bottle is facing the tail of another. This facilitator the drip irrigation process because if the water is wasted in order to specify the type of plants used in these bottles, she has used single-use plastic straws and disposal plates, cups, etc. She has also selected a particular set of plants meant to tackle pollution which includes chlorophytum, syngonium, succulents, creepers etc., which can also survive in extreme weather conditions and are perennial. She was conferred with the prestigious Dr. APJ Abdul Kalam Green Environment Council of GESA for her commendable contribution in the field of Environmentalist Protection and Social Awareness.

Evidence of Success :

- We have been able to create awareness among the staff and students of our college regarding environmental challenges and the need for sustainability.
- World-wide appreciation for the innovative technique of 'Vertical Garden', in terms of biodiversity conservation and Eco-system management.

Problems Encountered and Resources required :

Challenges in motivating people: The Public needs to be educated and motivated towards sustainability. Continuous efforts are made to create a general shift in the mindset of people towards enhancing environmental consciousness.

BEST PRACTICE: 2

Title: Community Outreach

The objective of the Practice:

Govt. P.G. College for Women, Gandhinagar, Jammu imparts a holistic education with the aim of sharpening the social

sensibilities of the students. This practice aims to foster the spirit of social service in our students so that they learn compassion and empathy towards the needs of the underprivileged sections of society. The main objective is to create a synergy between a secular outlook and worthy ideals of selfless service towards humanity. Education without social commitment is incomplete. Proper channelization of students can bridge the gap between the social inequities in income, education, health, and nutrition.

The Practice:

The college creates a forum for community work through social commitment and outreach platforms such as NSS, the Eco Club, Alumni Association, and NCC activities.

- Village Adoption:
- Awareness program against alcoholism and drug abuse under the initiative ofManodarpan.
- Generating Employment through Mushroom Cultivation.
- Awareness for protecting the environment.
- Gender Sensitization.
- Skill-based activities
- EDUSAT Hub
- Centrally air-conditioned Auditorium catering to social needs.
- A study center for IGNOU

- Village adoption: NSS Volunteers have adopted the village Bhatyari and Chak Avtara where they carry out awareness campaigns towards health and hygiene maintenance intermingling with women folk.

- Generating Employment through Mushroom Cultivation.

Mushroom Cultivation: To provide entrepreneurial skills to students by providing them with knowledge of the production of mushrooms. This technical process of mushroom is popular because it not only meets the dietry requirements but also adds to the income, especially of growers. Department of Botany established a mushroom demonstration center in 2015. Various students have learned and still learning to rear, cultivate and market them.

- **Skill-based Activities:** A number of skill-oriented technical sessions/training programs were organized in collaboration with SKAUST, Kashmir to enhance the employability skills of the students.

- **Extension Activities:** Social demands are also met by inculcating social responsibilities. Various extension activities by NSS , NCC , RED CROSS Mela & BLOOD DONATION camps are also organized.

- **EDUSAT Hub:** The College has the Pride of being Hub for EDUSAT (the tele- education project for J&K LAUNCHED BY ISRO). From this HUB the education is imparted to all the SITs of JAMMU Province. For the studio has been established in the college premises which act as a virtual classroom for 45 SIT'S for Higher, Technical, and School Education Department. During Covid-19 Pandemic, EDUSAT HUB played a pivotal role in providing quality education with modern technology. E-Learning was made available across the UT and it has really supplemented the students learning process. Diversity of content enriched the digital skills of teachers as well as students.

- **COLLEGE AUDITORIUM:** The Air-Conditioned College Auditorium is one of its kind in the state. The auditorium is not only used for student-centered activities such as Seminars, Awareness Lectures, Debate competitions but also used for Community work. The Panchayat elections, Citizen cooperative Bank's elections, Police services events were conducted and supervised under the college faculties' expertise. During COVID-19, Various vaccination drives were conducted in the auditorium.

- **AWARENESS FOR PROTECTING THE ENVIRONMENT:** The Eco Club, plantation drives, and saying NO to Plastic had played a seminal role in educating the students about the pressing needs to conserve the environment through ECO-FRIENDLY practices. Multiple approaches in addressing environmental issues like effective organic & E-waste management procedures and locality cleaning drives have become a model for the green initiatives in the areas. This awareness process did not lose its momentum in pandemic times through

online webinars.

EVIDENCE OF SUCCESS :

- Awareness of social & community responsibility: Various practices adopted by the college have been extremely successful in the intensity in its vision and action. The college has not only been able to sensitize its NSS volunteers but also other students and other faculty members about the need and nature of social work.

The college faculty and students responsibly engage with people and communities in challenging circumstances of pandemic. Their sincere efforts have fulfilled their role in making information and technology accessible to people . Such initiatives have led to experiential learning thereby adding enthusiasm among the student's community. These communities outreach activities have contributed

- in enriching and expanding the quality of academic work through valuable experiences and incites gained by means of community interaction.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED :

- The mindset of the inhabitants of the local slums had to be gradually changed by the NSS volunteers & faculty advisors. The volunteers tried to convince them through their sustained efforts.
- Challenges of convincing people about the importance of education through digital mode in pandemic.

File Description	Documents
Best practices in the Institutional website	https://www.gcwgandhinagar.com/pdf/BEST%20PRACTICE%202020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The year 2020-21 was the year of global pandemic arising due to COVID 19 infection. It was a period of recession marred by one of the greatest tragedies in the history of mankind. The education sector was one of the worst hit world over. Schools, colleges and universities had to go to lockdown mode to protect the students, teachers and associated staff from the viral infection and its spread. However, due to suspension of face to face instructions, the teachers explored the opportunities of digital mode of teaching and learning in the interest of student community.

Curricular activities

The management and teachers of PG College for Women Gandhinagar worked tirelessly during this period to make the best use of available technologies for hassle-free teaching to the students, forced to confine in their homes due to the prevailing viral infection. Teaching and learning sessions were conducted in interactive manners, making use of digital platforms such as Zoom meetings, Wise App, Whatsapp, Google Class Rooms, etc. To make the teaching-learning more interesting, lectures in the form of powerpoint presentations were also delivered. With the passage of time, the innovative ideas of conducting exams and evaluations such as Google forms were also applied. Therefore, the adversity was turned into an opportunity and tangible results were achieved. The students were kept in high spirits and engaged even during this gloomy period full of agonies and hopelessness.

The College faculty in collaboration with some esteemed educationists developed e-contents of the course curricula prescribed for teaching. The e-contents developed were made available on the College website for easy access to the teachers and students.

Co-curricular activities

Besides curricular activities, the extra-curricular activities also remained the focus of the management and teachers of the college. In this context, a series of webinars, quiz competitions, poster-making competitions, etc, were organized to keep the students updated and connected with the outside world.

Extra-curricular activities

The extra-curricular activities were also managed through digital platforms. The students were imparted online coaching sessions with respect to sports activities during this period.

Campus development

Since the students' hustle bustle was absent on campus, therefore, the college management made the best use of this time to give a facelift to the college premises. Transitive changes in building infrastructure were made and associated facilities like Pond and Lawn Tennis Court were created.

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

Government P.G. College for Women, Gandhi Nagar is a constituent college of Cluster University of Jammu and follows the curriculum of the Cluster University. The curriculum is intimated by the University to the college through regular circulars and the university website (https://www.clujammu.in). The college has also made availablethe entire curriculum on its website (https://gcwgandhinagar.com). The timetable committee of the college designs a genera ltimetable for science and arts streams wherein subject and practical classes are planned to make teaching-learning more interesting. For transparency and efficiency, timetable isdisplayed on the notice boards and isavailable also on the college website. The HOD's of all the departments hold meetings at regular intervals to assess thecurriculum covered and discuss the difficulties if any faced by the students and teachers in the classes. During the lockdown, the faculty members took classes via different digital modes like Zoom, Cloud meetings, Google meet, Wise app, Google classroom, etc. These platforms were used for providing study materials (e-content), creating quizzes, and giving assessments. Teachers shared relevant e-content from websites, audio-video lectures, online links, etc. Audio lectures were also sent to students who did not have properinternet connectivity. Students residing in remote areas without internet connectivity were given individual attention on the phone and via WhatsApp.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gcwgandhinagar.com/econtent/view_econtent.php

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

The college prepares the academic calendar as per the schedule

given by the University and incorporates the landmark dates pertaining to both academic and non-academic activities. The academic calendar is prepared well in advance and is displayed on notice boards and college websites for the convenience of the students, faculty, and staff. It carries an approximate schedule regarding curricular, co-curricular, and extra-curricular activities. All the departments, NSS, NCC units, and sports department prepare their own activity calendar keeping in view the general academic calendar of the college. Continuous internal evaluation of the students is carried out by conducting home assignments, internal assessment class tests and during Covid 19 pandemic, online open-book exams have also been endorsed. Some of the activities like creating questionnaires, individual talks with the students, etc are specifically organized to assess and upgrade their subject knowledge. The examination committee works on the slots reserved in the academic calendar for internal evaluation and prepares and displays the schedule well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of the academic calendar. The evaluation process is both internal and external.

The important aspects of the academic calendar are:

a. Tentative schedule of University Examinations.

b. Tentativedates of term-end and term start dates.

c. Schedule of important events to be organised in the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.gcwgandhinagar.com/pdf/Adobe%20Scan%2014%20Dec%202021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic	B. Any 3 of the above

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	View File

1.2 - Academic Flexibility

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

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

07

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

NIL

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

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

NIL

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

1.3 - Curriculum Enrichment

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

Efforts are taken to address these crosscutting issues in following ways:

Courses in General English, Hindi, Sociology, Philosophy, Political Science, EVS, etc. incorporate topics on various crosscutting issues. Eco Club promotes conservation of biodiversity and disseminates the information on importance of environment and its preservation. Students are made aware about gender sensitization through various workshops and lectures. College promotes women faculty and students to become members in activity clubs and encourages them to participate in events focusing on women empowerment and promoting leadership qualities in women. Being a women college, the institution puts in best efforts in sensitizing its stakeholders about women issues. NSS, NCC Units carry out activities like plantation drives, cleanliness drives to instill a sense of individual responsibility. Under the banner of Azadi ka Amrit Mahotsav, Shikshit Bharat Abhiyan and Unnat Bharat Abhiyan many activities were undertaken like Covid Care workshops, plantation drives, Extension Lectures, seminarsand webinars. Complaints from students regarding canteen, hostel facility are discussed and resolved with mutually agreed solutions. Importance of blood donation, hygiene, individual and social responsibility is being taught to students through various workshops and camps etc.

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	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

46

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	B. Any 3 of the above

institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/spreadsheets/d/1M66zb6P6Ldc8D_3P26uV61haphAcRutb/edit?usp=sharing&ouid=114386913070893722970&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/spreadsheets/d/1M66zb6P6Ldc8D_3P26uV61haphAcRutb/edit?usp=sharing&ouid=114386913070893722970&rtpof=true&sd=true

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 students admitted during the year

1516

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

388

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 students admitted in thiscollege are from different economic and social background with varying levels of comprehensibility. Every classroom has heterogenous group of students comprising both advanced and slow learners .Inthis regard our college takes careofthe diverse nature of students without creating any psychological division or labelling them as a particular type of learner. Institution has evolved a well developed mechanism forproductive engagement and academic enrichment of advance learners as well as Slow learners.

Advanced Learners:

Advanced learners are encouraged to participate in group discussion, symposiums, conferences and workshops. Bright and diligent students are motivated and inspired to get university ranks.

- **Students are encouraged to take up competitive exams like UPSC, JKPSC, JKSSB, UGC NET etc.**
- **Number of activities are organized by the College to foster self-reflection among Advance Learners.**

Slow Learners:

- **Tutorials are conducted on planned basis as a part of remedial instruction for the Slow Learners in different Departments.**
- **Special / Extra classes are held for slow learners after**

class hours on week- end days,the schedule for the same isworked out by the respective departments. Students are provided course notes, given class test and tough topics are revised by the teachers as per requirement.

- **For teaching- learning the individualistic approach is followed to cater diversity.**

File Description	Documents
Paste link for additional information	https://www.facebook.com/profile.php?id=100010944482481
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
5081	**128**

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 college practices a teaching methodology which focuses on imparting education through a student centric approach such as experiential learning, participative learning and problem-solving methodologies used for enhancing learning experiences. This methodology helps to transform students from being relegated and passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Courses of the college are well defined highlighting learning objectives and outcomes as well as program objectives and outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course. Feedback of the Courses under study and that of teachersgiven by the students at the end of each semester provides an opportunity to identify any lacunae to beaddressed.Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, , Google Classroom, Industrial Visits, Field Work, Market Surveys, Home assignments and Projects are some of the means used by departments to boost student participation. Discussions and debates on contemporary issues are encouraged and students get an opportunity to express and air their views apart from learning to respect perspectives of others'.

Student centric methods adopted by departments for the purpose are: Laboratory Practical classes in Science Departments; Market Surveys by Department of Commerce, Field surveys in Departments of Geography and Geology. Engaging students in Field work during elections (Department of Political Science) Engaging students in Public Awareness programmes like Covid-19 and other endemics or pandemics (Sociology, Education) and similar works carried out by other departments help a lot to give a real-life experience to learners and thereby make them able to solve problems in a participatory way.

Guest lectures are organized and competitions held to involve students in activities that help to exhibit and hone their talents. Credit Courses like Ability Enhancement, Generic and Skill Enhancement, MOOCs Programs, sports, extracurricular activities like participation in NSS and NCC have been introduced to encourage students to participate and learn.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess. This peer environment provided the basis for participatory and experiential learning.

Student representation in administration is an important initiative taken by the college. Representatives of students serve as members on committees like the college level Board of Studies, Internal Complaints Committee, and Grievance Cell in order to involve them in the decision-making process and maintain transparency apart from inculcating a sense of responsibility.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

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

The college has a strong belief that ICTs can enhance the quality of education by increasing learner motivation and engagement, by facilitating the acquisition of basic skills, and by enhancing teacher training. ICTs are also transformational tools which, when used appropriately, can promote the shift to a learner-centered environment.

Covid-19 pandemic left the college with no option but to switch to ICT mode of teaching-learning process. All the teaching faculty have updated themselves with new trends of teaching-learning processes involving ICT tools. Expert/ Senior faculty members pass on theiir expertise in the field to their fellow colleguesin a peer-to-peer learning environment.

Use of ICT By Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped withdigital library, online search engines and websites to prepare effective presentations.
2. Industry touch- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various

competitions are regularly organized for students.

3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS/Moodle.

4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

6. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

7. Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

The following tools are used by the Institute.

ICT Tools:

1. Projectors- projectors are available in different classrooms/labs

2. Desktop and Laptops- installedat Computer Lab and Faculty cabins all over the campus.

3. Printers- installed at Labs, HOD Cabins and at all required places.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute.

5. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

6. Smart Board- Thirteen smart boards areinstalled in the campus.

7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)

8. Digital Library resources (DEL NET, MYLOFT etc)

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

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

128

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

128

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

70

File Description	Documents
Any additional information	View File
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

1381

File Description	Documents
Any additional information	View File
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.

PG Govt. College for Women Gandhi Nagar Jammu has already taken various initiatives to bring in academic reforms by introducing innovative practices to improve the quality and efficiency in evaluation and assessment at the institutional level. The college adheres strictly to the vision and mission of the institution in bringing qualitative development. Keeping in view the guidelines issued by the cluster university following reforms are being practiced at the institutional level.

- **The college has a transparent & continuous assessment system. Both theinternal and external evaluation mechanisms are in place to assess the outcome of the students.**
- **The internal assessment test of both theory and practical are being conducted as per the university schedule.**
- **College issues a consolidated date sheet for all the**

classes.Students are made aware regarding the marks distribution in these tests.20% marks are reserved for internal assessment(minor) test while the remaining 80% are reserved for major test.The evaluation of major test may be internal or external as per the notification of University authorities.

- The Evaluation and assessment are done as per university guidelines. The result of the continuous assessment of the students iscommunicated to the students soon afterafter the evaluation process is completed.
- A record of such assessment ismaintained by the department & isopen for clarification by the students.
- Absenteeism in examsother than due toparticipation in NCC, NSS, Sports and other co-curricular activities is communicated to the respective parents. Parent Teacher Meeting (PTM) is organized to make them aware about the performance of their wards.
- Strict adherence to the eligibility criteria of 75% attendance in each semester to appear for university examination is ensured.

During this academic session (2020-21) all aforementioned activities were carried out through online mode due to COVID-19 Pandemic

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Internal assessment forms an important parameter towards establishment of fair & trustworthy evaluation system of any educational institution. The internal assessment of this College is stringent & transparent. The college always follows robust mechanism to ensure the transparency of continuous assessment which will be in the best interest of students through it the students can also take necessary steps they need to take to improve their performance.

The college Examination Committee (EC)looks after the entire process of conducting internal assessment in fair manner. The students can raisetheirgrievances against any indiscrepancy in

following areas

- Date sheet
- Paper out of syllabus
- Timely evaluation
- Marks distribution by Paper setter.
- Copying
- Supervision

The aforementioned grievances are addressed by committee established for the purpose in a very fair andefficienta manner and to the complete satisfaction of the students.

The grievances of students are addressed within a week, through well-established college Examination Committee (EC) in consonance with Head of the Department of concerned Subject.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post graduate courses. Government College for Women Gandhi Nagar offers a number of programmes in sciences, Humanities and Commerce, each of them with unique and well-defined outcomes. The courses are framed in such a way that after completion of each programme students get immense information about the subject.

- M.Sc. Food Science and technology

M.Sc. is a two year long post graduate course designed for the fundamental understanding of the production of food, its packaging and its hygiene. The specialization in food science and technology allows students to develop their technical knowledge and ability to analyze food related problems and gain

a deeper understanding of agri-food business. The course work provides an opportunity for students to learn alongside likeminded industry professionals. During the end students have to work on projects providing a pathway towards research degree. M.Sc. food science and technology students can also opt for MBA courses as it will provide them with a variety of options to choose their jobs

- ○ Commerce stream (B.COM)

This stream opens a lot of options for commerce students. It opens career options like banking, insurance, accounting, chartered accountant, cost accountant, financial analyst etc. Students can also appear in competitive exams like CAT exam and MAT exam.

- ○ B.Sc. Home science

This program enables students with skills to lead a well-balanced life. Students learn various skills to manage home, child care, personal finances, beautification, tradition etc. Home science also develops relevant skills and makes students efficient in academics, research, Industry and community service in the field of home science.

- ○ B.Sc. Chemistry (Honors)

B.Sc. Honors in Chemistry is a unique and leading course designed to encourage aspiring students to pursue an undergraduate program that will challenge their critical thinking, give practical exposure and prepare them for other rewarding professional careers.

- ○ B.A. English (Honors)

B.A. English Honors is an under graduate course of three years minimum eligibility which comes under the field of humanities and arts. After completing B.A. English (Honors) students can opt for careers in media and advertising, writing and publishing, journalism, public relations, content writing, creative writing, teaching etc

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

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

P.G College for Women Gandhi Nagar offers courses in Sciences, Humanities and Commerce.

INTERNAL ASSESSMENT AND END-SEMESTER EXAMINATION AS DIRECT ASSESSMENT MEASURES

The course outcomes are evaluated on the basis of performances of students in Minor assessment test, home assignment and university examinations. As per university guidelines 40% marks in Humanities course are awarded through internal assessment and 60% marks externally through end- semester examinations. In sciences 53.33% of marks are allotted to theory external examination, 13.33% is allotted to minor examination and 33.33% is allotted to practical tests (Internal and external). Following these guidelines, individual performance as well as group assignments are evaluated. Students knowledge and skill are also assessed through presentations/seminars on specific topics.

The practical courses are evaluated by means of internal as well as external practical examinations. Viva -voce is also a process of evaluation in practical courses.

PLACEMENTS AND STUDENT PROGRESSION AS INDIRECT MEASURE

PLACEMENTS:

Attainment in terms of students opting for higher studies, qualifying various competitive examinations and getting jobs is evaluated through the data available from alumni collected

during the alumni meet of the college annually.

ALUMNI AND STUDENT PROGRESSION

The college has distinction of producing an illustrious alumnus who has been serving the country in multifarious fields like administration, sports, politics, education, business etc.

Every year students from various departments bring laurels to the institute by winning trophies in zonal and inter zonal, inter district and at national youth festivals. The department of physical education has produced various sports persons at national level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.clujammu.in/notificationupload/1636957507_Notification%20No%2003%20UG%20BA%20BSc%20Sem%206th%20held%20in%20July%20August%202021%20(Online%20mode).pdf

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

2123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://clujammu.ac.in/notificationupload/1634037602_s6gazetten.pdf

2.7 - Student Satisfaction Survey

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

https://gcwgandhinagar.com/pdf/gcwg9dec21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Rs 15.7 Lakhs were utilized for setting up of Interdisciplinary Research lab in the college under Research Ecosystem.

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

8 faculty members belonging to seven different departments are engaged in Interdisciplinary Research Hub.

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	[View File](#)
Paste link to funding agency website	http://www.jkhighereducation.nic.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research is a vital part of any Higher Education institution. The National Education Policy (NEP) 2020 stresses on developing a robust research ecosystem for promoting research and innovation. To develop a conducive environment for innovation and research, an interdisciplinary research hub was set up in the college as part of initiative of Higher Education department, J&K, UT under Govt. Order No: 27/JKUT/BCA/HED1/UTHOD-BE/2020-21/2/3487 Dated 06-02-2021.

Govt PG College for women Gandhi Nagar is one of the leading colleges of J&K UT. The research Hub created in the college with central research lab. to be set up has 13 spoke colleges associted on the pattern Hub spoke model to carry out interdisciplinary reseach .Further to facilitate this research Hub, Research Review committee and Research Advisory committee having senior science faculty of the college as members were framed. Dr. Suresh K Bhat, Co-ordinator IQAC and HoD Chemistry Departmentwas nominated as Dean of research to look after the execution of research hub. Dr Namrata Sharma, an ace botanist from University of Jammu was nominated as Mentor by Vice-Chancellor of Jammu University. In the first year of its implementation, Rs 15.7 lakhs out of the grant received from Department of Higher education, J&K, UT vide circular No 04-JK(HE) of 2020 dated 09.09.2020 entitled "Development of Research Ecosystem in the college" were spent on purchase of basic equipment recommended by coordinators of Hub-spoke

colleges.

The main objective of the research centre is:

- To worktogether asa community of researchers involving faculty members, students and locals of that area .

- To promote an ecosystem in the college, conducive for popularisation of socially and economically relevant and viable research, focusing on societal challenges and economic growth of the nation.
- Establish partnership for collaborative research with universities and other institutions of national and international repute.
- Prioritize research projects as per Government Flagship programmes and issues of national importance and global implications as per United Nations Sustainable goals.
- To ensure strict implementation of the guidelines of the research funding agencies like DBT, Indian council of medical research, CSIR, DST, etc. while conducting any research.

- To investigate problems of water pollution and air pollution and any other problem confronting people of Jammu region and suggest remedial measures.

It is pertinent to mention that problems faced by future generations might be so complex as to require insights from multiple disciplines. Research strategies which are obligatory to address such future challenges, need an interdisciplinary inter-disciplinary approach. Moreover, National Education Policy (NEP)-2020 envisions on interdisciplinary research and education. Keeping in view these challenges and goals this research centre will go a long way in fulfilling these objectives.

Following thrust area of research have been already approved by Department of Higher Education J & K, UT and at present work is going on these areas in the research lab/hub:

1. Bio-diversity Evaluation, Conservation, and Soil analysis of Bhalwal Tehsil of Jammu.

1. Study of floura and fauna, its richness and diversity and assessment status thereof.
2. Inventorisation of plant species of the area.

3. Physico-chemical study of the soil.

1. Physical, Chemical and Biological analysis of drinking water and agricultural soil of Koulpur village in Ramgarh area (Samba)

1. To estimate heavy and toxic metals like Pb, Hg, As, Sb, Se, Cr, Cd, V and their physico-chemical effects on Koulpur and adjoining villages.
2. To analyze organic chemicals and hydrocarbons in water bodies in the vicinity of Basanter.
3. To Study consequences of pesticides and fertilizers discharged into Basanter from SIDCO Industrial area.

1. Isolation, Extraction, Purification of natural products from local medicinal plants.

1. Collection of different medicinal plants from J&K.
2. Photochemical screening to identifying different secondary metabolites.
3. Antimicrobial and antioxidant activities of different plants extract.
4. Tissue culture study of Medicinal Plants of J&K.
5. Screening of important medicinal plant samples for contaminants like mycotoxins, heavy metals, pesticides etc., and to develop management stratigies for the same, so that to produce export quality products.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.jkhighereducation.nic.in/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

10

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

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

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

8

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

3.4 - Extension Activities

3.4.1 - 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 institution organized various extension activities and programmes for the welfare of the society and to inculcate the sense of understanding and responsibility among the young minds. In this context NSS and NCC units of the college plays an active role. Extension activities cover those aspects of education which emphasizes community service. NSS,NCC, Red Cross and other units had conducted several activities like Blood Donation Camps, Rally for Road Safety, Walkathon, Run for Unity, Tree Plantation, Swatch Bharat Abhiyan, Digital Awareness Programmes , Visit to Orphanage/Old Age Home etc during the year . Special programmes were conducted to enhance communication skills, leadership qualities, team spirit and the values of social service among students. The purpose of these camps/programmes was to sensitize students about the various social issues like gender inequality, economic inequality, social stratification, poverty, healthcare and other problems of the community. These camps also enable them to take initiatives in understanding problems and providing input for resolving the various social issues. Awareness programmes like Digital Awareness, Beti Padhao Beti Bachao, Climate Change, Communal Harmony, Road Safety , Plantation , Waste Management , Covid Protocols, Scholarship Schemes etc were also conducted by the institution. To develop the self help employment among the students employability skill programmes like art and craft workshop, computer courses, painting , cooking etc. were conducted for the students. All such activities and programmes develop moral sense and commitment among students, enable them to show their commitment towards society as a responsible, dutiful and awared citizen. Thus, leading to holistic development of students, society and nation as a whole.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

18

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](#)

3.4.3 - 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

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

120

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 during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

7232

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 Institution has adequate infrastructure and physical facilities for teaching-learning as per the latest University standards. The college has augmented its infrastructure systematically and continuously over the years, as per the growing needs. The college campus spreads over an area of 182 kanals of land in the prime location of Jammu city which is well connected with all parts of Jammu. Various buildings including Administrative block, Library, Auditorium, Arts Block, two Science Blocks (i): Bioscience and Chemical and Physical Sciences, Home Science and Food science Block, Music block, Radha Krishnan Block and Mahatma Gandhi Block stand tall amidst well maintained lush green lawns and are well equipped with excellent physical infrastructural facilities which resultantly contribute to the improvement of the learning ambience. The college has state of the art infrastructural facilities like adequate classrooms, laboratories, smart classrooms, staff rooms, seminar hall spread over in different blocks. The campus infrastructure is continuously updated taking into consideration the dynamic nature of educational requirements. The college infrastructure includes:

1. Classrooms
2. Smart/ICT classrooms
3. Laboratories
4. Library
5. Seminarroom
6. Auditorium
7. EDUSAThub
8. Computing Equipment

9. Staff rooms
10. Playground
11. Hostel
12. Vehicle parking
13. Canteen
14. Functional English laboratory
15. Research Hub(Under process)
16. Browsing centre
17. Mushroom cultivation centre
18. Botanical Garden
19. Computer Resource Centre
20. Dispensary
21. Gymnasium
22. NCC and NSS units
23. IGNOU study centre
24. Girls' Common Room

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.gcwgandhinagar.com/facilities.php

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

The department of Physical Education and Sports recognizes the importance of sports and games and provides excellent sports facilities and fitness zone for the all-around development of the students. The institution has adequate infrastructure in terms of space and facilities with sufficient funds catering to the physical development and wellbeing of students. The college has a multipurpose playground for various physical activities. Games like football, cricket, tennis, kabaddi, kho-kho, and volleyball are regularly played. The College understands the importance of indoor games too and therefore provides facilities for indoor games such as table tennis, carom, and chess. The college has an 8 lane standard track for sportsmen who are looking to fine-tune their skills in athletics.

GCW Gandhi Nagar infrastructure facilities for sports and games are utilized for university zonal matches and for various other

institutional matches where our students have overwhelming participation. Our students take part in various games and competitions at different levels which include District level, UT-level, University level, and All India level bringing laurels and prizes to the college.

The college allotsa sizable sum of money regularly for the up-gradation of sports and games. Yoga and meditation sessions are conducted for students to create a stress-free environment in the college. Moreover, short-term courses on self-defence and yoga are also conducted from time to time in view of women Empowerment.

The gymnasium is in use for the students and staff to develop their physique, stay fit and healthy.

To motivate sports players, the college provides incentives like traveling allowance, sports kits, and tracksuits to the winners and participants. The college also gives concession in tuition fees and hostel fees to the sports students.

Infrastructure for Cultural Activities

The college has well-equipped auditoriums with state-of-the-art equipment for the development of creative and artistic capabilities among those students who are having a keen interest in fine arts. The Auditorium is centrally air-conditioned with a seating capacity of 500 in the main hall and 250 in the balcony. The auditorium is well-equipped with a sound and lighting system, electric curtain system, VIP room, washrooms, and a store-room. Regular workshops are conducted by inviting well-acclaimed professionals from the fields of drama, painting, dance, and music, etc., for training and guidance of students. Practice sessions of cultural activities like plays, mimes, folk dance, one-act plays, and street plays are performed in the auditorium under the supervision of the College Cultural Committee. This committee is also responsible for maintenance and up-gradation of the infrastructure of the auditorium that includes foot mikes, podium mikes, cordless mikes, mixers, stage screen, projector, hand mikes, VIP room, podium, and light dimmers, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcwgandhinagar.com/extra.php

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

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
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)

342.21923 Lac

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

4.2 - Library as a Learning Resource

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

The library is the heart of any educational institution. The college established a Library block on 20th Dec. 1974 with the

collection of 558 books. As Library is a growing organism and presently its collection has reached to 58,816 books. The library is the prime learning resource of the college and is partially automated through Integrated Library Management System (ILMS) issuing as 'e-Granthalaya 4.0' software. It is a digital platform developed by National Informatics Centre, Ministry of Electronics & Information Technology, Govt. of India for government libraries. E- Granthalaya is useful to transform traditional libraries to e-library with Digital Library Service which includes automation of in-house library activities, digital library integration & to provide various online member services using single window access system.

Name of the ILMS software

e-Granthalaya

Nature of Automation

Partially Automated

Version

4.0

Year of Automation

March 2020

The latest version of e-granthalayai.e version 4.0 is a Cloud Ready Application and provides a web based solution in enterprise mode with a centralized database for cluster of libraries.

Special features of e Granthalaya

- Provides web-based Data Entry Solution.
- UNICODE compliant, support data entry in local language.
- Z39.50 client search built in .
- Regular trainings are organised for e- Granthalayausers .
- Well secured Application with Audit.
- Integration with mail /SMS / Smart Card / Bar Code / RFID/ Adhar
- Print Accession Register.
- Library Statistics Report.

- News Clipping Services built in.
- Well Exhaustive Web based OPAC Interface with separate membership Module.

The college has developed and maintained a Library with all required academic resources including wi-fi facilities and electronic gateways like N-LISTand DELNET for accessing and sharing electronic learning and teaching resources among users. The Library has set up Browsing Centre which is equipped with fifteen computer systems for accessing online resources by its users. There is one separate Reading Room having seating capacity of 65, Reference Section, Arts Section and Science Section for the staff and students. There is also a UGC funded text books section (Book Bank) available for the needy students. Photocopying facility at nominal rates is also provided to the readers in the Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://eg4.nic.in

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	A. Any 4 or more of the above

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

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

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

7.45

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

11

File Description	Documents
Any additional information	View File
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

IT facilities have been installed in the institution as is evident from the following facts:

- The college is having a Multipurpose Auditorium with Projector, Music and Lightening facility for organising any academic, co-curricular and extra- curricular event.
- The college is having one Multipurpose Seminar Hall with Projector facility and digital teaching device (DTD) which is also used by various faculty members for teaching purpose.
- The institution has twelve Smart Class Rooms equipped with smart boards, smart Podium and Projector facilities facilitating students with modern and advanced modes of learning and education.
- The institution has a well-established Computer Application Department having a well-furnished computer lab housing sufficient number of computers in the computer lab and these are updated from time to time and also, serviced on regular basis. The computer lab is also having internet and wifi facility for the students.

- **Institution is having a well-endowed EDUSAT Hub. Edusat network empowers the students through cutting edge technology and caters to the needs of the students extensively. The EDUSAT services to different colleges of Jammu Division are provided from here**
- **The institution has a well equipped browsing centre with wifi having speed upto 100mbps for the students.**
- **The library is updated and automation is under process. The library is equipped with e-resources too.**
- **The college has its own website which is updated on the regular basis to provide latest information related to different activities in the college including date sheets, syllabi, notifications etc.**
- **The college has CCTV surveillance to keep an eye on the activities going on in the college campus.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

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)

342.21923 lac

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Maintenance of the college infrastructure comprising laboratories, library, sports complex, computer and classrooms is given foremost priority for optimum utilization. Every year separate budgetary provisions are sanctioned for up-gradation and maintenance of these facilities. Further, the college has well defined guidelines and procedure for repairing; maintenance activities to ensure time bound maintenance work. Various college committees and Departments work under the guidance of Principal for executing the same.

At the beginning of every academic year, college purchase and development committee takes stock of the working conditionof blackboards, lighting, and furniture in classrooms etc. In the science departments the laboratories are revamped with sufficient stock of equipments, chemicals and other consumable items, as well-equipped labs are very important in science education. Heads of various Departments along with other staff members are responsible for complete functioning of laboratories. They take stock of any repairs and renovation work required in the laboratories and forward the requisition to College development committee for executing the same. Trained staff for each lab is available for proper maintenance of laboratories and equipments.

College library with huge collection of text-books, reference books, large number of journals, periodicals, newspapers etc.

is a biggest resource for faculty and student. Library committee is responsible for maintenance and utilization of their resources. For optimum use of books, students are directed to return the books with in fifteen days from the date of issue. For safety of books pesticide and fungicide treatment is done in the library at frequent intervals.

College hostel is looked after by hostel warden along with college hostel committee, which ensures up gradation and maintenance of available infrastructure facilities.

Sports committee is responsible for proper utilization and up keeping of sports equipments and Gymnasium.

College has got sufficient IT infrastructure. Regular assessment of computer equipment and infrastructure is done. Computer Department looks after the system software maintenance and minor hard ware issues. For all major computers related issues external service provider is hired. Computers are regularly updated with latest software and anti-virus for optimum utilization.

College has a Development committee headed by its convener, who receives complaints and suggestions regarding any repair work. A team of electrician, plumber and carpenter is available to resolve routine problems. For any major repair work and maintenance external agencies are hired in consultation with the principal. Damaged furniture and equipment are written off with proper procedure. New furniture and equipment is purchased by College purchase committee after receiving requisition from different departments and student representatives. Repairing and whitewash works are timely done for maintenance of buildings.

Housekeeping staffwith the assistance of Jammu Municipal Corporation help in maintaining cleanliness in the campus. The maintenance work related to facilities like toilet blocks, fire extinguishers, electric work, plumbing, RO-water facilities, water tank, etc. is carried frequently for their optimum utilization.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcwgandhinagar.com/pdf/gcwg8dec21.pdf

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

830

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

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

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.facebook.com/profile.php?id=100010944482481
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

2405

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

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

A. All of the above

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

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	No File Uploaded
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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

79

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

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

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

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

13

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 university/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)

The college has a very healthy practice ofelectinga college presidium toinvolvestudents in academic and other co-curricular activities of the college. Every yeara student council is being formedthrough the election process observing all democratic protocals. The first step is to elect class representativesfor all classes of all semesters for which election of each representativeis carried out in the respective classrooms.The election process is facilitated by the Student Welfare Committee under the supervision of the Principal. The elected Class Representatives further participate in the election of Presidium of the College. The Presidium comprises of President, Vice President, Head girl, Cultural Secretary, Treasurer, etc. They act as a representative body of the institution. Institution facilitates representation and engagement of student presidiumin in various college committees and presidium in turn facilitates participation of students in co-curricular and extracurricular activities of the institution. The presidium of the college has the responsibility of coordinating the activities of the student council and publicizing the affairs of the student's body. The students actively participate in debates and seminars, cultural activities, NSS and NCC activities, NSS & NCC students of this institution have conducted various awareness drives on Swach Bharat, cleanliness drives, health camps, and awareness programs, world environmental day, plantation drives, etc. The college student council in consultation with the Cultural Committee of the college organizes major events, such as farewell functions, Teacher's Day celebration, webinars, and various other events andfor instance,this yearvarious activities under Azadi ka Amrit Mahotsav were organised. The student council also

organizes National events like Gandhi Jayanti, Independence Day celebration, and Republic Day with great enthusiasm. They also helpto organize co-curricular and extension activities on platforms like Discussion forums, Navrang 2020, and plantation drive with the support of the Eco club of the college. The presidium remains actively involved in various important activities of the college and is further involved in various wings comprising of different committees like College Development Committee, College Discipline Committee, Sexual Harassment Committee, Library Committee and Admission Committee. The members of the Presidium provide assistance to the students approaching the institution for admission. They provide counselling to the students regarding the selection of subject combinations in different streams at the time of admission. They help in creatingconducive atmosphere for new students and make them familiar with the culture and functioning of the institution. The college presidium has remained actively involved in assessing and monitoring the various needs of the students. Moreover, it gives suggestions on important issues and provides necessary feedback regarding the functioning of the college.The Student Council presentsstudents' views and grievances to the collegeauthorities for theirresolution. They assist the teachers in planning, organizing and executing various student-oriented activities. They disseminate information from the college administration and other committees to all the students for greater publicity. They act as mediators between students and teachers andshare, discuss and solve their personal, educational and vocational problems.

File Description	Documents
Paste link for additional information	Nil
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

16

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

The aim of the alumni association of the college is to promote the sense of belongingness not only among the ex-students of the college but also among the present students of the college. It works in unison with college authorities to promote student welfare programmes in the college. The alumini remains in touch with all the ex-students as well as students presently studying and provide a helping hand to them.Alumniundertake periodic surveys to know current job profile, higher education status, and other information of ex-students. A web link is also provided on the college website for the alumni registration. We maintain a proper record of the same. The bond that our students forge with their batch mates, students of senior-junior batches, teaching and non-teaching staff, and the institution as a whole is memorable experience. Online alumni meet was hosted by the alumni association this year. The meeting proved to be productive as many issues regarding the welfare of students were discussed threadbare.The meeting provideded an opportunity for the alumni to meet their friends and act as a bridge for the faculty to share their experiences, knowledge, and insights. The college provides all the facilities to Alumini association in their endeavours.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Vision

Recognition of this Educational Institution as 'Knowledge Centre' at national and international levels fostering holistic development and humane attitude, so as to empower the young women to meet global challenges.

Mission

- To promoteholistic development of the students by creating facilities for their participationin curricular and co-curricular activities.
- To promote quality education byprovidingthe best learning infrastructure, opportunity and environment.
- To empower women and enable them to develop intellectually, emotionally and harmoniously so that they can become socially and morally responsible citizens and courageously face the challenges of life.
- To promote professional skills through various courses and to inculcate scientific temper by conducting, workshops and seminars.
- To offer new programs and courses in consonance with National Education Policy 2020 to ensure global excellence.
- To motivate faculty and students for higher education and research.
-
- Nature of Governance

The college believes in inclusiveness and decentralized governance and participative management. The Principal of the Institution supervisesthe execution ofall the academic, non-

academic, and administrative activities of the Institution.Various committees under the supervision of the Principal are being framed at the begining of the session , wherein faculty members are involved to successfully carry outvarious academic programs. The Head of the departments, the Conveners of various committees along with the staff play an important role in framing the institutional policies andimplementing the same.

File Description	Documents
Paste link for additional information	https://www.gcwgandhinagar.com/mission.php
Upload any additional information	No File Uploaded

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

The college believes in inclusiveness and decentralized governance and participative management. The principal and faculty members are involved in defining the policies and framing guidelines of the institution. All the staff members of the college share the responsibility for the smooth functioning of the College. Faculty members are encouraged to develop leadership skills by conducting various programs and by being in charge of various academic and co-curricular activities

- A marked reflection of this practice can be seen in the number of responsibilities allocated to the Heads of the Departments of the College.
- The head of the department oversees the teaching plans of the departmental faculty members.
- They are involved in planning the departmental activities and also allot teaching assignments and evaluation duties.
- The heads of the department convene regular departmental meetings where various issues are discussed and resolved.
- They plan various seminars, workshops, departmental tours, and industrial visits.
- HODs oversee the paper setting, moderation, evaluation and uploading of marks on the cluster university portal.
- They also attend meetings of Board of Studies and recommend their suggestions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **In an effort towards ensuring digital learning, the college library has set up a Browsing centre with a view to promote, facilitate and support the indispensable teaching and learning process. It enables students and teachers to access all types of information from resources across the globe. Moreover, Covid -19 has also changed the educational process to a great extent, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. The browsing centre is equipped with 15 computers installed in separate cabins and is connected to wi-fi on lease line with bsnl broadband of 70-100 Mbps and net data range to 600Gb per month. There are 15 browsing tables, 15 revolving chairs, 1 Power Generator -DG Set in the browsing centre. It is also provided with a Photostat machine cum printer to facilitate the users to print the downloaded information for their convenience. The browsing centre has been functional providing opportunities to students and teachers to access the online resources. The Browsing Center provides a platform where students can have access to e-Resources through N-LIST and DELNET.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gcwgandhinagar.com/facilities.php
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.

The college is governed by the Department of Higher Education of JK UT Govt. The head of the Institution,the Principal of the College ,constitutes the various committees and academic cells for the smooth administration and management. These committees and academic cells take care of various academic and non-academic activities of the college. The various committees include the IQAC, Purchase Committee, Library Committee, College Development Committee, Advisory commiittee, scholarship commiittee, sexual harrasment , anti-ragging commiittee,etc. The employees of the institution are governed as per the Service Rules of the JK Govt. The procedure for recruitment and promotion of permanent teaching staff is as per the UGC guidelines while for the non-teaching staff, it is as per the College Services Recruitment Rules. The college follows all rules/regulations concerning service, career advancement, research promotion, staff welfare, and grievance redressal as laid down by various statutory/regulatory authorities such as MHRD and UGC. The healthy work culture, extensive involvement of its members in various activities, and organizational setup ensure the timely redressal of grievances, if any.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.gcwgandhinagar.com/organogram.php
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 inter faces	**No File Uploaded**
Any additional information	View File
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

Yes, the institution has effective welfare measures for teaching and non-teaching staff. Theinstitution providesstaff welfare schemesin accordance with the Government Leave rules and financial rules issued by J&K Government. Following are the main welfare measures for teaching as well non-teaching staff:

WELFARE MEASURES FOR TEACHING STAFF: Group Insurance benefits from Janta Group Insurance (JGI) scheme, Medical Leave and Maternity leave benefits for the eligible faculty members, State life Insurance (SLI) i.e. Accidental Insurance facility, Rule of GPF/NPS for Provident Fund loans, Help with facilitation of bank loans, Leave Facility for the employees to attend Orientation Course, Refresher Course, Short term Courses, Seminars, and Conferences.

WELFARE MEASURES FOR NON - TEACHING STAFF: Group Insurance benefits from Janta Group Insurance (JGI) scheme, Medical Leave and Maternity leave benefits for the eligible non-teaching staff members, State life Insurance (SLI) i.e. Accidental Insurance facility, Rule of GPF/NPS for Provident Fund loans, Help with facilitation of bank loans, Leave Facility for the employees to attend training programmes conducted by J&K Government Finance Department. Help with facilitation of bank loans, Community development services, Renovation of Hostel staff Building from time to time.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1P5r5sH3O FCM9tFpq1BsUBfGWDec_09-x/view?usp=sharing
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

00

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

02

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	**No File Uploaded**
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

38

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

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

HED follows UGC Regulations for the appointment of faculty members in colleges.

The faculty appraisal is undertaken with the following objectives:

Assist faculty members in their career development and planning. It helps teachers think about their potential and do their jobs more efficiently. Demonstrates judgment in support of promotions, demotions, deployments, confirmation, or termination of an employee. Provide feedback to staff on their behavior, attitudes, skills, and/or expertise. Acknowledge teachers' achievements and help them identify ways to improve their knowledge, skills, attitudes, and, ultimately, performance. Improve the quality of education among students. In short, it isused as a tool to facilitate the growth, development, efficiency, and effectiveness of the teaching/learning process in the institution.

The performance of each employee is assessed annually after completion of the one year of service by submitting APRs (Annual Performance Report), the aim of this APR is not only to assess the performance of the employees but also to explore the potentialities and capacities of the employees for professional growth and development. Promotions are made on the basis of the APRs issued by concerned principals on the format issued by JKHED under the UGC Career Advancement Scheme. At the beginning of the session, certain committees are framed, where the faculty members prove their worth bydischargingtheirresponsibilities andduties enthusiastically that are assigned to them. The probation period of the faculty members is cleared byHED after considering the performance report issued by the concerned principal.Non-teaching Staff is also appraised by Annual Performance Appraisal report and get promotion on time bound basis.

Annual Performance Report significantly contributes to evaluating the performance of teaching as well non-teaching employees. It also encourages them to enhance their strengths ,analyze their weaknesses and improvetheir efficiency.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1BTJn0bcqhBqShwMKz-C32SZ6282-krp8/edit#gid=1370505759
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

Yes, for auditing there is two tier system i.e., internal and external audits. Further, in both the categories there are three types of audits namely administrative, academic and financial audit. The finance audit is done internally by the college Audit committee and externally by the two agencies namely State finance department JK Government and AG office. The administrative and academic audit is done internally by the college Advisory committee and Academic committee, for replying the audit objections there is also an internal college committee.

The mechanism used to monitor effective and efficient resources are as follows:

- Before the commencement of every financial year, Principal submits a proposal on budget estimates and revised estimates by considering the recommendations made by the heads of all the departments to the administrative department.
- The expenditure monitored by the college accounts department as per the budget allocated by administrative department.
- All vouchers audited by the Internal Financial committee on quarterly basis.
- The expenses incurred under different heads are thoroughly checked by the bills and vouchers if any discrepancy is found same is brought in notice of the Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1jj4_-3El HpxkTRwj9Prt8-Z_1G1_TEe0/view
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)

00

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)	No File Uploaded

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

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

The Institute maintains and follows a well-planned financial and resource mobilization process. It involves various committees of the Institute, the various Departments and Accounts/Establishment section. Institute has designed some specific rules for the fund usage and resource utilization.

Mobilization of Funds and Utilization of Funds: Various government and non-government agencies sponsor events like seminars and workshops. The student fee is also the source of income for the institute. Sponsorships/Collaborations are sought from individuals and corporate for cultural events and fests. A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee purchases the different required items i.e. office equipment, material and supplies, books and periodicals, etc., through GeM and e-tendering. The Head of the Institute, finance and purchase committee members along with the accounts department ensure that the expenditure lies within the allotted budget and as per the financial cannons/rules issued by the JKUT Government from time to time.

- Policy and Procedure for Mobilization and Utilisation of Resources

Every year, institution prepares the budget as per the requirements of the Departmental Heads. The institutional budget includes recurring expenses such as salary, electricity and internet charges, library books, furniture, material and supplies, laboratory equipment's, office expenses, college development funds for construction, repair and other maintenance expenses. The budget is scrutinized and approved by the Head of the Institution. Accounts department and Purchase department monitor the expenses as per the budget approved.

The objective of the institute is to promote multi-disciplinary courses, research Projects, consultancy and such other activities, involving the faculty at various levels. Effective utilization of infrastructure is ensured through the well-qualified lab technicians. The optimal utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized for the co-curricular activities/extra-curricular activities. The college infrastructure is also utilized as an examination center for Competitive Government examinations/University Examinations by following SOPs issued by Govt. from time to time. Institute also provides EDUSAT Hub facility for creating E-Content of academic courses to the faculty of Jammu Division Colleges of the Higher Education Department

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xYfWpq_qNoHKeCdpCiHJ6Yaf2Rfb5lzU/view?usp=sharing
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

IQAC has evolved as a working entity to eliminate shortcomings of the institution and it is the driving force behind ushering in quality. The IQAC oversees all quality assurance processes across academic, strategic planning, and administration. IQAC develops quality criteria for the college academic administrative functions. IQAC has conducted a number of activities in subsequent years which are as follows:

   1. Feedback system (Parents): Feedback forms were circulated

among parents to collect and understand their opinions, perspectives, perceptions towards the quality of education, problem-solving abilities, motivation and guidance offered by the faculty, co-curricular activities, and availability of college infrastructure and other facilities in order to improve loopholes in general or specific ways.

2. **Career Counseling:** IQAC in collaboration with the Internal Career counseling cell conducted various online activities like webinars, workshops, awareness campaigns, etc for students, teaching staff, and non-teaching staff to enable them to take mature decisions in life and develop their personalities in an organized and better way.

3. Establishment of Inter-disciplinary Research Lab Under Hub Spoke Model.

4. Facilitated establisment of Pond Ecosystem and Lawn Tennis Court

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1rOyMeGmKq7XSuD03i11wKU3W2Yua2VSJ/view
Upload any additional information	No File Uploaded

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

Since quality enhancement is a continuous process, the IQAC becomes an integral part of the system of the institution and works towards realization of the goals of the quality enhancement and sustenance. IQAC quenches the quest for qualitative and quantitative teaching learning with the dynamic mediation of the technology. IQAC assists in up gradation of student support mechanism by creating learner- friendly environment. The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. In order to bring quality changes in the institution IQAC distributed feedback forms among parents, students and teachers. On the basis of the responses received by the parents, students as well as the teachers, IQAC has taken the following initiatives:

1. Up gradation of library facilities: Partial automation of Library has been done via software e- granthalya 4.0. 11,000 books have been uploaded till date and the same can be accessed by the students and the faculty of the college. The process of automation is still in progress..
2. Mentoring, counseling and tutorial system and ICT teaching learning system, Online classes for virtual lectures.
3. Students and teachers feedback.
4. Teachers are encouraged to attend seminars, conferences, faculty development programmes.
5. Teachers are encouraged to get involved in research work.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Vlu1eXmDQGZapHged_xD1OhYCR37pAhf/view?usp=sharing
Upload any additional information	No File Uploaded

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)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.gcwgandhinagar.com/pdf/Adobe%20Scan%2017%20Dec%202021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
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

Educational Institutions play a pivotal role in Gender Sensitization. Our Institution provides a safe, secure, and cohesive environment to ensure the equity and equality of Education. Gender equality involves empowering all the students irrespective of their gender.

WAYS TO PROMOTE GENDER EQUALITY AMONG STUDENTS.

- Teachers' are the Role Model of the students.
- We supplement our curriculum by teaching our students about both men and women who challenged society's ideas about gender equality.
- Equal opportunities are provided for faculty and students irrespective of gender to participate in all the events conducted by the institution.

SAFETY AND SECURITY:

In order to maintain the safety and security of the girl students and women employees:

- There is a separate common room for female students with all the necessary facilities such as a first aid box and sanitary napkin dispenser.
- CCTV cameras are installed at strategic locations for continuous surveillance of the premises and for maintaining security in the college.
- The college has internal complaint committees against sexual harassment with its composition as per the guidelines of MHRD Government of India.'
- In addition, the college has a duly constituted anti-ragging committee, discipline committee, student-advisory committee, grievance, and redressal committee to ensure safety and to protect the interest of the students.
- Self-defense training programs for female students are organized regularly under NSS and NCC.
- The college provides medical support to students experiencing any kind of health issues.
- A female counselor from the Psychology dept attends to psychological challenges faced by the students.
- Awareness campaigns are organized on women's safety and

gender sensitivity through street plays, rallies, and camps by NSS and NCC student volunteers.

- Magazines and Newspapers are also arranged in the common room/library.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Ar801_Mv C9NhNJpV6VS6j9qI44kHP8tK/view?usp=sharing
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://docs.google.com/document/d/1pYav7 7XrXhVw9Y52zn76psGlKE-0GwQb/edit

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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-WASTE MANAGEMENT**

The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastic, glass, metal, food etc. The waste is segregated at each level and source. The Head Supervisor in each block ensures that the waste from each floor is collected, segregated, and compiled in the dustbins (Green and Blue) provided on each floor. Solid waste collected from the campus is dumped in the compost yard

available inside the campus. Incinerator is erected near Girls' Hostel Campus. The underground drainage system is connected to Jammu City Municipal Corporation. Composting facility is also available for managing bio-degradable/ horticulture waste. A pit has been created for solid waste management in the institution. The dust, food scraps, paper scraps, plant material, etc are dumped in the pit. The manure created by this process is used for the plants and trees on the premises of the college.Vermicomposting unit is managed by the Department of Zoology to reduce the load on the treatment and disposal of biodegradable agro-waste.

- **LIQUID-WASTE MANAGEMENT**

Liquid waste disposed of bythe college are of two types:

1. Sewage Waste
2. Laboratory and Cafeteria effluent waste.

For hazardous lab and other waste disposals, a standard operating procedure has been evolved. For disposal of hazardous waste, records are maintained both at the college and department level for compliance with the process.

- **E-WASTE MANAGEMENT**

The e-waste generated from hardware that cannot be reused or recycled is being disposed of centrally through government authorized vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water	C. Any 2 of the above

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**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**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 Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, and other diversities. In the year 2020-21, the Institution took numerous initiatives to engage the local

communities through various activities and programs in the Auditorium Hall of the college. To create election awareness, the Institution provides the classrooms and halls for the establishment of polling booths to accommodate the migrant Kashmiri population. The College creates the overall congenial atmosphere for the nearby population by giving the institutional advantage of inclusion and situatedness to the Government Bodies. The efforts were also taken to lend an auditorium hall to the team of doctors to vaccinate and combat Covid-19. In an effort to promote cultural plurality and inclusivity on campus, many events like Online Quiz, Essay-Writing, and Slogan-Writing under the banner "Communal harmony and National Integration Week", are celebrated. The College also promotes Financial Assistance / Scholarships to Under-Privileged students. To dissolve regional disparities and linguistic challenges, the students showcase their cultures in various cultural programs. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religions, regions are studying without any discrimination. Though the institution has a diverse socio-cultural background, we do not have any intolerance towards cultural, regional, linguistic, communal socio-economic, and other diversities. Such activities on the Campus make students more Collaborative, Synergetic and Strengthen a sense of belongingness among them.

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

The College enshrines the sovereign and democratic values of our nation by commemorating Independence Day, Republic Day, Constitution Day, National-Voters Day every year. Constitution Day is celebrated every year in the College and the series of events and programs under Azadi ka Amrit Mahotsav are organized to increase political and National consciousness among students. Army Day is observed to pay tribute to the Indian Army for their relentless service to this Nation. Voter's Day and Voter's Awareness Programmes are organized in the college

to create awareness of youth towards their Constitutional Rights and Duties.Legal Rights awareness programs are also organized to spread awareness among students of their Constitutional Duties to create civic sense and keep the environment clean. The College facilitates and conducts Student Union elections every year to ensure a democratic and safe space for students to voice their concerns. The GCW Gandhi Nagar College organizes activities that strengthen our Constitutional values and deepen our allegiance and responsibilities towards our Nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit to programs and activities to inculcate constitutional obligations and patriotism among the students and staff with responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1oIUcNhmHSYtgaJfiL4wjhqh0j0aud4Ik/view
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The College organizes different programs inside the campus to promote harmony. Commemorative days like Women's Day, International Yoga Day, Rashtriya Ekta Diwas, Communal Harmony Campaign Week and Flag Day, Sadbhavna Diwas, Scooter/ Bike Rally, Gandhi Jayanti, Ambedkar Jayanti, World Blood Donor Day, Covid-Care Workshop on Yoga along with other regional festivals like Lohri, Basant Panchami, etc. are celebrated with religious fervor. We believe in unity in diversity that's why our students hold each other in self-esteem. Through the different activities, the students get acquainted with the different cultures of our nation which helps them to develop religious tolerance and national harmony. This establishes positive interaction among people of different racial and cultural backgrounds. There is Grievance Redressal Cell, Student Welfare Cell which deals with the students without considering anyone's racial or cultural background. This Institution is also having a code of ethics for students, teachers, and other employees which is followed by each one of them irrespective of their cultural, regional, and other diversities. The key to respect, acceptance, and appreciation of our forms of expression, our ways of being human and of our rich diversity within cultures, is tolerance. To foster a spirit of tolerance, it is important to engage in a diverse outlook of knowledge, openness, communication, freedom of thought, conscience, and belief.

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	View File

7.2 - Best Practices

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

BEST PRACTICE-1

Title: Eco-friendly Campus

The objective of the Practice:

Ecology sustenance is of utmost importance in the light of increasing environmental degradation, and the same can be accomplished with the implementation of eco-friendly facilities and practices. The objectives for promoting environmental sustainability are:

- **To reduce overall carbon and ecological footprints to find innovative ways to reduce pollution to promote the sustainable use of natural resources.**
- **To maintain a waste-free, pollution-free and eco-friendly campus.**
- **To sensitize students towards environmental concerns.**

The Context:

Taking into consideration the location the vegetation and the landscape of the College campus which has taxonomic diversity of plants, sedges that play a functional role in the restoration of the ecosystem. As College has abundant plants and sunlight, it had become important to transform productively green waste and sunlight into sources of sustenance. The College has implemented mechanisms by which wastes can be utilized for the production of compost.

The Practice:

College is steadfastly committed towards creating an eco-friendly and sustainable campus. Instilling the urgency of Environmental conservation which is maintaining a balance between utilization and transformation/disposal of wastes has to be maintained. In this regard the following practices are maintained:

- Events and Campaigns
- Campaigns for discouraging the use of polythene.
- The cleanliness week is celebrated with the theme 'Clean Your College'. The students participate very enthusiastically. They clean the ground, parking area, canteen, and botanical garden.
- Several campaigns by Eco Club and NSS are organized for creating awareness among students. Visit to biodiversity parks, wetlands and other places of ecological importance whereby they learn different ways to protect and conserve the environment.
- The College organizes various Plantation drives to maintain the ecological balance and beauty of nature.
- Bird nests are installed in the tree branches to give a boost to the bio-diversity.

Maintaining a green campus and herbal garden:

- The college has a lush green vehicle-free campus. A dedicated area for parking has been allotted; vehicle movement and parking on the main campus are prohibited.
- The College has various varieties of trees on campus which balance the ecosystem of the surrounding area.
- A herbal garden on the premises, with different species of medicinal plants, provides a healthier ambiance in the college.

Vertical Garden:

As per the statistics, both Jammu and Srinagar have breached the permissible limits of air pollution. J &K IS THE 19TH biggest contributor to greenhouse gases in the country. Plastic is the biggest menace owing to a lack of belongingness. To counter alarming rates of atmospheric pollution, our faculty from the department of EVS, Dr. Nazia, Coordinator, Cluster

University of Jammu tried to evolve her innovative idea of making 'Vertical Garden' Dr. Nazia, who is also the convener of 'Eco Club'. She made use of plastic waste and especially grade 1 plastics which are made up of polyethylene terephthalate (PET) commonly used in beverage bottles, water bottles, medicinal jars, and bean bags and is not reusable in any water.

The long vertical garden was created with the help of single-use plastic bottles lined up in five rows in a scheme that the mouth of one bottle is facing the tail of another. This facilitator the drip irrigation process because if the water is wasted in order to specify the type of plants used in these bottles, she has used single-use plastic straws and disposal plates, cups, etc. She has also selected a particular set of plants meant to tackle pollution which includes chlorophytum, syngonium, succulents, creepers etc., which can also survive in extreme weather conditions and are perennial. She was conferred with the prestigious Dr. APJ Abdul Kalam Green Environment Council of GESA for her commendable contribution in the field of Environmentalist Protection and Social Awareness.

Evidence of Success :

- We have been able to create awareness among the staff and students of our college regarding environmental challenges and the need for sustainability.
- World-wide appreciation for the innovative technique of 'Vertical Garden', in terms of biodiversity conservation and Eco-system management.

Problems Encountered and Resources required :

Challenges in motivating people: The Public needs to be educated and motivated towards sustainability. Continuous efforts are made to create a general shift in the mindset of people towards enhancing environmental consciousness.

BEST PRACTICE: 2

Title: Community Outreach

The objective of the Practice:

Govt. P.G. College for Women, Gandhinagar, Jammu imparts a

holistic education with the aim of sharpening the social sensibilities of the students. This practice aims to foster the spirit of social service in our students so that they learn compassion and empathy towards the needs of the underprivileged sections of society. The main objective is to create a synergy between a secular outlook and worthy ideals of selfless service towards humanity. Education without social commitment is incomplete. Proper channelization of students can bridge the gap between the social inequities in income, education, health, and nutrition.

The Practice:

The college creates a forum for community work through social commitment and outreach platforms such as NSS, the Eco Club, Alumni Association, and NCC activities.

- Village Adoption:
- Awareness program against alcoholism and drug abuse under the initiative ofManodarpan.
- Generating Employment through Mushroom Cultivation.
- Awareness for protecting the environment.
- Gender Sensitization.
- Skill-based activities
- EDUSAT Hub
- Centrally air-conditioned Auditorium catering to social needs.
- A study center for IGNOU

- Village adoption: NSS Volunteers have adopted the village Bhatyari and Chak Avtara where they carry out awareness campaigns towards health and hygiene maintenance intermingling with women folk.

- Generating Employment through Mushroom Cultivation.

Mushroom Cultivation: To provide entrepreneurial skills to students by providing them with knowledge of the production of mushrooms. This technical process of mushroom is popular because it not only meets the dietry requirements but also adds to the income, especially of growers. Department of Botany established a mushroom demonstration center in 2015. Various students have learned and still learning to rear, cultivate and market them.

- **Skill-based Activities:** A number of skill-oriented technical sessions/training programs were organized in collaboration with SKAUST, Kashmir to enhance the employability skills of the students.

- **Extension Activities:** Social demands are also met by inculcating social responsibilities. Various extension activities by NSS , NCC , RED CROSS Mela & BLOOD DONATION camps are also organized.

- **EDUSAT Hub:** The College has the Pride of being Hub for EDUSAT (the tele- education project for J&K LAUNCHED BY ISRO). From this HUB the education is imparted to all the SITs of JAMMU Province. For the studio has been established in the college premises which act as a virtual classroom for 45 SIT'S for Higher, Technical, and School Education Department. During Covid-19 Pandemic, EDUSAT HUB played a pivotal role in providing quality education with modern technology. E-Learning was made available across the UT and it has really supplemented the students learning process. Diversity of content enriched the digital skills of teachers as well as students.

- **COLLEGE AUDITORIUM:** The Air-Conditioned College Auditorium is one of its kind in the state. The auditorium is not only used for student-centered activities such as Seminars, Awareness Lectures, Debate competitions but also used for Community work. The Panchayat elections, Citizen cooperative Bank's elections, Police services events were conducted and supervised under the college faculties' expertise. During COVID-19, Various vaccination drives were conducted in the auditorium.

- **AWARENESS FOR PROTECTING THE ENVIRONMENT:** The Eco Club, plantation drives, and saying NO to Plastic had played a seminal role in educating the students about the pressing needs to conserve the environment through ECO-FRIENDLY practices. Multiple approaches in addressing environmental issues like effective organic & E-waste

management procedures and locality cleaning drives have become a model for the green initiatives in the areas. This awareness process did not lose its momentum in pandemic times through online webinars.

EVIDENCE OF SUCCESS :

- Awareness of social & community responsibility: Various practices adopted by the college have been extremely successful in the intensity in its vision and action. The college has not only been able to sensitize its NSS volunteers but also other students and other faculty members about the need and nature of social work.

The college faculty and students responsibly engage with people and communities in challenging circumstances of pandemic. Their sincere efforts have fulfilled their role in making information and technology accessible to people . Such initiatives have led to experiential learning thereby adding enthusiasm among the student's community. These communities outreach activities have contributed

- in enriching and expanding the quality of academic work through valuable experiences and incites gained by means of community interaction.

PROBLEMS ENCOUNTERED & RESOURCES REQUIRED :

- The mindset of the inhabitants of the local slums had to be gradually changed by the NSS volunteers & faculty advisors. The volunteers tried to convince them through their sustained efforts.
- Challenges of convincing people about the importance of education through digital mode in pandemic.

File Description	Documents
Best practices in the Institutional website	https://www.gcwgandhinagar.com/pdf/BEST%20PRACTICE%202020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The year 2020-21 was the year of global pandemic arising due to COVID 19 infection. It was a period of recession marred by one of the greatest tragedies in the history of mankind. The education sector was one of the worst hit world over. Schools, colleges and universities had to go to lockdown mode to protect the students, teachers and associated staff from the viral infection and its spread. However, due to suspension of face to face instructions, the teachers explored the opportunities of digital mode of teaching and learning in the interest of student community.

Curricular activities

The management and teachers of PG College for Women Gandhinagar worked tirelessly during this period to make the best use of available technologies for hassle-free teaching to the students, forced to confine in their homes due to the prevailing viral infection. Teaching and learning sessions were conducted in interactive manners, making use of digital platforms such as Zoom meetings, Wise App, Whatsapp, Google Class Rooms, etc. To make the teaching-learning more interesting, lectures in the form of powerpoint presentations were also delivered. With the passage of time, the innovative ideas of conducting exams and evaluations such as Google forms were also applied. Therefore, the adversity was turned into an opportunity and tangible results were achieved. The students were kept in high spirits and engaged even during this gloomy period full of agonies and hopelessness.

The College faculty in collaboration with some esteemed educationists developed e-contents of the course curricula prescribed for teaching. The e-contents developed were made available on the College website for easy access to the teachers and students.

Co-curricular activities

Besides curricular activities, the extra-curricular activities also remained the focus of the management and teachers of the college. In this context, a series of webinars, quiz competitions, poster-making competitions, etc, were organized

to keep the students updated and connected with the outside world.

Extra-curricular activities

The extra-curricular activities were also managed through digital platforms. The students were imparted online coaching sessions with respect to sports activities during this period.

Campus development

Since the students' hustle bustle was absent on campus, therefore, the college management made the best use of this time to give a facelift to the college premises. Transitive changes in building infrastructure were made and associated facilities like Pond and Lawn Tennis Court were created.

File Description	Documents
Appropriate web in the Institutional website	[View File]
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

College IQAC has outlined various initiatives for the college for the academic year 2021-22 to achieve the desired goals. The initiatives are outlined hereunder:

1. To facilitate support services by giving additional thrust to campus placement initiatives.
2. To facilitate continuous up-gradation and updating of knowledge by organizing more seminars /workshops on the use of ICT in the teaching-learning process.
3. To create an environment where-in the Moot Court of the college is used as a replica of real court proceedings by organising competitions of students who wish to pursue their careers as lawyers, judges, arbitrators, or political leaders.
4. Encourage and facilitate research culture among faculty and students by upgrading the inter-disciplinary research hub facilities created by HED under NEP 2020.
5. Improvement and extension of library facilities with a special focus on digital information/ e-resources.
6. To identify and explore talent among students for various sports and cultural activities.

7. To make available the necessary information pertaining to college functioning on the college website for the convenience of students and faculty and other stakeholders.
8. Initiatives will be taken to develop a functional English lab into a language lab.
9. To encourage publications of research papers in UGC recognized journals to track the research outputs.
10. Initiatives will be taken to introduce a peer-reviewed periodic journal of the college.
11. To revive canteen kiosk faculty run by nestle organisation in the college campus that was shut down due to COVID-19 pandemic.
12. To prepare IIQA and SSR for NAAC CYCLE -3.
13. Department of chemistry plans to build lab on wheels to cater to the needs of the schools situated in the vicinity of the college.