



# **SELF STUDY REPORT**

**FOR**

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

**DOGRA DEGREE COLLEGE**

**WARD NO. 06, BASSI KALAN, BARI BRAHMANA, SAMBA  
181133**

**[www.dogradegreecollege.in](http://www.dogradegreecollege.in)**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2023**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Dogra Degree College is a multidisciplinary institution which stands as a landmark and is a living testimony to the commitment of Dogra Educational Trust in the spread of education in the region. The institution is dedicated to the memory of immortal sons of Duggar land and is committed to keep the beacon of light shining forever through its academic pursuits. It is a leading institution with work ethics, dedication & reputation for value based quality education. It strives to develop a world class centre of excellence in professional higher education enabling young aspirants of the region to add value to the society at large with their personal and professional acumen.

The campus of the College is situated in Bassi Kalan near the Industrial township of Bari Brahmana, 13 Km to south of Jammu city. Extended over an area of 1.2 acre (4865.23sq.mts), the main building is built up over an area of 4535.52084 sq. mts. It is located on the motorable link road that connects Jammu – Pathankot National Highway (NH – 1A) in the North – with the Bishnah road on the South.

The permission for the establishment of the college was obtained from the Govt of J&K vide letter no HE/Recog/BBA/DET/2008 dated 25th March, 2008 for the Academic Session 2008-09. On the basis of permission granted by the State Govt, the University of Jammu granted affiliation to Dogra Degree College vide letter no. CDC/2008/5604-15 dated 10th September 2008, for running of three years BBA Degree for the session 2008-2009. Later, the Govt. of Jammu & Kashmir vide letter no HE/Recog/J/44/2013 dated 30/03/2016 and affiliating University vide letter no CDC/2016/2843 dated 28/09/2016 granted permission to introduce B,A & B.Com Courses w.e.f. the academic session 2016-17. The College is recognized by UGC under Section 2(f) of UGC Act of 1956 vide letter no F.No.8-52/2019(CPP-I/C) dated 15th April, 2019. Besides being recognized by the Govt. of J&K and affiliated to the University of Jammu, it is also ISO 9001:2015 certified.

### **Vision**

To be socially responsible through developing a world-class centre of excellence in professional higher education enabling young aspirants to add value to society at large with their personal & professional acumen.

### **Mission**

1. To spread knowledge through professional academic programs of the contemporary education system aided by best administrative practices.
2. To promote quality education through consistent efforts, conviction, and commitment.
3. To lead as the most reliable institution providing the most competitive education dissemination using the latest technology.
4. To guide, conserve and develop precious human resources and values in multifarious spheres of activity so that the students develop a sense of patriotism as responsible citizens.

5. To act as an experimental Karam Bhoomi for which emphasis is laid on a scientific experimental approach to make the learning experience more effective.
6. To empower marginalized sections of society, especially women and children.

**Core values:-**

1. Positive Thoughts
2. Leadership
3. Honesty
4. Knowledge sharing
5. Humanity & Justice

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

### **Institutional Strength**

1. Introduction of Choice Based Credit system (CBCS)
2. Good Governance system
3. Preferred Institution of the district
4. Transport facility for students as well as teachers.
5. Well Qualified, dedicated, and competent teaching Faculty.
7. Scholarship to meritorious, socially & economically disadvantaged students.
8. Fully operational Students Grievance Cell to sort out the grievances of the students.
9. Active participation in various sports and co-curricular activities.
10. Fully functional NSS and NCC units.
11. A well-established College Library with a good collection of Textbooks, Reference Books, Journals, Magazines, etc.
12. Adequate hostel facilities for girls (within the campus) and boys.
13. Adopting methodology for nurturing weaker students such as remedial classes and tutorials.
14. Teacher guardians system to mentor and guide students.
15. Environment-friendly campus
16. Ragging free campus

17. Timely conduction of Parents teacher meetings and Alumni Meet.

18. ICT learning resources like Swayam Prabha, NDLI, E- Vidwan E –Acharya, etc.

### **Institutional Weakness**

The institution is aware of its weaknesses and limitations and every effort with proper planning has been made for improvement. One of the popular sayings is,” Try to look at your weakness and convert it into your strength that’s success”.

Some of the limitations are specified here:-

1. No filtering of students at the time of admission.
2. Self Funding and temporary College.
3. Partially automated Library.
4. Limited focus on research activities.
5. Consultancies services to be strengthened.
6. Need to have more vocational and educational training programs.
7. Need to strengthen the alumni association interaction.
8. Collaborations and linkages with the other institutions, industries and community to be strengthened.

### **Institutional Opportunity**

We have lots of opportunities and every possible effort has been made to strengthen it and lead the institution towards success.

The famous saying, “The ladder of success is best climbed by stepping the rungs of opportunities “

1. Organization of various co-curricular activities for students to excel in academics and sports at national and international level.
2. Establishment of incubation centre for better research and development
3. NSS and NCC activities and awareness campaigns for students to promote and inculcate various universal, moral and ethical values.
4. Counseling students to appear for competitive examinations like UPSC, GATE, CAT, GMAT, etc.
5. Enhancing contributions to green initiatives for arousing environmental consciousness among students.
6. Providing opportunities to faculty members to increase their qualification by permitting them to undertake M.Phil. /Ph.D. programmes, Swayam courses etc. under UGC.
7. Establishment of learning management system to assess specific learning process.
8. Improving teacher qualities by virtue of encouraging them to pursue research, attend seminars/conferences, write books and research papers.

### **Institutional Challenge**

1. Introduction of Value added courses and certificate courses for better employability of the students.
2. More skill-based programs, vocational courses, orientation programs, and training programs for staff as

well as students are to be strengthened.

3. Minimizing the dropout and failure rate.
4. Expanding and strengthening the extension activities and community outreach program.
5. Strengthening research facilities for teachers.
6. Attracting and Retaining the competent teaching faculty.
7. Collaboration and MOUs with other institutions and organizations need to be strengthened.
8. Promoting creative and innovative spirit among students and faculty of the college.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Our first priority is always to provide quality education to students, depending on our resources, institutional goals, and concern for the students. The institution has developed a structured and effective mechanism for the implementation of the curriculum prescribed by the affiliating university. The college is a multi-faculty institution with management, Commerce & Arts departments. The college runs three programs and each department has its own in charge, Regular meetings are held to discuss the action plan to arrive at an optimal and effective way of curriculum delivery. Effective curricular delivery is ensured by a well-planned and documented mechanism like admissions, curriculum, class work, examination, and declaration of results of all semesters. The academic plan for each session has ample scope for extension activities under NSS, NCC, UBA, and various social and cultural committees. Although the institution has no direct influence on curriculum development, the institute contributes to curriculum improvement through annual meetings of the Board of Studies through suggestions and inputs for revision of the syllabi. The faculty of different departments of the college regularly participates in various Board of Studies meetings organized by affiliating universities for the upgradation and revision of the curriculum.

A number of skill enhancement courses and discipline-specific courses are also offered to enhance employability and entrepreneurial skill. The Choice Based Credit System (CBCS) has been implemented in all the programs from the academic session 2016-17.

The college has many course options catering to a diverse range of learners in terms of core options, elective options, AECC & skill enhancement courses. The college also focuses on curricular aspects like gender sensitization, environmental issues, moral & ethical values, better career options & so on.

The teaching faculty also attends workshops/conferences/& other faculty development programs to remain updated with the advancements and developments in their respective fields.

As a part of the curriculum, the college frequently organizes different industrial visits and field trips in each session to impart practical knowledge to students. The constant feedback from students & teachers related to curriculum provides useful inputs in covering any gap left in student progression and overall college development.

### Teaching-learning and Evaluation

The college has efficient teaching, learning, and evaluation process. The framework of admission to courses is defined by the University. The admissions to the various streams are made in a transparent manner adhering to

the eligibility criteria.

The college has students belonging to diverse backgrounds and capabilities. However, seats are not marked for any reserved categories. Admission is granted to students having acquired the minimum eligibility criteria as per statutes.

The academic performance of students is based on class tests, classroom observations, Internal assessments, and performance in external examinations. Teacher guardians identify slow learners and motivate advanced learners. Subject-related difficulties of slow learners are attended to in tutorial classes. Advanced learners are motivated to excel further by providing special guidance to outshine in various competitive exams. Teachers plan strategies to reduce the gap in knowledge and skills. Students are encouraged to think critically and be innovative and creative in tackling assignments, projects, and other tasks assigned to them. Theoretical knowledge is supplemented through extension lectures, Internships, case studies & Industrial visits to ensure experiential learning.

Faculty utilizes e-resources (NDLI and Swayam) & ICT tools to enrich the learning experience of students. The college appoints full time teachers against sanctioned posts. A large number of teachers have qualified national & state level tests like NET, SET & CTET.

To maintain a healthy student-teacher ratio (2020-21 ratio is 24:1), qualified full-time teachers are appointed.

The external and internal exams are conducted as per the affiliating university norms under the overall supervision of the head of the institution. The institution has the trend of arranging PTMs to discuss the performance of students with parents. The internal assessment answer sheets are shown to students for feedback and any grievances addressed in a time bound- manner. The College gives top priority to students' performance and learning outcomes. A proper mechanism for gauging student satisfaction is in place. The feedback forms and regular interaction with CRs are employed to ascertain student satisfaction.

Students are familiarised with the program outcomes, mode of internal and external assessment as well as college facilities during the Orientation Program.

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

The college consistently tries to develop a research culture among students and the faculty. The college encourages its teachers to take up research activities by deputing them to attend seminars, conferences workshops, guest lectures, and sensitization programs to create a research spirit among them. The college has also constituted a research committee. To promote research culture among the faculty various journals and magazines with e – subscriptions are available in the library for reference. Besides this various facilities like computers and internet facilities are also provided to the faculty members for research purposes. The college also sponsors faculty members for paper presentations in various national seminars, reimburses the expenditure, and treats them on duty for which there is a provision in the college leave rules. In addition to that various faculty members are working on scholarly work in their respective specializations.

The college is also involved actively in extension activities. The college is spreading awareness about societal issues by the involvement of students in various programs i.e. Extension programmes and outreach activities. The college also encourages the students to exchange ideas with neighboring communities and villages to spread awareness about contemporary issues and help society by their services. Students participate actively in

extension activities organized by NSS and NCC from time to time both within as well as outside the college. Innovations among students are inculcated by focusing on the interplay of skills and experiences. For this reason experiential learning programs-like workshops, seminars, health awareness camps, cultural festivals, college sports meets (Both inter as well as Intra College), debates, quiz, rallies, and poster making competitions are conducted with an aim to place students in an environment where they are challenged to innovate. Besides this, our institution has signed MOU with the Government Women College, Parade for various academic and research-related activities. The institution is also looking up for more collaborations and linkages with other institutions and organizations for enhancing the knowledge and learning of students.

### **Infrastructure and Learning Resources**

The College has developed adequate infrastructure and learning resources to achieve its objectives. The institution from its inception was aware of augmenting the infrastructure to keep pace with academic growth and keeps adding to the infrastructure every year. The campus is beautified by gardening and landscaping. There are 28 rooms including the Principal chamber, classrooms, a well-stocked library, IT lab., a multipurpose hall, staff rooms, SO Office, sports rooms, common rooms, NCC room, and Medical inspection room. The indoor auditorium with an area of 2400 sqft fitted with sound and projection systems, and a conference hall. Some infrastructure is shared with Dogra College of Education and Dogra Law College of the parent society. Playgrounds, in-house shooting range, hostels, canteen, and guest house. are also common for the institutions existing in the Dogra Educational Complex.

The college library has semi-automated facilities and a computerized database with ERP Solution. Internet facilities and other essential services. The library has a collection of more than 3000 books, and references including 21 periodicals including newspapers, magazines, and journals with e-subscription. Students have access to E-learning resources (Swayam NDLI, E-Vidwan, E-Acharya, NPTEL, etc.). It has a reading area with a capacity of more than 64 students. Student-related information is displayed on notice boards.

There are 11 computer systems in the ICT Lab in the institution and Swayam Prabha 34 DTH channels devoted to telecasting high-quality educational programs.

The outdoor sports facilities include a badminton court and a volleyball court. The indoor arrangement includes Table tennis and carom board etc. For security monitoring, CCTV cameras have been installed and for monitoring the attendance of the faculty a biometric system (face recognition) has been installed. Budget for infrastructure, library, and other learning resources are earmarked annually based on the recommendations of the Principal. The administration is committed to the effective and optimum use of its available infrastructure. There is hassle-free parking for cars, two-wheelers, and college buses. The housekeeping work of the college has been in-house. An in-house Supervisor and technician are appointed for the purpose of maintenance of infrastructure.

### **Student Support and Progression**

The college is committed to excellence in all spheres, therefore, every student who joins the college is extended academic, professional, and financial assistance to make their stay in the college an enriching experience. The college provides a reliable partnership between

students and teachers. Students with financial constraints are offered a wide variety of

support with scholarships and free ships. The academic calendar is prepared through which students get information of the various activities to be taken during the session. Co-curricular activities also play a vital role in enabling students to discover their true potential. This is seen in the planning of all academic, co-curricular, and extra-curricular activities. The development of students can be seen in their achievements in the field of extra-curricular

and sports activities, students have received many awards at various platforms. The

co-curricular committee takes responsibility for organizing various events and students are

active members of various institutional-level committees.

The placement committee is farsighted and has organized several placement drives to encourage the students for placement. The institute has a record of placements where students are selected in renowned companies and some opt for entrepreneurship every year and others move out for higher education by qualifying for various examinations.

The institution has a transparent mechanism for grievance redressal and Anti-ragging through dedicated committees. The college furnishes different facilities such as IT Lab, sports and games student hostel, space for cultural activities, classrooms, and orientation/extension lectures.

The Institution has a provision of library e- resources such as NDLI, E-Vidwan, E-Acharya, etc. Weekly employment newspaper is also available for availing the information regarding various jobs.

The college has a functional Alumni committee, whose members are given the respective duty to keep up the record of alumnus. Our Alumni are one of the strongest pillars of the college who actively help their juniors by grooming in a friendly way in various seminars conducted by the institution. The college hosts Alumni Meets and Alumni Interaction sessions to keep in touch with the students and share their valuable knowledge.

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

The governance of the College is reflective of effective leadership and is in accordance with the vision and mission of the college. All the contributors of the institution are involved in promoting the vision, mission, and values. The college has formal management committees, approved selection committees, and dedicated management under whose leadership all initiatives are taken. The Principal is in charge of administration and overviews the Operations like planning, development, administration, finance, purchase, etc and the stakeholders report to their respective departments in charge or conveners. All actionable items are taken up by the department in charge or the teacher guardians of respective departments for implementation accounts. Teaching and Non-Teaching staff members are encouraged to undergo professional and technical training as per requirement for their professional/personal growth. The college inculcates Cultural, Social, and Moral qualities in students through NCC/NSS, Games/Sports activities. It holds elections for Class Representatives from time to time (add regarding student council). Teaching and Non-Teaching staff of the college is appointed through a panel conducted by the University of Jammu and Dogra Educational Trust respectively and perform



duty as per the norms of the University of Jammu. Finances for the institution come from DET and through admission fees of students. The college fund is strictly used for the work and the need and welfare of students. Internal Quality Assurance Cell (IQAC) has been formed in 2020 and is functional in overseeing all the quality matters of the college.

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

Dogra Degree College continually endeavors to prepare its students not only just for examination but also to inculcate universal and national values by practicing students in its functioning through its curriculum and conducted activities. Institution adopts values and practices that promote gender equity, women's empowerment, awareness about environmental sustainability and green practices, developing of communal harmony. Initiatives are taken by the college to sensitize the staff and students to foster gender equity programs like self-defense programs for girls, workshops, and guest lectures on gender issues are organized. Various committees are in place to address any difficulty faced by women and ensure discipline and a harmonious environment in college.

The College is committed to the philosophy of "Reduce-Reuse-Recycle". Environment consciousness has made the college maintain solid, liquid, and E-waste management in a proper way. The college NSS performs various activities like cleanliness drives, plastic-free campaigns, etc. to lay stress on the green campus. Energy conservation is given the top priority and solar energy and LED bulbs are used to minimize its consumption.

The institution inculcates feelings of togetherness, patriotism, religious integration, and communal harmony through the celebration of festivals, national, International days, events, Birthdays of great leaders, etc. The college is highly conscious and determined in organizing various historical, cultural visits, and social consciousness activities that empower students to become responsible citizens enriched with self-confidence, patriotism, and humanity.

The college has a prescribed code of conduct for students, and teachers which are displayed on the college website. The college maintains complete transparency in its financial, academic, and auxiliary functions.

One of the best practices adopted by the college is "Parent Teacher Meetings". It has become an integral part of the administrative mechanism of our college. Parents are important stakeholders in the system of higher education, and the importance of PTM cannot be over-emphasized. Another best practice followed by the college is the "Student Enrichment and Development Program". This practice empowers students' competencies under their knowledge and generates high-value-added developmental experience all in a supportive learning environment.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DOGRA DEGREE COLLEGE
Address	Ward No. 06, Bassi Kalan, Bari Brahmana, Samba
City	Bari Brahmana
State	Jammu And Kashmir
Pin	181133
Website	<a href="http://www.dogradegreecollege.in">www.dogradegreecollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bela Thakur	01923-295246	9018286859	-	dogradegreecollege@gmail.com
IQAC / CIQA coordinator	Kanchan Dubey	01923-220600	9596831147	-	kanchandubey1792@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Jammu And Kashmir	University of Jammu	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	15-04-2019	<a href="#">View Document</a>
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ward No. 06, Bassi Kalan, Bari Brahmana, Samba	Semi-urban	1.2	4535.52

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Bba	36	Higher Secondary	English	66	66
UG	BCom,Bcom	36	Higher Secondary	English	60	60
UG	BA,Ba	36	Higher Secondary	English	60	60

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				18			
Recruited	0	0	0	0	0	0	0	0	3	15	0	18
Yet to Recruit	0				0				0			

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

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	15	0	18
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	317	0	0	0	317
	Female	147	0	0	0	147
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	34	29	17	23
	Female	25	25	11	11
	Others	0	0	0	0
ST	Male	8	7	5	3
	Female	3	3	4	9
	Others	0	0	0	0
OBC	Male	20	15	14	10
	Female	18	16	9	4
	Others	0	0	0	0
General	Male	231	194	175	175
	Female	89	82	80	75
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		428	371	315	310

### **Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	In the view of holistic development of the students, this institution is providing the best learning and innovative education methods involving multidisciplinary and interdisciplinary courses as per the guidelines of NEP. The institution offers various multidisciplinary subjects such as Business management, office management, Economics, E-Commerce, understanding computers, Geography, Physical education, etc. The college already has Humanities, Commerce, and Business Management classes and as per the NEP guidelines by the affiliating university was able to offer multidisciplinary/ interdisciplinary options to the desired students.
---	---



2. Academic bank of credits (ABC):	The institution follows HED and adopts the statutes and guidelines of the affiliating university regarding the examination and evaluation process. The institution will effectively implement the concept of the Academic Bank of Credits as proposed in NEP whenever the same is introduced by the affiliating university.
3. Skill development:	The institution is already conducting the skill courses as designed by affiliating university from semester 3 to 6 in various programs. The institution has also enrolled students in various skill courses as per NEP guidelines such as Soft skills, Computer Application, Health and Wellness, Environmental Science and education, and Digital Technologies. For personal as well as Professional growth, our students have been registered for various Swayam Courses such as Psychology of stress, Education for sustainable development, Soft skill development, and Health and wellness, etc. For practical purposes, proper labs have been set up in the institution and various seminars are conducted from time to time.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Students have been provided ample choice in the curriculum itself to choose various Indian languages (URDU/DOGRI/HINDI spoken in the Jammu belt). The college promotes and encourages the culture of its UT. Regional festivals are celebrated and all cultural events of the college have regional touches. The institution organizes various field trips to local heritage sites /museums to inculcate a sense of pride in their local culture and traditions.
5. Focus on Outcome based education (OBE):	The institution aims to focus on outcome-based education. To achieve this, the institution conducts various lectures, seminars, tutorials/practicals, project-based learning, fieldwork, etc. on regular basis. The students' learning outcome should be defined in terms of Knowledge, skills, understanding, values, and employability. NEP guidelines have been adopted by the affiliating university from session 2022-2023 onwards and the new curriculum prescribed is being implemented by the college which focuses on outcome-based teaching and learning.
6. Distance education/online education:	The institution promotes online education. During the pandemic, the institution used various platforms like the Wise app, Google Meet, Zoom apps, etc. to interact with and educate students. Even after the

pandemic, the promotion of online education is favored by the institution. Students and teachers have been enrolled in various SWAYAM courses from time to time. The faculty member also provides e-content to the students and encourages them to avail different online platforms for their note-making.

## Extended Profile

---

### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
428	371	315	310	213

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

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 34

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

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
17	16	16	16	14

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
23.89	13.38	24.54	33.48	27.15



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

###### Response:

The Dogra Degree College, Bari Brahmana is a multi-faculty institution with management, commerce, and art departments. The college runs three programs BBA, B.Com, and B.A.

The curriculum is implemented by the affiliating university through its board of studies.

- Each department has its own head and regular meetings are held to discuss the action plan to arrive at an optimal way. A well-planned and documented mechanism like admissions, curriculum, class work, and examination and declaration of results of all semesters ensures effective curriculum delivery.
- The academic calendar is prepared at the beginning of the session with the concerned Department in charge.
- Semester-wise lecture timetable with timely adjustments whenever required is prepared.
- Daily update regarding a topic covered by the faculty is prepared.
- Coordinators get feedback from the students periodically on different components of the curriculum.
- Expert guidance lectures by guest faculty, remedial teaching and mentoring, class tests, etc. are conducted.
- ICT-enabled learning is integrated into the teaching-learning process.
- Semester-wise examination for students' evaluation.
- The faculty regularly participates in meetings of the Board of Studies (BOS) of the University of Jammu for the upgradation of syllabi and changes in curriculum.
- The college arranges faculty development programs to remain updated with the advancement and developments of their respective fields.
- The college frequently organizes different historical, environmental, and industrial visits in each session to impart practical knowledge to students.
- The college has also allotted teacher guardians for one-to-one interaction with their students and motivates them to work regularly, improve academic performance and participate in extracurricular activities and sports activities.
- The concerned committee monitors the overall teaching and learning process by collecting the students' feedback.

As per the exam schedule of the affiliated university, the college adjusts the academic calendar for the session.

The academic calendar is prepared well in advance for the upcoming Academic session. It is displayed on the Notice Board as well as the college website for the reference of the students and staff. It carries approximate schedules regarding the admission process, teaching-learning schedule, internal assessment,

curricular and co-curricular activities, and major departmental and institutional events to be organized.

The college follows its academic calendar for conducting internal examinations.

The Academic Calendar contains the dates for the following categories of activities:

1. Commencement of classes
2. Orientation and induction.
3. Extra-curricular activities of NSS, NCC, and cultural.
4. Activities of sports.
5. Examination schedule.
6. Schedules of holidays and vacations, session end and session start dates.

For the continuous internal evaluation (CIE) process the institute adheres to the academic calendar.

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

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 0

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

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

## 1.3 Curriculum Enrichment

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

#### Response:

All departments in our institute integrate cross-cutting issues in their courses related to professional ethics, gender, Human values, and Environment and sustainability. There are various programs being organized by institutes to sensitize students related to these cross-cutting issues.

#### Professional ethics

There are compulsory courses prescribed in curriculum of the affiliating university in programs of management and commerce. The courses are ethics and CSR, entrepreneurship, accountancy, and business communication. Our institute not only focuses on academics but also equally values professionalism. This is done through soft skill courses related to ethics as well as by setting examples to the students through the professional conduct of faculty and management of the institute. Our institute also makes industrial visits as well as fieldwork obligatory for the students. Also, from time to time renowned experts are invited to share their experience and expertise in the professional world with our students.

#### Gender equality

The college is offering a Gender Sensitization course prescribed by the affiliating university to make students aware of issues related to gender equality. Our institute encourages the equality of boys and girls in every field, whether it's academics, sports, and other co-curricular activities. Students are taught about gender equality through various courses organized in our curriculum. Celebration of events like women's day in which distinguished personalities are invited to share their motivational life with students makes the message of gender equality more influential. From time to time co-curricular activities like – poster making, and symposiums are being organized in college to spread awareness among students about gender equality.

#### Human values

Students are acquainted both with political rights and human rights via courses in their curriculum in particular subjects. Human values are covered in the curriculum of Political Science, History, Economics, English, and geography. Our institute doesn't lag behind in inculcating human values among its students, thus students in our campus are taught to respect others as well as to value themselves. Our college has an anti-ragging cell to ensure anti-ragging environments within. Strict actions are being taken for the culprits caught. Along with the anti-ragging unit, also the discipline committee manages any sort of indiscipline created in the campus. Various co-curricular activities like symposiums, poster presentations, drama, dance, and music are used as methods to make our students mindful of human values. Institute has an NSS unit that acts at the forefront to lead students toward the consciousness of human values.

**Environment and sustainability**

Environmental studies” as a compulsory course prescribed by the university is taught in the first year of all programs (BBA, B.Com & B.A). and as a Skill enhancement course in BA 2nd Year. In the course work, students are given awareness regarding various environmental issues through PowerPoint presentations, field visits, and other project works are included in the academics of the course. On the co-curricular platform, students take part in activities like plantation drives in the nearby areas and as well in the college campus, cleanliness campaigns, seminars, poster-making competitions, quiz competitions, etc. through NCC and NSS units.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

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

**Response:** 59.11

**1.3.2.1 Number of students undertaking project work/field work / internships**

**Response:** 253

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

**1.4 Feedback System**

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 80.22

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

2021-22	2020-21	2019-20	2018-19	2017-18
164	145	141	181	115

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

2021-22	2020-21	2019-20	2018-19	2017-18
186	186	186	186	186

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

**Response:** 79.78

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

2021-22	2020-21	2019-20	2018-19	2017-18
82	72	70	90	57

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

2021-22	2020-21	2019-20	2018-19	2017-18
93	93	93	93	93

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

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 25.18

## 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 using ICT tools

Response:

#### Experiential Learning.

- The students take an active part in organizing various extra and co-curricular, inter/intra-departmental. Inter. Intra-college events like plantation drives, cleanliness drives, medical camps, Rangoli competitions, NGO visits, and village adoption programs.
- Department-level industrial visits, cultural and heritage visits/ Historical visits, and environmental visits are organized to boost student engagement, accelerate learning and improve content retention.
- Eminent personalities in the arena of administration, technology, business & commerce, media, culture & literature, etc. are invited to enlighten the students with their expertise.
- Internship projects involving data collection and interpretation are carried out for final-year graduates.

#### Participative Learning

- This type of learning is evident in seminar group discussion, projects, paper presentation, poster presentation, quiz, etc., where students actively participate which help them to build self-confidence and enhance content retention.
- Peer teaching practice is followed where students teach other students and enhance their own depth of knowledge in the topic by instructing others.

#### Problem-Solving Methodologies

- The teaching methodology adopted by faculty focuses particularly on improving the problem-solving capacity of students by arranging unit tests, quizzes, case studies, and mock tests regular

basis assignments are held from time to time to enhance the mental ability of students, which prepares them for university entrance examinations.

- The college is well equipped with LCD projectors and screens. The college also issued laptops and PCs in the office with the printer for staff members. Further, it also has a computer lab with an Internet facility where students take practical classes for subjects like IT Tools and Business, Summer Internship and Viva Voce, economics, etc. The curriculum of these subjects has practical components which require the use of a computer lab.
- All the staff members are well familiar with the latest ICT tools. Teachers have also conducted lectures online on Google Meet, Zoom and Wise app FDPs were conducted to familiarize the faculty with these online platforms.
- The college is affiliated with SWAYAM as a local chapter to provide students and teachers with some additional online courses.
- To keep our students and teachers updated with the changing educational scenario, the library is being regularly upgraded with online resources. The college library also provides E Acharya, E vidwan, and NDLI facilities for all the staff members free of cost. Our library consists of good books and previous year's question papers and teacher-made notes.
- The institution encourages teachers to attend training programs, workshops, seminars, and conferences related to ICT use or innovation in teaching-learning.

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

## 2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years				
<b>Response:</b> 100				
2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:				
2021-22	2020-21	2019-20	2018-19	2017-18
17	16	16	16	14
File Description	Document			
Upload supporting document	<a href="#">View Document</a>			

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B
---

**Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 49.37**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
9	10	09	08	03

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

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

Evaluation is an integral part of the teaching and learning process. The Orientation program held at the beginning of every academic year appraises students about the evaluation process and the schedule. Before the beginning of the session, teaching plans and Internal Assessment Schedules are prepared. The college is affiliated with the University of Jammu and follows the pattern of Internal assessments as per the University guidelines. Academic Committee and Examination Committee are formulated to monitor the continuous evaluation in theory and practical to ensure uniformity across courses and departments under the CBCS scheme. Dates for the tests/ submission of assignments are notified on the notice boards and of respective classes and also announced by faculty in the respective classes at least a week in advance. Evaluated answer scripts are discussed with the students to make them aware of their lapses in attempting the question paper. They are advised accordingly to adopt proper techniques and strategies for attempting question papers.

The college adopts an effective mechanism for the redressal of grievances pertaining to internal assessment. The Academic and examination committee looks into the grievances of students related to the evaluation of internal exams. The maximum and minimum marks in internal assessments are further reviewed, discussed, and updated if required. A complete computerized record of the internal assessment is also prepared. Students are also assessed by the teachers on the basis of their overall performance and participation in the class and college in different curricular and co-curricular activities.

The college has a well-organized mechanism for the redressal of examination-related grievances.

- If a student cannot appear for examination due to medical or any genuine reason examination is

conducted for that student as per norms, provided that he/she submits an application with proper documents.

- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet. The answer sheet of such a student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- The Institute follows an open evaluation system where the PTM is conducted after internal examinations and students' performance is discussed with parents.

University Level:

- The external assessment is conducted by the Controller of examination, University of Jammu.
- With reference to evaluation, if the student scores less mark than expected, he/she can apply for the revaluation of his / her answer script after paying the prescribed fee by the University of Jammu.
- University provides the photocopy of the answer sheets to students regarding any grievance with reference to evaluation. Student can apply for re-evaluation if he/she feels that the evaluation is not correct.

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

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

**Response:**

The learning outcomes of the programs and courses are stated clearly by the affiliating university in the Syllabus or Scheme and is published on the official website which can be downloaded by the affiliated colleges. The College has its own mechanism to communicate the learning outcomes of the curriculum to the teachers and the students which are stated as follows-

- Hard copies of syllabi and learning outcomes are available in all the departments and circulated among the staff by the Departmental in charge.
- A web link to the Dogra Degree College course schema and learning outcomes of Programmes is also provided on the college website for reference.
  - Learning outcomes form an integral part of the college's vision, mission, and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's letters, Alumni meets, and dissemination in the classroom by concerned staff.

- The Orientation Programme makes the students aware of the curriculum and the learning outcomes.
  - The college also organizes career counseling lectures to communicate learning objectives and expected outcomes effectively.
  - Successful alumni are invited for interactions where they share how the different courses shaped their careers and thus help students understand the learning outcomes of the courses they are enrolled in.

The College has adopted an outcome-based education mechanism to ensure the attainment of program-specific Outcomes, course outcome,s and program outcomes. The objective and outcomes are properly mapped for testing and evaluation of students so that PSOs are attained through competency mapping in terms of knowledge and skills.

- Program Outcomes (POs) emphasize creating and developing the students' competencies for:-

1. Employment
2. Self-confidence
3. Research
4. Critical thinking
5. Social Awareness and Interaction,
6. Political Consciousness,
7. Ethics and Responsible Citizenship, and
8. Awareness of and Sensitivity to Environment and Sustainability, and
9. women Empowerment and Inclusive Education.

- Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) include instilling the following among students:

1. knowledge and skill of the subject
2. awareness of and sensitivity to local, national, and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices.
3. Interest and capacity for research and
4. Employment capacity

- **Evaluation and the level of attainment:**

The Departments adopt both direct and indirect methods of assessment to ensure the evaluation and attainments of POs, PSO's and COs

#### Direct Assessment Methods

- Internal Test
- Student summer Internships projects

- Assignments

- External Test

The score of this assessment is taken into account for the evaluation of COs.

#### Indirect Assessment Methods

- Feedbacks

- Alumni survey

- PTMs

- Co-curricular activities

The feedback mechanism is used to improve the Teaching learning process in outcome-based education. Internal assessment is the requirement of continuous assessment and is essential for the fulfillment of the PSOs, COs, and POs. There is an internal examination committee that deals with the effective implementation of the conduct of the exam and evaluation reforms. Besides, the College also tries to attain course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Career Counseling, Personality Development Program, and Communication Skills, etc.

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

## 2.6.2 Pass percentage of Students during last five years

**Response:** 88.65

### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
104	100	59	37	36

### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
121	102	68	45	43

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

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.13</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all students on roll	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

**File Description**

**Document**

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

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

**Response:**

The college has created an ecosystem for innovation, creation, and transfer of knowledge through various initiatives. Such as:-

1. College Magazine a platform for sharing ideas: Students and staff contribute articles and their creative writing which are published in the college's annual magazine named "Nostalgia". The magazine also highlights various activities, and achievements, primarily of the staff (teaching, and non-teaching), and students who have strived hard individually and collectively in different areas.
2. Collaborations and Linkages: The college has collaborated with a few industries and banks under which students get an opportunity to undertake Project work and internships. The institution has also signed MoUs with Govt. College for Women Parade for exchange of best practices, research activities, resource sharing (students & faculty exchange), etc.
3. Library and e-resources: The college library also provides facilities through reference books, journals, magazines, and e-resources such as e-vidwan, e-acharya, NDLI, and Swayam Nptel Local Chapter for the enhancement of knowledge amongst students.
4. ICT: Computer lab, commerce lab, internet, and various ICT facilities are also available for enhancing the innovative skills of the students.

5. College Activities: Various departmental activities such as seminars, workshops, conferences, poster presentations, quiz competitions, Ad Mad Show, awareness campaigns, best out of waste, etc. are also organized for developing innovative approach creative skills, and scientific temperament amongst students. Various eminent speakers and local entrepreneurs are also invited to interact with and inspire the students with their knowledge and innovative ideas.

6. Encourage professional development: faculty members are encouraged to participate in conferences, seminars, and workshops. The teaching staff is also motivated to enhance their qualification. The college has created seed money for undertaking research projects and related activities for teachers and students.

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

### ***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 29

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	4	8	3	4

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

### **3.3 Research Publications and Awards**

#### ***3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years***

**Response:** 0

#### **3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

### 3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

## 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 last five years.

**Response:**

Extension activities are carried out with the intention to reach the immediate society and surrounding wherein the young undergraduate gets to interact and work in a real setting. The college has dedicated social units which work selflessly under NSS, NCC, UBA, and Eco-Warrior Club. Our students are self-driven and actively participate in activities like carrying out social surveys, and rallies to promote social causes like promoting Gender Equality, Women Empowerment, Ban on Plastic use and Environmental causes like Water Conservation, Environmental Protection, Cleanliness Drives, Plantation Drives, Nukkad-Natak, Medical Camps. Celebration of important days related to social and environmental concerns is a regular feature of the college activity calendar. The college also organizes Special lectures, Competitions, and Training Programmes wherein Speakers deliberate and discuss social and environmental concerns. All these events are able to create mass awareness and sensitize college students to social and environmental issues concerning their social and physical environment. The students also imbibe values like dignity in labor, humility, personal sovereignty, tolerance, personal and social responsibility, and developing environmental consciousness. The main motive of engaging the students in extension activities is to make

the aware of the social issues prevailing in their society and therefore influence them and develop their understanding of problems, especially in the rural areas and help develop them both individually and socially and seek out the possible ways to resolve these problems.

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

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

There are various extension activities and much higher participation in similar events by students and faculty of Dogra Degree College, Jammu.

1. Dogra Degree College has contributed to the World Environment Day celebration by facilitating and completing green activities on campus. MGNCRE congratulates the institution for its participation and for adding impetus to the activities conducted by faculty members and students.
2. Students from our institution participated in the independence day celebration in the samba district held at Govt. Degree College Samba under the banner of Azadi Ka Amrit Mahotsav and was honored with the first runner-up prize (Rs. 3000 as a cash prize).
3. Dogra Degree College was consigned under Unnat Bharat Abhiyan (UBA), to carry out a household survey on GHG emission and solid liquid waste in its adopted villages Palli & Tanda. Mr. Balwant Singh, PI of UBA coordinator under IIT Jammu was given the responsibility to conduct this survey which was conducted by a team of 25 students from our institution.
4. NCC unit of our institution actively participated in various extension activities. The CO of 4th J&K NCC BN (which falls under Jammu Kashmir and Ladakh Directorate) applauded the efforts of young cadets and their exceptional participation in various initiatives such as Puneet Sagar Abhiyan, Har Ghar Tiranga, etc. Jammu Kashmir and Ladakh Directorate were appreciated by DG NCC for their outstanding participation in this year's NCC-related activities.

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

### 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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response: 61**

**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., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	12	6	11	6

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

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response: 1**

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

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

The College provides the latest infrastructure and facilities that contribute to the academic growth of students and faculty. It has a well-maintained, user-friendly, and resilient infrastructure conducive to teaching, learning, and comprehensive development of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities

- The **building** comprises the Principal's chamber, SO room, 11 spacious classrooms including 2 projection classes and also a Computer laboratory, a Library, 3 Staff rooms, a Commerce lab., a Sports room, 2 Common Room, a Multipurpose room fitted with audio-video facilities, NCC room, Medical Inspection room and separate washrooms for boys and girls along with **32 CCTV cameras** and fire extinguishers are installed at significant locations in the entire campus.
- The **commerce lab** is a practical lab wherein students practice their theoretical knowledge gained in the classroom. All kinds of forms used in banks, finance corporations, insurance, tax department, etc like Pay In Slip, NEFT, Account opening forms, Debit, Credit, and ATM cards to understand the rules are kept in the lab. Students are asked to fill up the all forms for their practice.
- Proper installation of computer systems in the **ICT Lab** with internet facilities in the institution with Swayam Prabha 34 DTH channels devoted to telecasting high-quality educational programs on a 24X7 basis using the GSAT-15 satellite. There are 3 computers, and 3 laptops including 2 printers available for academic and administrative purposes.
- The **college library** has semi-automated facilities and a computerized database with ERP Solution. Internet facilities are also available in the Library along with the Reprographic facility and other essential services.
- **Drinking water** facilities with water purifiers and cooling systems are available for students and faculty.
- The **Auditorium and Conference hall** is fitted with audio-video facilities on a sharing basis with other institution of parent society running within the Dogra educational complexes such as Dogra College of Education and Dogra Law College.
- **Supporting facilities** like a playground, in-house shooting range, Girls hostel, boys hostel, canteen, guest house, etc. are also common for the institutions existing in the Dogra Educational Complex
- **Transport Facilities** are available for students and faculty members.
- **Special facilities** are available on campus to promote students' interest in sports activities like Volleyball (area of volleyball court 26x 17m ), badminton ( area of the badminton court is 27x13.7m), and basketball. (area of basketball court 32.91 x 16.76m) Carom board, table tennis, chess, etc. Sports Day is

also celebrated annually to instill the value of sportsmanship

•To promote **Cultural Activities** and public speaking skills of students the college has a **Cultural Committee** which organizes multipurpose activities such as competitive, academic, cultural activities and co-curricular activities. The orientation program, fresher's party, farewell career guidance program, workshops, seminars, and business activities are hosted in the auditorium (2400 sqft) and conference hall with a seating capacity of 100 and 70 persons respectively. The college also celebrates NCC Day and NSS days for our volunteers.

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

#### 4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

**Response:** 15.62

##### 4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
3.93	0.67	7.76	6.03	0.73

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

## 4.2 Library as a Learning Resource

#### 4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

**Response:**

The work of automation of the college library started on 06/02/2015 with the Integrated Library Management software named as Total Library Management System. As automation is an ongoing process and a good library can never be fully automated because every year collection of books keep adding to account of library therefore work of automation of college library is under process with standard version. In the session i.e. 2020-21 the issuance of books to teachers and students and maintenance of the library

record has switched to new ERP solution i.e. JUPSOFT earlier it was in Total library management system based. The features of integrated library management software are:

Total Library Management System	ERP Solution (Jupsoft)
Acquisition	Library
Cataloguing	Masters
Accessioning	Accession Master
Circulation	Print Barcode
OPAC	Library Search
Barcode	Single Book Search
Member Administration	Book Reservation
Material Reservation by priority	Book Allotment
Issue collection	Book Return
Damage and missing book report	News Paper Receiving
Generate Library reports	Library Bill Entry
Accept/renew issues	Library Payment Register
Circulation management alert + system	Magazine Receiving
Fine Generated option	Physical Stock Verification
	Student Blacklist
	Library Batch Process
	Lost Book Entry
	Damage Book Entry
	Library Reports

The library of the college is an integrated knowledge resource centre that is stocked with books, periodicals, and references covering all aspects of academic studies and leisure reading for students. The library of the college has open access to all students and faculty. It has a seating capacity of about 64 students. Library has a very conducive atmosphere with the provision of tables and chairs for reading with good ventilation and lighting for the students and staff. Every year library committee is constituted to strengthen and improve the facilities. This committee allocates a department-wise budget for the purchase of books, and periodicals and also conducts annual stock verification. Computer and Internet facility is also available in the library to access online teaching-learning resources including e-books, e-journals, magazines, newspapers, and other literary sources. The library provides the access to e-Books and journals and also provides NDLI services for further enrichment to students and teachers.

The library makes all efforts to acquire useful books including rare books, competitive exam books and dictionaries, journals, magazines, newspapers, and other knowledge resources to enrich its collection. This special collection in the library provides sufficient opportunities for students and teachers to enhance the teaching-learning process. The library provides a surfing facility for E-resources like NDLI, Swayam Prabha, e-vidwan, etc with remote access also.

#### **Services provided by the Library to students and teachers:**

- Library staff issues books and journals to the students and the teachers.
- The library also issues old University question papers to the students and teachers.
- Newspapers are displayed in the special racks and the special stand made for the purpose.
- Library staff also helps the students to download the material using internet connectivity.
- Meritorious students are given special concession with regard to issue of books.
- The Librarian also provides reference service.



- The Librarian helps the users for surfing various authentic e.resources links.

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

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

#### Response:

The college understands the need for information technology and promotes the use of it as a learning tool for quality education. IT-enabled education has a very positive impact on teachers and learners since it provides a more interactive and visually attractive learning environment. It also makes the students skills for a new digital world and competition.

College has a computer laboratory in order to materialize ICT as a learning resource. The availability of hardware, software, internet connectivity, audiovisual, transparencies, LCD projector etc., other media and material with ample access for the faculty to fulfill their teaching needs. The college has a computer resources center having 11 computers. It has an internet facility for the faculty and students which is used under the supervision of the Faculty and IT Incharge. Internet access is free of cost to all students during working hours. Now, the campus has 100 MBPS of high speed internet facility through Airtel Fiber. IT lab offer the facilities of e-mail, net surfing, up / down loading of web based application, besides helping them in preparing projects and seminars.

The college has three rooms with projectors and whiteboards including a multipurpose hall that has a seating capacity of 50 persons in which the whiteboard and projector and screen are permanently fitted. Any teacher who wishes to take class using projector can utilize this facility very efficiently. There is a common Auditorium and conference hall with a sitting of 100 and 70 persons respectively with ICT facilities which is utilized for the various academic and non-academic programs shared with the parent society.

The college has its own customized econnect “Jupsoft” cloud-based ERP software. Jupsoft network empowers students through technology and caters to their needs extensively. Jupsoft aims to simplify, accelerate organize and coordinate the daily processes that are a part of any institution's functioning.

The present teaching-learning process envisages not only the chalk and marker method but also the use of ICT and giving access to the latest technology and exploration to the students. All the faculty members are directed to make the maximum use of ICT facility in teaching-learning process. The College has also connectivity to Swayam Prabha. The Swayam Prabha was recently updated to the latest technology in order to meet the demands of educational sector. Swayam Prabha Network is devoted to telecasting high-quality educational programs on a 24x7 basis using GSAT-15 satellite which empowers students through

cutting-edge technology and caters to the needs of the students extensively. The Library is under the process of updating from a traditional file-based system to a fully automated library management system.

The college is under CCTV camera surveillance for the safety of the students. There are cameras installed in the various academic, hostel, library, canteen, and administrative blocks of the campus. The college has its own website which is updated on regular basis to provide the latest information relating to academics, committees, news and events, examination, results, and other notifications like tender notices.

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

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

**Response:** 35.67

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 12

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

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

**Response:** 53.43

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

2021-22	2020-21	2019-20	2018-19	2017-18
11.84	5.40	12.62	19.94	15.62

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



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 3.91

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
06	35	09	08	06

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

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

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

**Response:** B. 3 of the above

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

#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 1.47

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

2021-22	2020-21	2019-20	2018-19	2017-18
09	05	0	0	10

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

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

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

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 42.56

#### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
44	24	27	27	21

#### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
104	100	59	37	36

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

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

**Response: 50**

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	01	0	02	01

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	03	0	02	03

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

### 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 last five years**

**Response: 8**

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
0	03	04	0	01

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

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

**Response:** 4.6

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	4	7	2

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

## 5.4 Alumni Engagement

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

**Response:**

The purpose of an association is to foster a spirit of loyalty and to promote the general welfare of the institution. Alumni Associations exist to support the parent institution and strengthen the ties between alumni, the community, and the parent institution. Good alumni relations are conducive to the institution's advancement. Alumni are the most loyal supporter of the institution. They generate invaluable marketing of the institution among their social and professional networks. An institution can continue to benefit a lot from its skills and experiences. They are motivational forces for the students of the institution. They can

act as great role models for current students and are often well-placed to offer practical support to students as they start their careers. They are the ambassadors of the institution who take their knowledge of the institution to their hometowns, to their place of posting, and into their professional and social networks. Good alumni relations benefit alumni as well as the institution. Well-established alumni have the capacity and inclination to make significant contributions to the betterment of the institution.

The college has a functional alumni committee. The alumni of the institution are getting enrolled through offline and online portals which are placed on the college website. For maintaining the smooth conduct of alumni, the alumni committee has been framed in the college. The alumni committee members are contributing little as far as monetary or financial aid is concerned but their guidance and advice are taken and incorporated whenever and wherever required. In addition to this ex-students take an active part along with the advisory committee in shaping the future of the students. The alumni involve themselves in the academic growth of the students. Many of our august alumni are holding positions like bankers, hotel managers, HRs, entrepreneurs, etc. our alumni are contributing by presenting guest Lectures in the same organization.

The feedback and suggestions of college alumni are also being taken to improve the growth and development of the college. The feedback obtained from them is analyzed by the alumni committee so that the principal can take necessary action to implement these suggestions and enhance the performance of the college. On 19th Jan 2019, the college also conducted alumni meet.

On 29th Jan 2019, a guest lecture on Stock Market and Mutual Funds was conducted for the management and commerce graduates of the college, and resource persons were our alumni i.e. Mr. Rishikesh, Deputy General Manager, and Mr. Wasim Akhtar, Branch Manager, BSE Jammu.

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



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

**VISION :-**

- Effective leadership is about executing the institute's vision and setting the tone and culture for that only. Leadership means creating and planning, securing resources, looking out, and improving errors.
- As an institute, we strive to be socially responsible by developing a world-class "Center of Excellence" in professional higher education enabling young aspirants to add value to society at large with their personal and professional acumen.

**MISION :-**

- Our mission shall guide us to strengthen professional academic learning through focused and innovative methods of global and latest teaching practices ensuring the best scholarly output supported by an excellent operational administrative system and state-of-the-art infrastructure.
- An important feature of this is the constant two-way communication between staff and the college administration.

The principal of the college interacts with staff and students at formal and informal levels on various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

Our concerted efforts are directed to blend modernity with tradition in future leaders by inculcating a strong value system.

The students are provided sufficient opportunities to groom themselves and better their skills of leadership, team building, resource mobilization, confidence building, etc. The principal and staff members are easily available to the students to voice their concerns, grievances, etc., which are addressed immediately. Besides this, suggestions from students regarding the overall development of the college are also considered. Individual problems of the students especially girls are addressed immediately to their satisfaction.

The administration and staff work in complete unison with each other, in tune with the vision and mission of the college.

Decentralization is actually the transfer of control of an activity or organization to several local offices or authorities rather than a single one. The college administration encourages a culture of participative management involving all staff members in the overall functioning of the institute.

The principal is the administrative chief of the college and the overall functioning of the college has been decentralized. Complete control and conduct of academic and administrative matters of the college is managed by the committees which are accounted for by the college principal in consultation with senior staff members/conveners. Committees are led by conveners with four to five members in each committee. Around 16 committees such as the College development and infrastructure, Academic Affairs, Discipline, Anti-ragging and student grievances, Admission and hostel, Games and sports, Library, Social and cultural, Literary, Counseling and placement, Cell against Sexual harassment, SC/ST Harassment, Alumni, NSS, ISO, Canteen Committees are constituted for every academic year to look into the affairs related to development, admission, time table, examinations, grievances, anti-ragging, library, culture, discipline, etc. These committees conduct frequent meetings to discuss the issues and the decisions for the smooth conduct of academic and administrative matters of the college. The Management, Commerce, and Arts Department is considered a separate entity for academic and administrative matters, and the senior teacher of the department is designated as the head of the department.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

- The Chairman is the executive head who nominates the other bodies of the institute. All the recommendations which come from the university are approved by the chairman.
- The secretary, who is the vision, mission, and value of the institute, is the channel or bridge between the chairman and the institution. The various policies are implemented through him with the consent of the Chairman.
- The Director, DET is also the director of campus development. The Director, who is appointed by the Chairman of DET, manages all the faces of the institute.
- The Principal is the authorized body of the institute that governs and regulates the daily activities and all the academic issues of the institute.
- The appointment of the Principal and teaching staff members are first of all advertised in the newspapers. All applications received in response to the advertisement are screened in the Dogra Educational Trust and finally, eligible candidates are invited to appear before the Selection Committee for an interview.
- The Adhoc appointments are made by the selection committee constituted by the chairman of the DET and the regular appointments are made by the statutory selection committee duly constituted as per the University norms.
- The decision-making procedure is made at the appropriate level in the organizational hierarchy. All the committees and cells take care of curricular and co-curricular activities of the college keeping in

mind the quality aspects mentioned in the vision and mission statement of the college.

- The committees are constituted by the Principal for one academic year or until new committees are constituted. This also gives the opportunity to the faculty members to grow and develop in extracurricular activities/fields and administrative skills.
- The non-teaching staff is selected by the trust itself. The organizational structure of the institution includes a governing body, administrative setup, functions of various bodies, service rules, procedures, recruitment, promotional policies, etc.
- Being a private college the trust is responsible for policy-making as per the guideline of UGC. The institution runs for 8 hours.
- The college is well equipped with LCD projectors and screens, and a computer lab with an Internet facility where students take practical classes.
- All the staff members utilized ICT tools, especially during the pandemic, the most like they conducted lectures online via Google Meet, Zoom, and the Wise app.
- The college is affiliated with SWAYAM as a local chapter to provide students and teachers with some additional online courses.
- All the departments use PPT and make efforts to simplify the syllabus in a meaningful way.
- The college library also provides E Acharya, E vidwan, and NDLI facilities for all the staff members free of cost.
- The wifi facility is given to the staff members and students free of cost for surfing the material for educational purposes.
- The ERP system has been installed in the college to make the educational system more efficient.
- For the attendance of the staff members, face recognition is installed.

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

### 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The institution effectively implements various welfare measures for teaching and non-teaching staff which are listed below:-

- ESIC and EPFO are available for all employees.
- Transport and Internet Facilities are available for all the employees.
- Staff members can avail of 15 casual leaves.
- FDPs are also organized to enhance the knowledge of the faculty members.
- Indoor Games Facility for the staff to relax and to refresh physically and mentally.
- The teaching and non-teaching staff are annually given a day for a picnic or excursion with the students.
- Feast on various occasions is also provided to the staff members.
- For the purpose of academic and professional growth, the faculty members are permitted to attend workshops /seminars from time to time to enhance their professional competence.

The performance of the teaching and non-teaching staff of the college is based on the Annual Performance Report (APR). The format for the APR is provided by The Dogra Educational Trust. The performance of teaching faculty is evaluated on various parameters like a) the number of teaching hours b) the teaching method used c) the mode of evaluation d) participation in various co-curricular & extracurricular activities. Besides this integrity, general intelligence, punctuality in the college, rapport with the student community, initiative, creativity, resourcefulness, and willingness to take responsibility are important parameters for the performance appraisal of the teachers. The performance of the teachers is also evaluated on the basis of the result percentage of the classes assigned to them for theoretical and practical teaching during an academic session.

The student feedback mechanism has also been set up. Feedback forms from the students are taken on a monthly basis.

Each faculty member has the opportunity to self-appraise his/her efforts towards teaching learning and evaluation-related activities, co-curricular, extension, professional development-related activities, research, and academic contribution. The self-appraisal enables the teaching and non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the college. The college follows prescribed rules of evaluation/appraisal for teaching and non-teaching staff. The teachers at the end of the session have to fill out a comprehensive Annual Performance Report (APR) in the prescribed format provided by The Dogra Educational Trust. The APRs contains the profiles of the workers and the self-appraisal indicators on various aspects of service, for example, timeliness, consistency, discipline, etc.

**Non-Teaching Staff**

- For the non-teaching staff, there is also an appraisal system in the form of an Annual Performance Report which is based on the parameters like neatness, reputation for honesty, capacity, and intelligence, acquaintance with rules and orders, knowledge and skill in dealing with accounting matters, quickness in dispatch or business, punctuality and regularity, manners and powers of working with superiors, colleagues, subordinates, students, power of drafting (where applicable) and technical support (in case of workshop and seminars)
- The APR is provided to all the non-teaching staff also on the basis of their performances in various

committees, work and conduct, and punctuality. Non-teaching employees are required to submit their Annual Performance Reports (APRs) every year.

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

### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 7.59

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	0	04	0

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

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

**Response:** 45.54

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	18	19	14	0

#### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
09	08	07	06	03

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

#### Response:

Dogra Degree College is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor the effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development. The institutional budget is prepared by Management every year taking into consideration recurring and non-recurring expenditures.

1. Institute adheres to the Utilization of the budget approved for academic expenses and administrative expenses by management.
2. All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items.
3. Respective department in charge ensures that suitable equipment/machinery with the correct specification is purchased.
4. The college development committee takes reviews the mobilization of funds and the utilization of these sources periodically in their meetings.

Mobilization of financial resources is done to a great extent through fees paid by the students as prescribed by the university of Jammu. In addition to this, there is also transport fee and hostel fees. The college continuously works on evolving procedures and strategies for the optimum utilization of its financial and other resources.

#### Internal Audit

The Institute has Internal and external financial audit mechanisms. Internal audit is carried out by Dogra Educational Trust itself.

It conducts a Compliance Audit of the institution and takes place every three months. The internal audit ensures that the overall system of internal control is working productively. Weaknesses observed are reported for necessary actions. They conduct an assessment of the adequacy of internal controls in the system. This includes:-

1. Proper books of accounts and operation of accounting software are being managed for timely and accurate reporting.

An adequate system is in place to ensure that logistics, works and services are being secured in accordance with proper procedures.

2. An appropriate system of accounting and financial reporting exists, on the basis of which claims are prepared and submitted for reimbursement.

3. Adequate records are maintained regarding assets acquired including details of cost, identification, and location of assets.

**External audit** is carried out by a Chartered Accountant Firm as appointed by Dogra Educational Trust i.e., Lalit Gupta of R C Gupta and Company. It is conducted annually and it checks the expenditure has been incurred in accordance with the framed guidelines, as per established guidelines;

Funds have been utilized within the budgetary provisions and for the purpose for which they were meant; Strong internal controls/checks/systems are in place for supervising the expenditure; Applicable statutory requirements have been complied with; Proper records have been maintained and documents have been kept in the secured form; All discrepancies/suggestions made in the previous audit report has been complied with; The Final Account statements for each financial year are audited by the external auditor.

The Finance Committee considers the audited annual accounts statements, and annual and revised budget estimates of consolidated and individual constituent Units and submits its recommendations to the Board of Management for approval.

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

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

- The internal Quality Assurance Cell of the college has been set up in 2020.
- The committee has many meetings to strategize and plan for NAAC accreditation of the college.
- An action plan has to be illustrated wherein each member has to be assigned a task specified to NAAC accreditation and quality enhancement in overall teaching, learning, and infrastructure facilities.
- To ensure quality in teaching-learning and extra co-curricular activities, feedback for the assessment of faculty is taken from the students. The feedback is analyzed confidentially and teachers are advised of the improvement accordingly.
- The main role of the IQAC is to develop a system and improvement in the overall performance of the college.
- It constitutes committees for the smooth functioning of academic activities.
- IQAC undertakes academic and administrative auditing by internal committees.

VISION :- To ensure quality culture is the prime concern for the higher educational institution through institutionalizing and internalizing all the initiatives taken with external and internal support.

#### OBJECTIVES :-

- Developing and applying quality for the various academic and administrative activities
- Scrutinizing each Department in detail regarding results, syllabi covered, and timetable.
- Ensuring successful implementation of the corrective actions by the Departments.
- Ensure the timely, efficient, and progressive performance of academic, administrative, and financial tasks.

The IQAC of the college has been set up in 2020 only by starting the process of monitoring the teaching-learning process regularly through review meetings. These meetings felicitate the analysis of the learning process and sanitize the faculty about the purpose and function of IQAC.

The following are the two examples of institutional reviews and implementation of teaching-learning reforms felicitated by IQAC:-

#### ICT:-

- The College is well equipped with LCD projectors and screens, and also has a computer lab with an Internet facility where students take practical classes.
- All the staff members are well familiar with the latest ICT tools. Especially during a pandemic, the teachers utilized these tools via Google Meet, Zoom, and the Wise app. FDPs were conducted to familiarize the faculty with these online platforms beforehand.
- The faculty regularly uses presentations related to concerned subjects.
- The college is affiliated with SWAYAM as a local chapter to provide students and teachers with some additional online courses.
- The college library provides E Acharya, E vidwan, and NDLI facilities for all the staff members free of cost.
- The institution encourages teachers to attend training programs, workshops, seminars, and conferences related to ICT use or innovation in teaching-learning.
- The wifi facility is given to the staff members and students free of cost for surfing the material for educational purposes.



## Feedback Mechanism:-

The college has formalized a proper feedback mechanism to review the performance of the teachers and students. This system has been introduced to analyze the shortcomings and find out the gaps and plan interventions.

- Student-learning process is reviewed through class tests, assignments, internal assessment tests, quiz competitions, etc.
- University result analysis is made for each semester at the department level and college level, This helps in identifying the slow and fast learners.

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

**6.5.2 Quality assurance initiatives of the institution include:**

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

**Response:** B. Any 3 of the above

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

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years**

**Response:**

**Measures initiated by the Institution for the promotion of gender equity during the last five years?**

S.No.	Date	Name of the Activity
1	24/01/2022	National Girls Child Day
2	15/03/2022	Talk on "Nari Shakti as Entrepreneur"
3	15/03/2021	Talk on 'The Victories and Struggles of Women'
4	10/03/2020	Workshop on Self Defence Techniques
5	13/03/2019	Self Defence Program for Girls
6	17/09/2018	Workshop on Girl Up Initiative Programme
7	15/10/2018-17/10/2018	Inter College 3 days Sports Meet
8	07/09/2017	Student Development Programme
9	16/10/2017-18/10/2017	3 days Sports Meet
10	15/12/2017	Extension lecture on 'How to Groom Yourself for the Corporate World'

India is a culturally diverse country. There are umpteen numbers of festivals that are celebrated joyfully. The institution's academic calendar is crammed with important events which show the enthusiasm of this institution in celebrating many national as well as international days and commemorative events and festivals. The faculty, staff, and students all come together to celebrate these occasions and spread the message of unity, peace, love, and happiness throughout.

1. Independence Day and Republic Day are celebrated by hoisting the Indian Flag and spreading a warm message of nationalism. NSS & NCC volunteers of Dogra College participate in the cultural program.
2. To mark the adoption of the Indian Constitution by the Constituent Assembly in 1949, a special assembly, webinar, etc. on National Constitution Day was organized.
3. On 25th Jan, National Voter's Day, DDC strives to encourage voters to take part in the electoral process and raise awareness of their duties and rights as loyal citizens.
4. World Health Day is celebrated on 07th April every year. The celebration includes conducting awareness camps cum workshops, and health checks by calculating Body Mass Index.
5. World Environment Day is observed on 05th June every year to encourage awareness and action for the protection of the environment. Various competitions like Poster Making, Poster presentations, Plantation Drives, Seed Sowing Drives, etc. are organized.

6. International Women's Day is celebrated on 08th March to celebrate women's power with student seminars and discussions to honor the victories and struggles of women. Inspiring women achievers are invited to motivate young women.
7. To mark the celebration of Teacher's Day, numerous programs were organized on the occasion to pay homage and gratitude to all teachers, mentors, and guides.
8. International Yoga Day is celebrated on 21st June every year. The students, teachers, and administrative staff rose to the occasion by practicing yoga for physical and mental well-being.
9. National Youth Day was celebrated on 12th Jan 2018 & 2019 to commemorate Swami Vivekanand's Birthday. An essay writing competition, District Youth Parliament, etc. was organized
10. National Science Day, Dr. BR Ambedkar Jayanti, and World Child Labour Day was celebrated respectively in 2021. Various online activities were organized on these occasions.
11. The NCC unit of DDC celebrated National Vaccination Day on 16th March 2021 to sensitize people about immunization.
12. Our college also celebrates festivals like Diwali, Lohri includes Rangoli Competition & Flower Arrangement. The faculty members, staff, and management of the college assemble together for Lohri Poojan.

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

### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

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

File Description	Document
Upload supporting document	<a href="#">View Document</a>

### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The institution is providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. By celebrating many National and International Days, Events, and Festivals, the institution aims at bringing tolerance and harmony among the students, staff, and other stakeholders.

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties, and responsibilities and persistently works to innate them as better citizens of the country through various curricular and extracurricular activities. A separate NSS & NCC unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve society.

The institute takes many initiatives like conducting awareness campaigns and organizing training programs, seminars, and workshops to sensitize future leaders to inherit human values coping with constitutional obligations. A code of conduct is prepared for students & staff and everyone should obey the conduct rules. Some of the major programs organized by the college in this connection are listed below:

S. No.	Type of Events	Date	Name of Event
1	Guest Lecture	31.05.2022	World Anti-Tobacco Day
2	Drive	22.04.2022	Plantation Drive
3	Guest Lecture	07.04.2022	World Health Day
4	Awareness Programme	15.03.2022	International Women's Day
5	Competition	25.01.2022	National Voter's Day
6	Competition	24.01.2022	National Girls Child Day
7	Campaign	15.01.2022	Mask Distribution Campaign
8	Celebration	13.01.2022	Lohri Celebration
9	Competition	10.12.2021	Human Rights Day
10	Drive	07.12.2021	Cleanliness Drive
11	Guest Lecture	04.12.2021	Special Education
12	Cultural Visit	27.11.2021	Amar Mahal Museum & Dogra Art Museum
13	Aesthetic	02.11.2021	Rangoli Competition
14	Celebration	05.09.2021	Teacher's Day
15	Workshop	28.08.2021	Vermicomposting
16	Awareness Drive	20.08.2021	Visit to Primary Health Centre
17	Celebration	12.08.2021 to 15.08.2021	Independence Day

18	Aesthetics	05.07.2021	AD Mad Show
19	Webinar	25.06.2021	Integrated Personality Development and Communication Skills
20	Celebration	21.06.2021	International Yoga Day
21	Competition	12.06.2021	World Child Labour Day
22	Linguistic	29.05.2021	Story telling / poetry recitation
23	Competition	16.04.2021	Poster Presentation on Medicinal Plant
24	Role Play	15.03.2021	Victories and struggles of women
25	Guest Lecture	25.01.2021	Electoral Literacy for Stronger Democracy
26	Competition	12.12.2020	Human Right's Day
27	Webinar	26.11.2020	National Constitution Day
28	Celebration	05.09.2020	Teacher's Day
29	Plantation Drive	05.06.2020	World Environment Day
30	Workshop	10.03.2020	Self Defence Techniques
31	Orphanage Visit	07.03.2020	Ved mandir Bal Niketan
32	Seminar	24.02.2020	Gandhian Philosophy
33	Guest Lecture	11.02.2020	Stress Management
34	Seminar	25.01.2020	National Voter's Day
35	Celebration	26.11.2019	National Constitution Day
36	Guest Lecture	06.11.2019	Sale of Goods Act 1930
37	Guest Lecture	05.11.2019	Impact of Modern Agricultural Practices on Environment
38	Awareness Drive	30.01.2019	Digital India Campaign – Connecting Rural India with Urban India
39	Think Tank Activity	04.01.2019	Youth Parliament
40	Aesthetics	05.11.2018	Rangoli Making
41	Guest Lecture	31.10.2018	Visually Impaired Children
42	Historical Visit	22.09.2018	Mubarak Mandi Complex
43	Competition	15.09.2018	World Ozone Day
44	Guest Lecture	23.02.2018	Anti Ragging
45	Cultural Visit	06.02.2018	Balidan Stambh
46	Celebration	12.01.2018	Lohri Celebration
47	Competition	07.12.2017	Poster Making on Anti – Corruption

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

## 7.2 Best Practices

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

**Response:**

**Title:- Parent Teacher Meeting - A comprehensive feedback about student progress.****Objectives:-**

PTM is one of the salient activities of our institute for the holistic development of a child. An effective and useful way to interact for both the faculty and parents to work for the betterment of the student's performance. The objectives of the PTM are:

- To provide a great opportunity for parents and teachers to build a strong relationship to understand and determine the need of the child.
- To provide a constructive and great platform for teachers and parents to exchange their insights about the academic and non-academic performance of the child.
- To help them realize their respective roles and seek their cooperation and involvement in the integrated education program.
- To obtain feedback from the parents to understand where our strengths lie and also the areas we need to improve.

**The Context:-**

Parent Teacher meetings have become an integral part of the administrative mechanism of our college. It has been institutionalized and initiated in 2015. At the initial stage, the main aim of the meeting was to create a common platform, where teachers and parents come together to enrich the student's educational experiences and to discuss the Individualized Education Program. But the response of the parents and their curiosity to know the performance of their wards was manifest. So over the years, it has emerged as one of the best practices of our institution which connects parents and teachers for discussion on the overall development of students.

**The Practice:-**

Our institution is not only meant to teach certain subjects, they also work on improving different sets of skills, and social and emotional aspects of students. DDC organizes Parent Teacher Meet every semester. During these meetings, the concerned teachers exchange and discuss academic as well as behavioral performance with guardians and parents along with mutual feedback. Every department prepares a detailed report of students that includes

- Student's punctuality, discipline, class behavior, and co-curricular activities.
- The academic performance is shared in depth.
- The areas of strength and improvement are shared with the parents
- Subject teachers provide in-depth knowledge about the performance of the child in the subject.
- Answer scripts and the progress of the Internal test are shared with the parents and their suggestions are noted during the PTM.

Our institution gives an opportunity where parents have a collaboration with teachers and the concerned teachers share their insights regarding child progress and other developments in the institution which works as a bridge between Parents and Teachers where through mutual cooperation both can decide what further steps should be taken so that a child can get most of his/her studies.

In addition to that, parents are made aware of the various measures like Mentor System and Doubt

Clearing Sessions that the college practices to help slow learners.

### **Evidence of Success:-**

Parental involvement in students learning and academic programs revealed that frequent parental collaboration with teachers in the interest of students' academic achievement is immensely related to improved performance, assessment grades, attendance, motivational inspiration, and convenient promotion to higher classes. The impact of the parent-teacher meeting on students' social, emotional, psychological, and academic development is quite evident in students' work habits, better social skills, academic achievement, emotional well-being, and a greater ability to adapt to situations and get along.

### **Problems Encountered and Resources Required**

- **Time Constraints:-** It is reported that especially working parents do not have enough time to cooperate with the institute. To simplify this we also schedule a virtual parent-teacher conference for busy parents.
- **Incorrect Database of Parents:-** Students give contact details of their parents or guardians who are often not working or are incorrect.
- **Outstation Parents:-** Parents of students who belong to Rajouri, Poonch, Ramban, Doda, Reasi, and Srinagar did not turn in numbers as they are significantly far away from college and thus they are not able to attend PTM because of this concern.
- **Lack of seriousness among parents** is also one of the limitations.

### **Best Practices**

#### **Title:- Students' Enrichment and Development Programme**

#### **Objective:-**

- To upgrade the knowledge of students.
- To motivate students or encourage them to take part in different activities.
- Enhancement of skills of students apart from regular academic development.
- To create an integration platform for students with successful personalities.
- To foster student learning and development by supporting students in their academic, personal, and social growth.
- To improve their competencies, widen their horizon and exposure, and generate high-value-added developmental experiences all in a supportive learning environment.

#### **Context:-**

Dogra degree college always keeps focusing on students' active participation in divergent activities i.e. different types of sports, cultural, webinars, seminars, workshops, symposiums, and adventure activities for the holistic development of the students. All the faculty members & principal of Dogra Degree College ensure students' active participation in all academic and exposure to administrative activities. Periodically they are assigned several tasks for grooming their abilities in terms of managing & coordinating things effectively.

**Practices:-**

Dogra Degree College continuously taking initiative to conduct various programs for student development. Students are being trained in different locations through experts in various fields under the student development programs. In each event, students of Dogra Degree College voluntarily take part in distinct events. After completion of each event, the institute gives rewards and certificates to students for future records. Departmental cultural activities are grossly managed by the students under the supervision of faculty members. Every year, the college also conducts environmental visits, picnics, and industrial visits to generate awareness among students & students also take voluntary participation. Even during the pandemic situation the College conducted all development activities via online platforms like Google Meet, and Zoom & also provided an e-form certificate to students who attended those programs.

Problems encountered & resources required.

- Challenges of convincing students about the importance of these programs.
- Arranging the well-skilled resource persons.
- In the case of the pandemic whenever we conducted activities through online mode we faced problems with internet connectivity.
- Infrastructure & funds.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****Institutional Distinctiveness**

The Core points of vision and mission of our institutions are:

**Vision:-**

As an institute, we strive to be Socially Responsible by developing a world-class. "Centre of Excellence" in professional Higher education enabling young aspirants to add value to society at large with their personal & professional acumen.

**Mission:-**

To Strengthen professional academic learning through focused & innovative methods of global & latest teaching practices ensuring the best scholarly output supported by an excellent operational administration



system & state of the art infrastructure.

DDC, with an allegiance to attain its Vision & Mission, Strives towards Shaping the globally competitive professionals -"The future change-makers in the society." To pass on Knowledge beyond academics & create awareness of Societal issues, challenges, and problems. This institution is striving to bring about holistic development of its youth driven by its vision and mission. The College has taken many initiatives to achieve its goal. Our responsibility is to develop morally upright citizens, capable of thinking, learning & striving for national development. Our main focus is not merely to enhance skills & knowledge among the Learners but to enable them to compete with global situations. The institution has adopted a distinct approach for bringing about positive and progressive changes amongst its stakeholders by establishing various plans such as:-

### **Social responsibilities:-**

Our vision is to develop socially responsible citizens. This is a wonderful initiative. Under "Social Outreach Activities" our students perform various activities like cleanliness, plantation drives, rally on Anti Ragging awareness, and Visited Primary health centre, orphanages & adopted villages every year for developing their personalities. The Institute also stimulates & encourages the students to participate in various activities of Social welfare with a Selfless attitude. Students are trained to offer their services to handle environmental issues like the cleanliness of the surrounding. During Covid-19 the institute distributed masks to the local Public at Bari Brahmana Chowk. Our institution spread awareness regarding COVID SOPs in Bassi Kalan Primary Health Centre. The institution is not behind in accepting social Responsibilities & Inculcating them in our students as well. Our students render their Service Voluntarily for it on regular basis. This builds up the Strong relationship between society & institutions. Thus, Dogra Degree College has developed multifaceted Platforms to achieve all these important visionary aspects and thus has become a distinct institute.

### **Academic enrichment.**

The institution is committed to providing quality education. The long-established practices of teaching-learning shape human resources as they are required in the global situation. In order to make the learners all-rounders, Skill oriented activities are conducted. The activities are framed in such a way that these activate its curricular practices. Teachers are trained to grab the opportunities & the same is applied in the classrooms. Every year, our institution organizes various programs for the DDC students' enrichment such as a Quiz competition for analytical ability, a debate competition for the promotion of literary skills, and creativity activities such as rangoli, flower arrangement, storytelling, essay writing, poster making, and slogan writing competition. It helps to enhance academic performance & achieve excellence in academics. DDC has successfully implemented itself in making the best use of ICT in all its academic & administrative activities. The ERP software has been installed in the year 2020 and remains functional. The Portal manages registration, fee management & admission-related matters. E-mail is extensively used for all internal Communication. In COVID situations, our college did not lag behind; the teachers carried out the academic work through the wise app.

Adoption of modern pedagogical tools is encouraged; students & teachers are oriented to use the PowerPoint presentation on computers. They use PPTs, ICT tools & multipurpose halls in teaching-learning activities.

### **Decentralization of powers:-**

Decentralization means sharing your powers with others. No single person can do the work. The college administration uplifts the culture of participative management. Keeping this in mind, students are given chance to come in front and say something about themselves. Class representatives are elected every year for all semesters and for all courses. These students representative act as bridges between students and faculty/management. They are also members of major committees which are being constituted on annual basis. Students Representatives and Class representatives are actively involved in the conduct and execution of the main event of the college.

With the help of all these activities, this institution tries to achieve institutional goals.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

---

### **Additional Information :**

In 2008, the Dogra Degree College, Bassi Kalan, Bari Brahamana, Jammu started with the BBA course stream. But growing from strength to strength the institution progressed and later Arts and commerce stream we're started in 2016 respectively. The college is affiliated to the University of Jammu and follows all the norms prescribed for admission, examination and evaluation.

In the fast changing academic environment the college is well assured to take on future challenges of higher education. The college strives to maintain and sustain the standards of effective teaching learning process and provides the quality education and value based learning to make the learner to face the challenges of life. The college faculty and students are fulfilling their role in making knowledge accessible to the people and community as well. they live up to the vision and mission of the college.

### **Concluding Remarks :**

Dogra Degree College is pursuing the projected goal of the institution and strictly follows the vision and mission for achieving excellence not in academics but other extra and co-curricular activities also. The well-qualified and dedicated teaching faculty is working for the holistic development of students. The use of ICT facilities by the teachers has made the teaching learning process interesting and effective .Various committees are formed involving all members of teacher's council for smooth functioning of the college .The college is conscious of its values and social responsibilities which are visible by its organizing sensitization programmes every year. The college's initiative in curricular enrichment and its concern towards inculcating values and ethics amongst the students and sensitizing them towards environment gender and supporting sustainability of resources is seen by conducting various co-curricular activities, social services and other orientation programme for students and faculty. The college sensitizes its students and teachers and other staffs about the need to realizing the core values and following the code of conduct. The College continues to aspire to fulfill its vision and mission irrespective of the challenges faced and make it a better place to study.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.2	<p><b>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)</b></p> <p>2.1.2.1. <i>Number of actual students admitted from the reserved categories year - wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>82</td> <td>72</td> <td>70</td> <td>90</td> <td>57</td> </tr> </tbody> </table> <p>2.1.2.2. <b>Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>93</td> <td>93</td> <td>93</td> <td>93</td> <td>93</td> </tr> </tbody> </table> <p>Remark : AS per the data and clarification received from HEI in the above related metrics 2.1.1 based on that we have taken 50% of the given data so based on that DVV input is recommended accordingly.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	82	72	70	90	57	2021-22	2020-21	2019-20	2018-19	2017-18	0	0	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	93	93	93	93	93
2021-22	2020-21	2019-20	2018-19	2017-18																																					
0	0	0	0	0																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
82	72	70	90	57																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
0	0	0	0	0																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
93	93	93	93	93																																					
2.4.2	<p><b>Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b></p> <p>2.4.2.1. <b>Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>09</td> <td>08</td> <td>03</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	10	10	09	08	03																														
2021-22	2020-21	2019-20	2018-19	2017-18																																					
10	10	09	08	03																																					

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	10	09	08	03

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

## 2.6.2 Pass percentage of Students during last five years

### 2.6.2.1. Number of final year students who passed the university examination year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
100	59	37	36	13

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
104	100	59	37	36

### 2.6.2.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
102	68	45	43	14

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
121	102	68	45	43

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

## 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 last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

05	03	06	0	01
----	----	----	---	----

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	03	04	0	01

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	08	09	13	08

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	4	7	2

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	43	50	07	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	18	19	14	0

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
09	08	07	06	03

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
09	08	07	06	03

Remark : AS per the revised data and clarification received from HEI, based on that DVV input is recommended.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>28.74265</td> <td>35.66673</td> <td>28.03060</td> <td>16.48318</td> <td>61.39101</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> </tr> <tr> <td>23.89</td> <td>13.38</td> <td>24.54</td> <td>33.48</td> <td>27.15</td> </tr> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	28.74265	35.66673	28.03060	16.48318	61.39101	2021-22	2020-21	2019-20	2018-19	2017-18	23.89	13.38	24.54	33.48	27.15
2021-22	2020-21	2019-20	2018-19	2017-18																	
28.74265	35.66673	28.03060	16.48318	61.39101																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
23.89	13.38	24.54	33.48	27.15																	