



**INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MARH**

DHATERYAL, JAMMU- 181206 (J&K UT)-INDIA

Twitter: @GdcMarh; Fb: <https://www.facebook.com/marhgdc2020>

Affiliated to University of Jammu vide no-U-0195 AISHE: C- 62206 (UGC 2F: 8629/2202. 18th Aug. 2023)

Website: www.gdcmarh.co.in; Email: gdc.marh@gmail.com; Instagram: [gdc_marh123](https://www.instagram.com/gdc_marh123)



Prof. Ramneek Kaur
Chairperson IQAC/ Principal

No: IQAC/GDCM/2025-26/97

Dr. Imtiaz Shahid
IQAC Coordinator

Dated: 15/05/2025

INSTITUTIONAL POLICY DOCUMENT

1. Policy towards Governance, Leadership and Management

The strength and benchmarks for any institution are determined with the help of its Governance, leadership, and management mechanism. These key parameters always focus on policy design, its execution and its periodic refinement from time to time for achieving the better results. Planning is not limited to teaching or administration, but rather focuses on the total development of all factors essential for the institution's growth and collective responsibility towards the society. There are several characteristics that require frequent monitoring, including recruiting, training, performance assessment, and financial management. Hence accordingly thrust areas are focused as per the requirements of the institution.

- For effective leadership, governance and management, achieving the vision, mission and goal of the institution is of utmost importance.
- Active planning, monitoring and execution of different policies by IQAC is imperative for the effective functioning of the institution.
- Pre-defined code of conduct for all the stakeholders including administrator, teaching as well as non-teaching staff and students is of utmost importance.
- Focus on decentralisation and participative management through students, teachers, non-teaching staff and administration is a basic step for achieving the aim of said policy.
- Adherence to the rules and regulation governing the service ethics. Emphasis on use of ICT for better management and administration is the backbone of the effective administration.
- Focus on welfare measures of staff and students is always the priority of any Institution like ours.
- Emphasis is always given on the professional development of staff and overall grooming of the students.
- Performance appraisal system for teaching and non-teaching staff and monitoring of student progression at different level is in place and is a yardstick for assessing the overall performance of whole management.
- Monitoring of financial health of the institution and adherence of codal procedures required at different levels is one of the key aspects of said policy.

2. Policy towards Record Keeping:

Keeping records for any public sector institution is mandatory, so there is a clear policy in place for documenting every activity, action, procedure, outcome, and achievement of the institution/staff/students. Every effort is made, and there are clear instructions from college administration and IQAC to keep up-to-date records for any type of activity so that they can be reflected as needed from time to time. The policy of record keeping is always prioritized for effective and transparent administration. Any activity by any Department, students, teaching/non-teaching staff, or committee is always documented and filed properly as per prescribed format by IQAC. Every faculty



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member is responsible for depositing the record of every activity/achievement in IQAC immediately after completion of any activity so that it is available for use even in his or her absence. Every department is required to keep accurate records of its departmental activities, management, accomplishments, timetable, question papers, award rolls, field trips, projects, Departmental Diary or any other type of assignment for future reference. At the end of any Academic session an internal audit is to be carried out by IQAC to assess the effective implementation of the policy and shall also put forth its suggestions to the concerned with proper record.

3. Policy towards Catering to the Student Diversity

Institution always undertake necessary steps to address the diversity issues of students by following the below mentioned steps:

- Due selection process is followed in the admission process through admission portal with full implementation of reservation rules framed by Govt. from time to time so that due representation must be given to every section of the society as per safe guards provided in the constitution.
- At present the college has no accommodation facility for students and is planning to project the demand for the same for both Boys and Girls.
- At departmental level students are assessed regularly and categorized as slow learners and advance learners, accordingly the care is taken for their academic wellbeing of the students.
- There are number of options for economically weaker students through different Govt. schemes to augment their financial needs in the form of Post-matric scholarships to SC/ST/OBC students for J&K through NSP and Financial Aid to the PHC students from the College Local fund.
- To provide the opportunity for serving the nation from time to time, college is having NSS Unit, BSG Unit, NCC Boys and Girls Unit.

4. Policy towards Academic Flexibility:

Given the geography and academic discrepancy at the +2 level, the institution allows for flexibility in course scheduling, different skill courses, inter-disciplinary choices, and so on under NEP-2020. In this sense, important endeavours include:

- Maximum choices in the curriculum to opt different combinations in Science, Arts and Commerce subjects.
- New major courses or programmes, or addition of more skill oriented courses from time to time and additionally scope of adding more such courses is always worked out with the University of Jammu.

R. Kaur

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5. Policy towards Curricular Planning and Implementation:

As our institute is a government-run institution controlled by the University of Jammu statutes, it adheres to the university's general curriculum. There is manipulation at the institutional level to account for human resource/infrastructure and other resources for effective curricular implementation; however, major initiatives of the University in this regard are carried out in letter and spirit, with minor deviations where it deemed to be necessary based on resource potential, institutional goals, and concerns. As the University of Jammu frames a common curriculum for its affiliating institutions, the college tries its level best to introduce courses as per their demand and applicability in the market to enable students for experimental learning, participative learning, and problem-solving methodologies so that quality education can be imparted. To achieve the required aims, different Departments assign project work, field work, field visit reports, and internships in such a way that the course's planned outcome is met. Students are continuously encouraged to make efforts to expand the curriculum and improve the learning experience. Departments are consistently encouraged and supported in carrying out these initiatives for the benefits of the students. Affiliating institutions, like ours tries its level best to provide courses as per their need and applicability in the industry to enable the students for experiential learning, interactive learning, and problem solving methods, so that quality education can be delivered to the students. Generally, the institute prepares the academic calendar before the start of the session to work out different curricular components necessary for the welfare of the students. Some of the measures at the institutional level include:

- a. Planning diverse activities at the start of each session using the academic calendar to determine how and when different activities will be carried out.
- b. The academic calendar is made accessible on the college's website and in the admission brochure and must be followed in letter and spirit.
- b. The institute always focuses on the outcomes of various programs and course-specific activities.
- d. Admission, testing, and assessment are conducted in accordance with established standards in order to adhere to the curriculum in its entirety.
- e. The institution is always devoted to providing students with many opportunities in the form of various skill courses and internship programs to prepare them for future employment in a variety of industries. Academicians, alumni, and other stakeholders are always solicited for their expert comments in this area.



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6. Policy towards Feedback system

The college believes in collecting input from its stakeholders in order to improve the institution in many areas. In this regard, a feedback mechanism is available for students and other stakeholders so that the college's strengths in any field may be used more effectively and reform efforts can be directed toward deficiencies. Feedback is collected from its stakeholders on scientific lines, analyzed, interpreted, and applied to achieve excellence in the entire operation of the College, coupled with an action taken report. As a result, collecting input from all stakeholders on an annual basis is an obligatory institutional process. Thus, the process of curriculum modification and redesign always includes recommendations based on feedback received from students, alumni, and instructors in response to current advances in many areas and changing educational trends. Stakeholder input is critical in influencing society as a whole, and colleges specifically. Any issue related to academics or other services faced by students is duly addressed through different committees and the chair. In case some issues remain unresolved at college level the same are projected to the higher authorities through portals like SIGMA or other options.

7. Policy towards Resource Mobilisation for Research

Mobilization of resources and a focus on research are critical for an institution; as a newly created college, significant efforts are necessary to create a research ecosystem in line with NEP-2020, as the college is having good number of teachers with doctoral degrees. As an institution, our attention should be on the following areas for research and innovation; nevertheless, little has been done on this front, and there is a need to investigate new choices as per the demand of the NEP-2020.

- The need of the hour is to encourage departments and teaching faculty to pursue for different research initiatives in the form of Projects, research collaborations etc.
- Provisions for organizing workshops, seminars, conferences, and other events on a regular basis for creating a research ecosystem required for the academic growth of the faculty and students.
- Encouraging the teachers to pursue research and book publication as a thrust area. Keeping the above points in mind, some of the initiatives are already routine; however, in order to make this institution a good research centre, more initiatives for promoting good research through projects, as well as dedicated researchers with minimal disruption to them due to frequent transfers, are required.

8. Policy towards Extension Activities

An institution of higher education must work out the scope of its extension activities. Institutions are expected to be responsive to the external environment and social commitments. There is a vast scope of extension operations in numerous disciplines for the holistic development of the society by concentrating on pressing concerns such as:



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- a. To promote the education in such section of the society where education is not given much priority, environmental issues, ill effects of substance abuse, and government assistance initiatives in the community.
- b. Preparing pupils to become advocates for tackling local social concerns through various approaches.
- c. Sensitizing pupils to local social concerns and training them as ambassadors to resolve them through various techniques.
- d. Sensitizing the students to various social challenges in their communities and training them to serve as ambassadors for resolving these issues with the help of all available means and resources.
- e. Recognition of social workers and presentation of their work, acknowledgment via certification, and the organization of various programs to maximize the advantages of their lifelong experiences, with the ultimate goal of training the student community to achieve such remarkable milestones in their life as and when feasible.
- f. There are a number of burning issues being faced by the society, on which the institution is implementing various steps in the form of community outreach programs through NSS/NCC/BSG/Red Cross/Red Run Club/Eco-club/Science Club/IIC Club etc.

9. Policy towards Collaboration

To realize the Institute's vision and objectives, close collaboration with a number of agencies/institutions is necessary. A collaborative approach is available in a variety of fields for idea sharing, creativity, acceptance of new trends, and alleviating social challenges through innovative approaches, as institutions cannot flourish in isolation. Collaboration is the only way to properly utilize the various resources and skills available at different institutions. Collaboration allows HEIs to keep closer touch with many organizations in order to find practical answers to problems and provide students with a real learning experience that meets academic criteria. As a result, the institution will collaborate with number of institutions, universities, industries, and corporations through memorandums of understanding, faculty exchange, student exchange, internships, field trips, on-the-job training, research, and so on. Some of the objectives have already been met, but many more will be met in the near future.

10. Policy towards Infrastructure and Learning Resources

Higher Education Institutes plays a vital role in transforming the society as per its requirements from time to time. These objectives are realized through research, extension activities, out-reach programmes and trained human resource, however good infrastructure is also important for achieving the desired goals. Ensuring the availability of Infrastructure to achieve the desired goals and optimal use of available infrastructure is of utmost priority for maintaining the quality of academics and other programmes on the campus.

The institution is committed to achieve the desired goals by undertaking some initiatives like:

- i. Ensuring sufficient number of classrooms, well equipped laboratories, computing equipment's and other requirements are always prioritized in the Institute. Adequate infrastructure and physical facilities are must for teaching- learning process. Full efforts are



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- being made to complete the concrete structure at an earliest so that optimal utilization can be ensured for effective teaching learning process.
- ii. Adequate facilities will be ensured for cultural activities, sports/games (indoor, outdoor), gymnasium etc. in the coming time at an earliest, so that students overall development can be ensured.
 - iii. Keeping in view the NEP 2020 recommendations, ICT- enabled smart classrooms and up gradation of labs. is ensured from time to time and more such advance facilities will be added in future to the existing facilities.
 - iv. Addition of new reference Books in different subjects on periodic basis is a regular feature. Automation of library using SOUL 3.0 has been done and through the use of more such software's further improvement can be done for achieving the purpose of Library automation.
 - v. Efforts are being made to provide the learning resources by having subscription for different e-resources like:
 - a. e-Journals.
 - b. ShodhSindhu
 - c. Shodhganga Membership
 - d. e-books
 - e. Remote access to e-resources

However the above list can be updated and increased through more such facilities in near future keeping in view the demand and application of the same.

- vi. The college has always encouraged the utilization of diverse learning resources through library either in the form of e-resources by offering appropriate facility of internet with enhanced bandwidth and Wi-Fi facility in the campus or by enabling the access to hard copies of any necessary material. College is constantly devoted for upgrading such amenities as and when necessary as per the requirement of the stake holders. Above all, the goal is to maximize the use of given resources while also adding new resources to the existing ones is always a priority.

11. Policy towards Student Support.

For the benefit of students, there are number of student support system at Institutional level like; Insurance to the tune of 7 lakh in case of accidental death against a premium of 100 rupees, different scholarships for students belonging to SC/ST/OBC/EWS under Various scholarship schemes of the Govt. in accordance with the rules and regulations applicable to such schemes. In addition to this, college shall also extend financial aid/free-ship scheme to the needy and poor students during the academic session. The College has "Financial Aid Committee" whose task is to identify the needy students on the basis of documents and other feedback mechanisms and then recommend for the financial aid. Proper record is always maintained for such financial support to the needy students

Capacity building and skill enhancement initiatives shall remain the important and continuous feature of the curriculum. So, the institution shall introduce such courses in near future.

- Life Skills (Yoga, Physical Fitness, Health and Hygiene)



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- ICT/Computing skill.
- Thrust on more market/job oriented skill courses.

12. Establishment of Career Counselling Cell.

The College has well establish career counselling cell to offer guidance to the students for competitive examination, progression in higher education and advancing in their career. This cell is tasked to keep the record of the students in terms of their placement in different jobs and qualifying competitive examinations and invitation to different companies for providing the opportunities to the student for different jobs where education requirement is under graduation or passing out batches. The role of career counselling cell is also important in maintaining the healthy links with industrialists/ companies/ or different organizations for supporting the students of college in securing different type of jobs or skill based trainings.

13. Establishment of Grievance Redressal Cell.

There is well established Grievance Redressal Cell, whose task is to ensure a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases etc. In order to achieve the objective of this cell some steps are required or already has been taken:

Informing students for such cell through college website/ notices so that they can come forward for registering any issue or grievance.

- Monitoring of grievances received and action taken accordingly.
- Implementation of guidelines of statutory/regulatory bodies as issued from time to time with respect to the subject matter.
- Organisation of wide awareness programmes on gender and ragging issues. Following UGC guideline in toto regarding ragging and gender issues.
- Devising of mechanisms for submission of online/offline students' grievances. Timely redressal of the grievances through appropriate committees. The role of such cells is successful only when the grievances are addressed in a transparent manner and properly recorded.

14. Policy towards Student Progression

Tracking student growth is critical for any institution since it is the job of the relevant departments/teachers or institute to maintain track of its graduating students in various professions. To have an all-inclusive record, the following techniques must be adopted:

- a. By recording the student details while issuing degree is one of such steps for effective monitoring the progress of the students.
- b. By collecting the information from the student through concerned subject teacher is very effective method.
- c. Alumni registration on the college portal is one of such initiative to ensure the student tracking.
- d. The allotment of students to different mentors in the beginning of the session is also very effective in student tracking.

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15. Policy towards Student Participation

Students are the most important stake holders in any policy making process, its implementation and success. In order to ensure these objectives student's participation in overall functioning of the institution is ensured through some of the following initiatives;

- Due representation of students in different decision making processes is ensured through class representatives in the beginning of any academic session.
- Students are always given due representation in different committees as per UGC guidelines for smooth functioning of the college administration, due representation is ensured in some committees like discipline committee, IQAC, grievance redressal committee, picnic committee etc.
- Equal opportunity is provided to the students in NCC, NSS, BS&G and various clubs framed for effective implementation of different Govt. initiatives from time to time.
- Students are free to suggest any constructive step for the welfare of the institution through their class teachers even if they are not the part of any committee.
- Suggestion box are placed in the college campus in addition to online option for putting forward any type of suggestions
- Student feedback is also an important step toward student's participation in different policies framing and their implementation.

16. Policy towards Alumni Engagement

Alumni feedback and inputs plays an important role in shaping any institution growth. Our college is having registered alumni association and is playing its role in different decision making processes. The Alumni are a strong support of any institution and are capable of contributing in the development of the institution through different mediums. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources - both financial and non-financial, for this aspect there is an active alumni association which is contributing in different ways. Alumni meetings are arranged for receiving their inputs for the upliftment of the institution is carried out frequently and more steps are suggested in this regard from time to time.

17. Policy towards Institutional Values and Best Practices.

As this institution is a co-educational institution, special focus is always given to some of the following aspects. Scope of continuous improvement is always there and it includes

- Ensuring gender equality by organizing different programmes on the said theme
- Equal opportunities for all, no scope of any kind of discrimination
- Ensuring security of students as well as staff through CCTV surveillance.
- Resolving of different students issues through concerned committees/section/SIGMA etc.
- Implementation of different Community outreach programmes through NCC and NSS
- Promotion and adoption of modern ICT for effective transaction of curriculum.
- Initiatives related to clean campus and green campus.
- Organizing different programmes related to different health issues.

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- Continuous Infrastructure improvement under different schemes under the guidance of JK Higher Education Department from time to time.
- Creation of girls common room/ common staff room in new under construction building on its completion.
- Separate washrooms facilities for staff and students.
- Proposal for female attendant.
- Setting of Women development cell for redressal of different women issues.
- Focus on Environmental Consciousness and Sustainability through Eco-club/EVS department
- Promotion/awareness regarding the concept of clean energy through concerned club/committee.
- Energy auditing and planning for further improvement.
- Focus on the use of alternate source of energy and power efficient equipments.
- Emphasis on inculcation of habit regarding waste management with special reference to solid waste management.
- Vermicomposting concept for creating the awareness regarding organic waste management
- MoU with different organizations for imparting training on different skill enabled courses.
- Initiatives under Green campus in the form of plantation drives.
- Ban on smoking and plastic use in the campus. Environmental audit from time to time. Demarcation of college land etc.
- Regular Academic Administrative audit from time to time.
- Regular interaction with different stake holders for achieving the institutional academic and administrative excellence through feedback mechanism.

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Imtiaz Shahid