Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE DERA BASSI**
Name of the head of the Institution	**Sadhna Sangar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01762280093**
Mobile no.	**9815969862**
Registered Email	**naac.gcderabassi@gmail.com**
Alternate Email	**akaur.arora70@gmail.com**
Address	**Government College Dera Bassi**
City/Town	**S.A.S. Nagar**
State/UT	**Punjab**
Pincode	**140507**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Savita Gupta**
Phone no/Alternate Phone no.	**01762280093**
Mobile no.	**9915170067**
Registered Email	**naac.gcderabassi@gmail.com**
Alternate Email	**akaur.arora70@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcderabassi.ac.in/Uploads/NAAC/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://gcderabassi.ac.in/Uploads/NAAC/calender%202019-20%20GCDB.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.4**	**2004**	**15-Feb-2004**	**15-Feb-2009**
2	**B**	**2.29**	**2016**	**18-Feb-2016**	**18-Feb-2022**

6. Date of Establishment of IQAC	**15-Jul-2002**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Blood donation camp	**03-Aug-2019** **1**	**150**

Tiyan festival - Celebration of womanhood	22-Aug-2019 1	365
Test on Moral Values as part of birth anniversary of Guru Nanak Dev	16-Sep-2019 1	245
Workshop by Fine Arts Dept	17-Sep-2019 1	90
Trip of Fine Arts students to Chamba and Khajjiar to attend Arts Workshop	01-Oct-2019 5	10
National Unity Day	31-Oct-2019 1	138
Yoga and Meditation Camp	04-Dec-2019 3	1250
NSS camp	02-Nov-2019 1	124
Workshop on Collage making	21-Jan-2020 2	90
Created Nanak Bagichi	06-Aug-2019 1	183
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. College DeraBassi	Budget allotment	State Govt	2020 365	31602379
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities	**No**

during the year?

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

Significant Contributions 1. The college upgraded its IT infrastructure by purchasing more laptops and online UPS. 2. Science labs were equipped with new apparatus. 3. Cast iron benches were purchased for creating seating area for students in the garden. 4. Proposal was made and sent to the higher authorities to construct Commerce block and renovate various labs with RUSA funds. 5. More smart rooms were established to facilitate technology enabled teaching. 6. The boundary wall of the college was completed with the help of local industrial units. 7. Trees were planted in the newly created Nanak Bagichhi in the college. 8. More water coolers were installed for the students.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
6. To inaugurate the newly constructed boundary wall of the college.	6. The boundary wall of the college constructed with the help of industry was inaugurated.
7. To organize yoga and meditation camps to ensure mental well-being of the staff and students.	7. Special emphasis was laid on spiritual health of the staff and students.
8. Greater interaction with community through various programmes.	8. IQAC ensured the participation of college in community service by organising blood donation camps, voters' awareness and gender equity programmes.
9. To increase the green cover of the college by planting more trees.	9. The college added to its green cover by creating Nanak Bagichi and improved its waste management by installing more dustbins.
10. To give impetus to extracurricular activities for students as they come from rural and backward areas.	10. Workshops, lectures, exhibitions and tours were organized for the students.
1. Plan to improve college library.	1. The college upgraded its library by subscribing to Nlist, buying books, furniture and barcode scanner.
2. The college wants to add to its IT infrastructure by purchasing more laptops and online UPS.	2. Laptops and online UPS were purchased in view of the outbreak of Covid 19.
3. Science labs to be equipped with new apparatus.	3. Lab equipment was purchased.
4. More seating arrangements in the garden areas for students.	4. Cast iron benches were fixed at various points on the campus for students.
5. More webcams to be installed at	5. Ten webcams were installed to

strategic points in the college.	keep surveillance over the campus.
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**28-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college is connected to iHRMS portal of the state Government. The portal maintains a record of the service of all the regular employees including ACR, leave etc. As far as financial management is concerned the salary and bills are being processed online. The transaction of bills is done through PFMS system as the college is registered with Public Financial management System (PFMS), Ministry of Finance. The college is planning to start online admission in session 201920. Admission campaigns are already managed by the college on its social media sites. The exam record of the students is being maintained by the college and the affiliating university. The examination forms and internal assessment are already being uploaded on the University portal since 2017. The results of the students could also be downloaded by the students online. The scholarship forms are filled and sent to Welfare Department online since 2018. MIS has helped a lot in recording and collecting information regarding personal data of students, exam records, and library details. Office administrators have easy access to verification information and scholarship and exam related data. It enables the office and teachers to access information they need for**

effective planning, policy development, and evaluation, to align academic processes and deliver a better student experience. Stored data consequently aids the institution in better and timely decision making. The Dept of Higher Education is planning to create a central repository of the staff and student data in near future. The college has been continuously digitalizing and streamlining its data management over the last few years and will come up with a more structured and centralized MIS in future.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Government College Dera Bassi- a pioneering institution of higher education in Dera Bassi Tehsil of District SAS Nagar Mohali, Punjab is affiliated to the Punjabi University Patiala. The institution is continuously contributing to the academic excellence of the region. The foundational idea of the institution was to deliver quality education among the students of rural area. The college is presently offering graduate courses in Arts, Commerce, Science (Non-Medical) disciplines, along with it college also offers B.Com (Honors) and BCA degree courses under Self Finance Scheme. With the primary aim of academic excellence, the college also gives equal importance to inculcating moral values and character building among students. Being an affiliated college, the institution does not have autonomy to frame the syllabus and structure of courses, but it tries to teach the prescribed syllabus of the University. The planning and method of teaching are based on the needs of the course & curriculum. As courses of Commerce require interaction with the industrial sector, so learned faculty tries to make possible such interactions through different events. Similarly, subjects like Home Science, Environment and Road Safety Awareness, Geography & Sociology have provisions of field study, surveys & study tours. Apart from these activities the institution also tries to bring ICT methods in classroom teaching through smart classrooms.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Computer Science	19/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environment and Road Safety Awareness	153
BCom	Environment and Road Safety Awareness	56
BCA	Environment and Road Safety Awareness	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is obtained from all the stakeholders including students, teachers, employers, former students and parents of students. Students are given feedback forms and their responses are analysed for reforms in teaching, learning and infrastructural development. The college also has a traditional system of feedback. College has suggestion boxes installed at strategic places to receive feedbacks from the stakeholders. Teachers' feedback is directly obtained in council and staff meetings on important matters regarding admission, exams and judicious use of funds. The college whatsapp group is a convenient platform for discussion with the staff and receiving feedback from them. Suggestions are also invited from them and acted upon after deliberation. The Guidance, Counselling and Placement cell keeps in touch with the industry and intimates the students about the requirement of the industry. OSA (Old Students Association)receives feedback from former students and incorporate suggestions

and ideas during its meetings for the betterment of the institute. Parents of the students regularly interact with the college at PTA meetings and the problems of students are discussed. As the college mainly covers students of rural area, feedbacks received through different mechanism help in multiple manners and enhancement of academic environment.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Humanities	Nill	456	428
BCA	Computer Applications	Nill	43	40
BCom	Commerce	Nill	89	69
BSc	Non Medical	Nill	36	28
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1476	0	27	0	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
Nill	10	7	3	3	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In keeping with the objective of the college, healthy, congenial environment for the holistic growth of the learner personality is maintained. The institute leaves no stone unturned to ensure fullest and comprehensive growth of the learners and make the learner stay in the college highly fruitful and rewarding. In order to make teaching more students centric, teacher encourages active participation of students in the classroom interactive sessions. In their attempt to make lectures highly motivating, they incorporate there lectures with audio visual aids, smart board techniques and overhead projectors. Various well equipped science labs, computer labs allow the student to explore the frontier of knowledge.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1476	27	1:55

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	27	3	2	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nill	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	6th sem	05/05/2020	28/10/2020
BCom	BCom	6th sem	05/05/2020	28/10/2020
BSc	BSC	6TH SEM	05/05/2020	28/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal evaluation reflects the overall performance of a student for the whole semester. In our college teacher adopts the methodology for monitoring and evaluating the quality of students by accessing there classroom performance, class test, participation of students, practical's in the lab, house examination and regularity of students. Assignments and presentations are also given to the students on the basis of which internal assessment is given.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Punjabi university, Patiala issues schedule for semesters, exam and vacation at the beginning of every session. The college incorporates the schedule in its academic calendar keeping in view the deadlines given by the university. At the institution level, the registrar decides the tentative dates for unitization of syllabi, conduct of MSTs, submission of Assignments and preparing internal assessment of students. The academic calendar also includes the tentative schedule of extracurricular activities and celebration of special days. The college exercises some flexibility in fixing the schedule within the time framework and the same is shared with students via prospectus and on the college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.punjabiuniversity.ac.in/pages/page.aspx?dsenc=syllabi

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSc	BSc	Non Medical	27	27	Nill
BA	BA	Humanities	217	217	Nill
BCOM	BCom	COMMERCE	61	61	Nill
BCA	BCA	Computer Application	8	8	Nill
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://gcderabassi.ac.in/Uploads/NAAC/Student%20Satisfaction%20survey%202019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	N/A	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	N/A	N/A	Nill	N/A
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	N/A	N/A	N/A	N/A	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Punjabi	1	0
International	Sociology	1	0
International	Chemistry	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Guru Nanak Dev ji di Samaj Sudharak pravriti	Dr. Gurpreet Kaur	Jago International	2020	0	Govt. College Derabassi	0
Changing Occupational and Economic Status of Ravidasias in Jallandhar	Dr.Harvinder Kaur	International Journal of Social Sciences Review	2019	0	Govt. College Derabassi	0
Recent Advances Made on Anticancer Drugs- The Therapeutic Potential of the Aromatic Heterocyclic Compounds	Dr. Amarjit Kaur (Co-authored)	International Journal of Advanced Research	2019	0	Govt. College Derabassi	0

| Psychological Factors associated with Alcohol and Drug abuse among College Students Residing in Hostels in Punjab: An empirical study | Dr. Amarjit Kaur (Co-authored) | International Journal of Advanced Research | 2020 | 0 | Govt. College DerabassiGovt. College Derabassi | 0 |

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	N/A	N/A	Nill	0	0	N/A

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	1	0
Presented papers	1	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Drug Abuse and Female Foeticide (Lecture)	College Red Cross Committee	7	70
Blood Donation Camp	Indus International Hospital and College Red Cross Committee	7	150
Fit India Movement (Lecture and Pledge taking)	College Red Cross Committee	7	1210

Drug Deaddiction (Awareness Lecture)	College Red Cross Committee	7	120
Deworming Day (Lecture and Distribution of Deworming Tablets)	College Red Cross Committee	7	80
Stubble Burning (Awareness Lecture and Rally)	College Red Cross Committee	7	134
Drug Deaddiction (PPT Presentation and Lecture)	College Red Cross Committee	7	150
World AIDS Day (Speech and Paper Reading Competition)	College Red Cross Committee	7	120
International Yoga Day (Lecture)	College Red Cross Committee	7	1250
International Day against Drug Abuse and Illicit Trafficking (Awareness Lecture)	College Red Cross Committee	7	75

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	N/A	N/A	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Anti Stubble Burning Campaign	College NSS Committee	Awareness Lecture and Rally	3	134
Role of Teacher in Society	Red Arts Theatre Group and College Cultural Committee	Nukkad Play Vehngi	10	11
Celebration of 550th Birth Anniversary of Guru Nanak Dev Ji	Theatre for Theatre group and Punjabi Department	Play	4	11
International Yoga Day	College Red Ribbon	Yoga Workshop	7	1250

| Swachh Bharat Mission | College NSS Committee | Cleanliness Drive | 3 | 175 |

Committee (appears above in prior row)

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	N/A	N/A	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	N/A	N/A	Nill	Nill	N/A

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	N/A	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
31260	1612829
Nill	590161
Nill	1021230

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing

Seminar halls with ICT facilities	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
e-Granthalaya	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17609	681016	25	5033	17634	686049
Journals	32	8000	0	0	32	8000
e-Journals	100	6000	0	0	100	6000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	46	2	1	2	0	1	1	30	0
Added	13	0	0	0	0	0	0	0	0
Total	59	2	1	2	0	1	1	30	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurredon

academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilites
Nill	Nill	Nill	249865

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Policies and Procedures The college has been following certain policies over the years regarding the use and maintenance of its infrastructure. Various procedures have been adopted to augment, utilize, maintain and write off the facilities and equipment at the college. The purchase committee evaluates the requirements of different departments by consulting the respective department and committee heads and decides to purchase the suggested item or facility. The purchased items are issued to the departments and committees who have made the requisition. The source of funding is to be decided by the Bursar. Major construction work has been done through RUSA grants. The college has instituted a Building and Maintenance Committee to look after new construction and its maintenance. The departments with practical subjects have laboratories and lab attendants who are responsible for keeping a record of the lab equipment and report if any repair is required. The library restorer takes care of the library infrastructure including books, journals, furniture, computers. The library committee is responsible for the upgradation of library in all respects whether it is the purchase of new books, software, subscription of online libraries. The servicing and repair of physical facilities at the college including water coolers, ACs, photocopiersare undertaken by the departments concerned through the maintenance committee. The ICT facilities are looked after by the Department of Computer Science which comes under HEIS of the college and most of its requirements are met from HEIS fund. The laptops are issued to the staff whenever required. The department analyses the data needs, upgradation of wifi, need for laptops and printers according to the changing times and suggests new purchases or repairs. The department of Physical Education is responsible for the upkeep of playing field, track, sports equipment and gymnasium. The lush lawns of the college are maintained by gardeners under the supervision of environment committee.At the end of each financial year, the college undertakes the stock checking of the total equipment, furniture, machines and gadgets of the college and unusable items are written off after checking.

http://gcderabassi.ac.in/Uploads/NAAC/Policies%20and%20Procedures.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Dr. B.R. Ambedekar Scholarship	302	0
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Tutorial /Mentoring System	Nill	1476	Done by college level

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	NIL	0	0	0	79

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
20	200	79	Nill	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	111	-	Govt.College,Derbassi-	Nill	MA.MCOM.B.ed,Computer course

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants

Naala Making Quiz Tokei Making Parandi Making Rassa vattai Kroshiya Sammi Dance Mimicry Bhand Nukkad Natak CollageMaking Installation On the spot Making	Institutional	57

View File

5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	nil	National	Nill	Nill	Nill	Nill

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student elections and formation of student councils are prohibited in the colleges affiliated to Punjabi University, Patiala. But they are sufficiently represented on various administrative bodies, committees and clubs in the college. The college has a very democratic way of functioning. The college takes account of the students' point of view and ensures their participation in the functioning of the college too. One student member is nominated on IQAC and is invited to its meetings. His/ her take on all important matters of governance is valued. Students on cultural committee help in organising talent hunts and other cultural fests. They help in celebrating all important days at the college. Student members of different literary clubs organise literary and subject-specific events. They also maintain wall magazines. Students indirectly form part of PTA through their parents. Their parents participate in PTA meetings and freely express their ideas influencing policy decisions of the college. The college NSS unit and Red Ribbon Club have student volunteers who help in organising their activities. Ex-students form part of the OSA and give valuable suggestions for the betterment of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

111

5.4.3 – Alumni contribution during the year (in Rupees) :

49055

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Collaborative Decision Making Horizontal system of management paves way for swift decision making. Decision by consensus, transparency and combining inputs from all stakeholders are the core attributes of our decision making process. We have Departmental heads for all the UG programs. During monthly meetings of these heads with the Principal, important issues are discussed and requisite action plans are chalked out. Every department plans and conducts its own curricular and co-curricular activities with the suggestions from staff and students and the consent of the Principal. Easy accessibility to the management and the principal enables staff members and students to give suggestions, this has led to greater inclusion and better decision-making. 2) Formation of various committees to promote Administrative Freedom Operational autonomy is achieved through various committees and the heads of these committees report to the Principal. LIST OF COMMITTEES 2019-20 • COLLEGE COUNCIL • RUSA AND AISHE • CULTURAL ACTIVITIES • UGC AND IQAC (NAAC) • TIME TABLE AND SUBJECT CHANGE COMMITTEE • SCHOLARSHIP/ FINANCIAL AID • CAREER GUIDANCE, COUNSELING, PLACEMENT CELL AND EDUSAT • FIRST AID, RED CROSS AND DRUG DE-ADDICTION COMMITTEE • PROPERTY COMMITTEE • SEXUAL HARASSMENT, GRIEVANCES, ANTI RAGGING AND WOMEN CELL • RTI AND RTS • PTA AND O.S.A • CARETAKING AND REPAIR • COMPUTER EDUCATION,WEBSITE AND DIGITALIZATION COMMITTEEE • DISCIPLINE COMMITTEE • LIBRARY COMMITTEE • MAGAZINE AND PRESS COMMITTEE • PROSPECTUS COMMITTEE • HOSPITALITY AND CANTEEN COMMITTEE • NSS AND LPE CLUB • ENVIRONMENT,CLEANLINESS (SWACHH ABHIYAN) • LEARNING LICENCE, BUS PASS, VOTER CARD, TRAFFIC RULES AND FREE LEGAL-AID SOCIETY • REGISTRAR (HOUSE EXAMINATION) AND LECTURE SHORTAGE COMMITTEE • DEPUTY CONTROLLER (UNIVERSITY EXAMS) • BURSAR • HEIS AND NODAL OFFICER COMMITTEE • DECORATION COMMITTEE

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	• Quality of teaching and learning is maintained and improved with timetables, workloads and other administrative tasks prepared well in advance of teaching sessions. The teaching body of GCDB is supported by relevant ICT. The college enjoys technologically enabled and inclusive infrastructure including a well-equipped library, which makes it possible for the students to participate in a modern teaching-learning process. • Students are encouraged to participate in Workshops, Poster Making and Slogan Writing Competitions, Quiz Competitions, Zonal Youth Festival. Apart from these activities, Documentary Sessions, Interactive Lectures, Sports Meet, Field Visits etc. are also organized to

	improve the learning outcomes of students. • Our teachers regularly update their disciplinary knowledge through active involvement in curriculum reviews, evaluation, and participation in different decision making bodies of the College/University. • The IQAC works for overall academic and co-curricular activities and quality enhancement. • Our 4th Semester Students are being taught a compulsory Paper on Environmental Studies and a paper on Drug Abuse as a compulsory qualifying subject is being taught to the 2nd semester students in all undergraduate courses to increase their awareness regarding these important issues. • College has also put forth its demands for add-on and short-term courses for the coming session to improve employability skills of our students. • In view of the ongoing Covid-19 pandemic,the IQAC formulated strategies to ensure completion of syllabus through online teaching. Directions were given to staff for curriculum restructuring, changing teaching methodology and unitization of syllabus. ICT methods for teaching were updated and learning material prepared which was made available to students on the college website through web links. Teachers began to make WhatsApp groups for reaching out to students.
Curriculum Development	• The curricula for the undergraduate programs are in accordance with the guidelines of affiliating university and are in tune with the vision of the Institution. The emphasis is on overall development and knowledge acquisition. Government College Derabassi is affiliated to Punjabi University Patiala, and as such follows a predetermined syllabus. However, our staff members nominated to the Board of Studies render valuable suggestions and project new ideas in curriculum design during various meetings. In view of the ongoing Covid-19 pandemic, the IQAC formulated strategies to ensure completion of syllabus through online teaching. Directions were given to staff for curriculum restructuring, changing teaching methodology and unitization of syllabus. ICT methods for teaching were updated and learning material prepared which was made

		available to students on the college website through web links. Teachers began to make WhatsApp groups for reaching out to students.
	Examination and Evaluation	•Concerted efforts are made for the smooth conduct of University House examination. The conduct of House-exams and preparation of the results are done in the minimum possible time to ensure maximum time for class-room teaching. •Special Lectures, Extra Classes and remedial classes are scheduled as per the requirements of different departments. •The question paper setters of Govt. College Derabassi follow various levels of Bloom Taxonomy such as Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. •Students are assessed on a continuous basis through innovative and reformed techniques and through internal assessment they are encouraged and guided to improve their performance.
	Library, ICT and Physical Infrastructure / Instrumentation	Environment Friendly, Accomodating and Inclusive Infrastructure: 1. Government College Derabassi has buildings which are nicely designed and responsive to environmental concerns. A careful attempt has been made to preserve the natural habitat as much as possible. The college added to its green cover by creating Nanak Bagichi and improved its waste management by installing more dustbins. The provision for Ramps permits wheelchair users, other differently abled people as well as people pushing strollers, carts, other wheeled objects, to easily access college building, thereby making it infrastructurally inclusive. 2. Efforts were made to complete the under construction building of commerce block and renovation of Home Science,Science and Fine Arts labs under RUSA scheme. 3. The boundary wall of the college constructed with the help of industry was inaugurated. 4. Lawns adjoining student centreand Seminar Hall parking were developed. 5. Two water coolers were installed to provide clean drinking water facility to students. ICT enabled Classrooms and Library: •The teaching block has well-equipped and spacious ICT enabled classrooms, tutorial and department rooms. The College library has more than 17000

	books and some valuable new books were added to our inventory of books in the current session, Our library is Wi-Fi enabled with relevant hardware and software, and a rich repertoire of learning resources. The college makes great efforts to provide the latest technology to students, keeping them up to date with the world. • To make the learning environment more comfortable and conducive to the requirements of the students, new and comfortable furniture has been purchased. • The college upgraded its library by subscribing to N-list, buying books, furniture and barcode scanner. Apart from this, Laptops and online UPS were purchased in view of the outbreak of Covid 19. • New lab equipments were purchased to promote scientific learning and give a better Lab Experience to students. Auditorium: •The majestic Student Center houses an auditorium with a seating capacity of 300 persons, and an excellent light and sound system, it provides a vibrant space for various exhibitions, plays and music performances. Gymnasium: •The college also takes pride in its comprehensive sports and fitness infrastructure. The outdoor sports facilities include a 400 Meter Track, Basketball and Volleyball Court, Football Ground, open space for yoga etc. Indoor arrangements include a table tennis room and Carrom Board game. A fully equipped gymnasium with the latest exercise machines to motivate students to pay attention to health and fitness. Canteen: •A Canteen Committee makes monthly visits to the Canteen, keeping regular checks on the infrastructure, and conducting hygiene checks in the kitchen and related areas to ensure a qualitatively satisfactory food experience for our students. Government College Derabassi ensures regular maintenance and upkeep of all facilities through trained and efficient staff and a system of periodic checks. Girls' Common Room: This space has been designed for the rest and recreation of the female students.
Human Resource Management	• Keeping in mind the importance of human capital formation, our teachers were encouraged to participate in workshops, conferences and seminars and

	improve their knowledge, skills know-how, along with this, steps were taken to improve the mental, physical and spiritual health of our human resources. • To make the best use of the knowledge and skills the individuals embody,various Committees have been formed keeping in mind the interest and suitability of our staff members.
Admission of Students	•Government College Derabassi follows a well-administered and transparent procedure with ease of availability of admission related information on our website. •We have provisions for reserved seats/other facilities for the students belonging to Scheduled Castes, Scheduled Tribes and backward classes, Border Area/Backward Area, Sports Persons, Freedom Fighters, Politically Oppressed, Handicapped, Wards of Army Men/Widows, Wards/Widows of Paramilitary Forces, Riot Affected, Widows/Divorced Women and Kashmiri Students. • Online admission portal was made functional for the following session. •A Grievance Committee looks into admission related issues of the students.
Industry Interaction / Collaboration	To keep up with the industry trends and increase the employment opportunities of our students the following steps were taken: • As per the instructions of the District Bureau of Employment Generation Training, Mohali, our students were encouraged to participate in the ROZGAR CAMP organized by DBEE and PSDM. • Some of our deserving students participated and got placed in various companies pertaining to various sectors through the Job Melas organized in different parts of Punjab in the month of September,2019. One such Job Mela/Fest was also organized by Government College Derabassi on September 26, 2019, to invite different employers under one roof to cater to both the job seekers and the companies looking for eligible candidates. • A Seminar with the aim of providing information related to Overseas Immigration and Jobs was conducted on August 20, 2019 at Student Centre to give proper guidance to our students.
Research and Development	The institution motivates all teachers to participate in quality

research A paper titled Pushing the Boundaries of Real: The Dystopian World of The Queue by Dr Navdeep Kahol,Assistant Professor (English), was published in the February 2020 issue of the international MEJO MELOW (The Journal of World Literature ISSN 2581 5768).A paper on the subject of Guru Nanak Dev as a Social Reformer by Dr Gurpreet Kaur from the Dept of Punjabi was published in the March 2020 issue of the international Jaago journal (ISBN no 2277-3266). Dr Navdeep Kahol attended an international conference Connections/ Disconnections: Literary Traditions,Continuities and Disruptions organised by MELOw (The Society for the Study of the Multi-ethnic Literatures of the World) from February 21 to February 23, 2020 and presented a paper. Professor Amarjit Kaur presented a paper at the 2020 Zooming Innovation in Consumer Technologies Conference(Novi Sad, Serbia). Our College Campus located within a rural area with undergraduate courses has not been able to fetch any research project or research grant.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	-Library software: e-Granthalya (Since 2016),Subscription to N-LIST to provide access to e-resources to students and faculty members of the college, Library Barcode Scanners to keep an inventory of the books. - The College administration is striving hard to adapt to ICT enabled e-governance. Efforts are being made to computerize the financial and other administrative activities. College has been providing opportunities to its employees for training to sensitize them towards good governance and administration and financial control. All units of the college are working in synchrony in order to achieve a common goal. - A system of properly installed CCTV cameras (Since April 18, 2018) to ensure the safety of our students, faculty, and facilities on campus. Ten webcams were installed to keep surveillance over the campus. -Online Admission portal was made functional.
Planning and Development	AISHE (Since 2010-11) RUSA (Since 2015) A well functioning college

	website.
Finance and Accounts	The salary bills of our staff members are prepared and submitted through HRMS-IFMS module. The use of technology has enabled us to switch over to online Human Resource Management System from the manual process practiced earlier. This has led to more accuracy and less effort in preparation of the pay bill through the system than the manual system. This has further led to more transparency and accountability. The College administration is striving hard to adapt to ICT enabled e-governance. Efforts are being made to computerize the financial and other administrative activities. College has been providing opportunities to its employees for training to sensitize them towards good governance and administration and financial control. All units of the college are working in synchrony in order to achieve a common goal.
Student Admission and Support	•Government College Derabassi follows a well-administered and transparent procedure with ease of availability of admission related information on our website. • Online admission portal was made functional for the following session.
Examination	• The internal assessments are uploaded on the official Website of the University. • Due to the outbreak of COVID-19, exams were conducted in online mode as per the instructions of the university. • Due to the outbreak of COVID-19, exams were conducted in online mode as per the instructions of the university. To run the examination system smoothly and to keep the spread of Covid-19 at bay, tools such as Google Forms, Webex Tech etc. were used.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	N/A	N/A	N/A	0
2020	N/A	N/A	N/A	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	N/A	N/A	Nill	Nill	Nill	Nill
2020	N/A	N/A	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Medical leave (full pay/ half pay), Earned leave, Maternity leave, Child care leave • LTC, Mobile Allowance • Loan Against Provident Fund • Medical re-imbursement • Study leave under career advancement Programmes for pursuing Higher Education	• Medical leave (full pay/ half pay), Earned leave, Maternity leave, Child care leave • LTC, Mobile Allowance • Loan Against Provident Fund • Medical re-imbursement	• Post Matric scholarship scheme • Central Sector Scheme of Scholarship (for college university students) • Stipend Scheme under BOCW • Students of the college can avail of the various scholarships and Awards offered under the Schemes introduced by Government of India Government of Punjab for SCs, Minorities, Backward Classes, Denotified Tribes, Riot affected people, Sports Persons Meritorious Students. • Full fee waive off for the student whose elder sibling studying in the senior class is paying full fee and full PTA Fund. • Free books provided to students from

weaker section. •
Suggestions boxes have
been placed in campus for
student inputs. •
Sensitization of children
against drug abuse.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution has established a mechanism for conducting internal and external audits on financial transactions to ensure financial compliance. Internal Audit: College accounts are audited annually by professional auditors. It was audited by Singla Singla Associates in the financial year 2019-20. External Audit : External Audit is conducted by the office of the Principal Accountant General (Audit) Punjab, Chandigarh. External Audit is conducted with reference to the CAG of India (DPC)) Act 1971 and Auditing Standards and Regulations on Audit and Accounts 2007 issued by the CAG of India.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
ALUMNI CONTRIBUTION	49055	DEVELOPMENT OF COLLEGE
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6.4.3 – Total corpus fund generated

49055

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	No	N/A
Administrative	No	N/A	No	N/A

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• PTA is constituted every year as per the guidelines fixed by the Government. The PTA plays an important role for the development of the college the welfare of the students. List of Activities and support from the PTA: • In the beginning of each academic session, the general body of the PTA chooses an officiating committee which takes various decisions for the welfare of the students, all expenditures from this fund are done with the approval of this committee. • Expenditure on students' participation in zonal /inter zonal youth festival and sports.

6.5.3 – Development programmes for support staff (at least three)

• Participation in sport and Physical Activity • Yoga Class • Meditation Camp

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Improvement in IT infrastructure and Internet Facility • Eco-friendly Campus • Construction of New Blocks • College Beautification • Efforts were made to complete the under construction building of commerce block and renovation of Home Science,Science and Fine Arts labs under RUSA scheme.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Nill	Nill	Nill	Nill	Nill
2020	Nill	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
lecture on drug abuse and female foeticide	08/08/2019	08/08/2019	23	46
Tiyan festival for girls	22/08/2019	23/08/2019	300	65
Contemporary Indian women artists workshop visited by students	03/03/2020	03/03/2020	12	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Department of Geography addressed the students on the issue of water conservation on Sept. 17, 2019. The lecture was a part of the water conservation campaign initiated by the Indian government. 2. A lecture and rally were organized at the college on Sept. 4 , 2019 to discourage students and general public from burning stubble. 3. The college also organized a march past at villages around Dera bassi, Isapur, and Gulabghar on October 18, 2019. The motive was to awaken people to the harmful effects of stubble burning. 4. Students of Fine Arts prepared and presented a tableau on the importance of environmental conservation at the tehsil level function of Republic day.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

Rest Rooms	Yes	450

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	18/10/2019	1	Anti stubble burning	harmful effects of stubble burning	134
2019	1	3	03/08/2019	1	Be a doer and not a thinker	blood donation camp was organized by Red ribbon on 550 birth anniversary of Guru Nanak Dev ji.	150
2019	1	1	04/09/2019	1	Anti-stubble burning	. A lecture and rally discourage general public and discourage students about stubble burning.	65
2019	1	1	20/12/2019	1	repair	A function was organized to inaggurate newly built boundary wall of college on Dec20, 2019. The 40 years old wall was	100

					repaired sponsered by 36 companies.

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
website	03/07/2019	The college website also lists rules and regulations for students conduct in the college. Flex boards - The college also displays disciplinary information like No tobacco zone, No plastic zone at various parts in the college. The college has also displayed its Vision , Mission and objectives.
Prospectus	01/07/2019	The students are supposed to follow the rules prescribed in the student handbook/prospectus regarding attendance, discipline, examinations and all other students related matters. The rules laid down in the prospectus prohibit the students from using mobile phone on the campus, using intoxicants, indulge in ragging. They are supposed to carry their I-cards and maintain decorum in the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti Stubble burning lecturer	04/09/2019	04/09/2019	65
Nation Unity Day(lecture on Sardar vallabh Bhai Patel	31/10/2019	31/10/2019	138
The NSS volunteers removed weeds and bushes growing along the boundary wall of the college	02/11/2019	02/11/2019	124

Drug De-addiction and World Aids day organized	25/11/2019	25/11/2019	20
The NSS committee and Political science 100department organized "Constitution Day"	02/11/2019	02/11/2019	100
Yoga Day and Meditation camp was organized at the college	04/12/2019	04/12/2019	1250
My Vote My Right (National Voters Day)	25/01/2020	25/01/2020	400
Blood Donation Camp	03/08/2019	03/08/2019	150
Drug abuse and Female Foeticide under Red Ribbon	08/08/2019	08/08/2019	70
Conducted a moral values test for students based on the tips of teaching and philosophy of Guru Nanak Devji	16/09/2019	16/09/2019	245
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Nanak Bagichi and Trees planted as part of 550th Birth Anniversary celebration of Guru Nanak Dev. 2. A lecture and a rally were organized at the college on Sept. 4, 2019 to discourage students and general public from stubble burning. 3.The college also organized a March Past in villages around Dera bassi(Dandrala, Isapur and Gulabgarh) on 18 oct, 2019. It aimed to awake people to the harmful effects of stubble burning. 4.The NSS committee of the college organized a camp on Nov 2, 2019 in which the volunteers removed all the weeds and bushes growing along the boundary wall of the college. 5.Students of Fine Arts prepared and presented a tableau on the importance of environment at tehsil level function of Republic Day.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice of the institution Practice -1 1. Title of the practice: Yoga workshop for students and staff. 2. Objective of the practice To empower the students emotionally and spiritually, particularly students from the disadvantaged section and the surrounding backward and rural areas. 3. The context that required the initiation of the practice Though the students and therefore the college were progressing by leaps and bounds in terms of academics, enrolment and infrastructure, yet the college could not tap their full potential owing to the low self-esteem of students, their domestic problems and lack of vision. Moreover, they hardly found time for exercise at home due to many household responsibilities. 4. The Practice The college

organized a month-long Yoga workshop for students and teachers. Experts from IIYN were called to train them in asanas and pranayama. It helped students and staff in overcoming doubts about their abilities, focused their energy and composed them on the campus itself. 5. Evidence of success The students and staff felt spiritually enlightened and empowered after yoga sessions. They were relieved of the oppressive stress. Their efficiency increased manifold and they were able to perform better. 6. Problems faced The students were reluctant to join the practice as they were not aware of the benefits of yoga. The time for practice had to be carved out from their timetable. 7. Impact of the practice It empowered them mentally and spiritually and prepared them to face any difficulties with courage and equanimity. It also made them more disciplined, focused and well-behaved. 8. Resources required- 1. Space and yoga mats for practicing 2. Expert acharayas to train the students and staff Best practice of the institution - 2 1. Title of the practice: Construction of the college boundary wall with the collaboration of local community. 2. Objective of the practice: To prohibit the entry of outsiders, anti-social elements and animals into the premises, thus making the campus a safe sanctuary for students. 3. The context that required the initiation of the practice: The boundary wall of the college was old and damaged and needed to be repaired. The breach in the wall lead to trespassing and posed risk to the safety and discipline of the college. 3. The Practice: The college works in close proximity with the local community and enjoys a symbiotic relationship with the surrounding industry and community. The college has a large area and is surrounded by a long wall which was old and crumbling. The IQAC suggested inviting the local business Industrial Association Derabassi to sponsor the building of wall. Meetings were held in this regard and college was able to get financial help from the local industry apart from this, the local industry and community has contributed towards the beautification of the college campus and maintenance of the morning walkers' track. 4. Evidence of success: Finally, a strong wall was built and campus beautified. 5. Problems faced: The college had to identify and approach the right kind of industry representatives. The college was able to do the liaisoning with the mediation of the SDM. 6. Impact of the practice: 1. About 40 years' old wall was restored and reconstructed. 2. Gazebo and lawns for girls were created. 3. It helped build long-term relationship with local companies. 4. Resources required: 1. The Principal and senior staff members held a series of discussions with the representatives of industry association. 2. The college helped organize meditation camps in industrial units as a token of gratitude.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://gcderabassi.ac.in/Uploads/NAAC/Best%20practices%20of%20the%20institution 2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

INSTITUTIONAL DISTINCTIVENESS The college caters to the students belonging to the surrounding rural area and they are mainly from financially weak and socially disadvantaged strata. The primary mission of the college is to build the capacity of the students and boost their confidence. The college has a mentoring system in place in the form of tutorial groups. The tutors guide the students on all matters – academic, career related or even personal. The college thus follows an inclusive approach while dealing with the students. The students are totally transformed by the time they graduate. The college facilitates the students in availing various scholarships offered by the government to SC/ ST/ OBCs, minority community and meritorious students. The

Scholarship Committee informs the students about the scholarship schemes of the Central and State governments and guides them about the application process. At the institutional level, non-SC poor students are allowed to pay fees in instalments. Due to the efforts of the college, the no of scholarship applications are increasing every year and more SC students are opting for education. Students are encouraged to participate in Youth Festivals for the necessary exposure, polishing and showcasing their talent. Talent hunt competitions are organized at the beginning of the session to identify young talent. The college organized more than 40 activities for students including trips, visits to art exhibitions, national level dance performance by eminent artists and competitions which provided ample opportunities to students for growth and critical thinking. The departments of Fine Arts and Home Science engaged their students in practical activities. This year special emphasis was laid on spiritual health and mental well-being. A month-long yoga workshop was conducted for students. The beautification of the college was undertaken to provide suitable ambience to students for study and recreation. The college is situated in a growing industrial township and local representatives of the surrounding industry show a keen interest in the growth of the institute. It has immensely benefitted the institute. The building of the old and crumbling boundary wall of the college with the help of industry association is a testimony to this fact. The college keeps adding to its IT and library infrastructure so that the students can keep pace with the fast changing world and compete with their urban counterparts.

Provide the weblink of the institution
http://gcderabassi.ac.in/Uploads/NAAC/INSTITUTIONAL%20DISTINCTIVENESS.pdf

8.Future Plans of Actions for Next Academic Year

Future Plan By the end of this session the whole academic set up needed to be reoriented due to Covid-19 situation. 1. It was planned to create admission portal for online admission in the coming session. 2. More equipment laptops, headphones to be bought for online teaching. 3. To create e-content for the coming session and share it with students on the website. 4. To encourage teachers to participate in online faculty development activities. 5. To plan opening of college after the lockdown is over and ensure Covid proper behavior. 6. The IT infrastructure of the college is to be upgraded as it is necessary and futuristic. 7. Teachers to conduct online activities/ workshops/ seminars for students. 8. Links of study material to be shared with students. Google forms created to test students.