



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

GOVERNMENT COLLEGE DERA BASSI

- Name of the Head of the institution **Dr. Amandeep Kaur**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01762280093**
- Mobile No: **9781888488**
- Registered e-mail **naac.gcderabassi@gmail.com**
- Alternate e-mail **akaur.arora70@gmail.com**
- Address **Government College, Near Police Station, Dera Bassi**
- City/Town **S.A.S. Nagar**
- State/UT **Punjab**
- Pin Code **140507**

2.Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Punjabi University, Paiala**
- Name of the IQAC Coordinator **Dr. Amarjit Kaur**
- Phone No. **0762280093**
- Alternate phone No. **0762280093**
- Mobile **9781888488**
- IQAC e-mail address **naac.gcderabassi@gmail.com**
- Alternate e-mail address **akaur.arora70@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://gcderabassi.ac.in/iUploads/NAAC/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://gcderabassi.ac.in/Uploads/NAAC/Academic%20Calendar%202020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.4	2004	15/02/2004	15/02/2009
Cycle 2	B	2.29	2016	16/02/2016	16/02/2021

6. Date of Establishment of IQAC

15/07/2002

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College Derabassi	Budget allotment	State Government	2020-21	27,949,537
Government College Derabassi	----- -----	RUSA	2020-21	Nil
Government College Derabassi	----- -----	UGC and CPE of UGC	2020-21	Nil
Government College Derabassi	PTA	College Students	2020-21	39,06,014
Government College Derabassi	HEIS	College Students	2020-21	69,70,348

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

All the admissions were done online. The students were provided online forms through web portal of college. Teaching work was also done online; G suite Ids were made for all the students and faculty members. For month wise completion, Unitization of the syllabus was done by the teachers and provided to students. The assignments and tests were also taken online.

To make teachers comfortable in taking classes online and for IT preparedness, webcams (10), wired headphones (05) graphic tablets(06) and desktop visual presenter (01) were purchased . To make the teaching effective and easy, PPTs were also created by teachers. The assignments and tests were also taken online. Value added material available in the form of You-tube lectures and on MOOC platform was shared with students online.

Two workshops and four webinars/ seminars were organized by the college. Two papers were published by two faculty members. A paper was presented by Faculty member in International conference. Nine faculty members of the college participated in FDP's and Training Programmes Conferences / seminars/ webinars also attended by faculty members.

One of the Faculty members, Dr. Gurmeet Romana ,received Doctorate Degree from Punjabi University, Patiala.

Almanacs for all the programs for the Academic Year 2020-21 be submitted to the chair by August 2020.

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

Plan of Action	Achievements/Outcomes
1. All admissions are to be done online without any physical contact. Students will be provided online forms on the college portal.	All the admissions were done online. The students were provided online forms through web portal of college .
2. All teaching work has to be done online; G suite Ids will be created for all the students and faculty members.	All teaching work was done online; G suite Ids were created for all the students and faculty members.
3. During session 2020-21 classes will be carried out in online mode. All extracurricular activities including seminars and workshops will be conducted in online mode.	For month wise completion , Unitization of the syllabus was done by the teachers and provided to students. The assignments and tests were also taken online . Students were registered on Infilbet N-list so that they can avail Software library .
4. IQAC team chalked out plans for overall upgradation of IT infrastructure during current session .	Almanacs for all the programs for the Academic Year 2020-21 was submitted to the chair by August 2020.
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4b) Faculty members will be allowed to organize and attend seminars / workshops in online mode.	Two papers were published by the faculty members . Two papers were presented at International conference and Ten faculty members of the college participated in FDP's and Training programmes. Conferences /seminars / webinars were also

	attended by the faculty members
4c) The syllabi and their unitization will be uploaded on website for the convenience of the students.	Value added material available in the form of You-tube lectures , PG Pathshala and MOOC platform was shared with students online. Link for e- learning resources was given to students through College website. : http://gcderabassi.ac.in/e-learning.php
5) Suggestion was made to renovate girls' washroom and common room.	The Maintenance of girls washroom was done as per requirements.
6)To purchase Compost Bins to collect wet waste and dry leaves for preparing compost manure. All plans which were chalked out by IQAC were accomplished successfully and implemented during the session 2020-21.	Two workshops and four webinars/ seminars were organized by the college during the session after the college opened 15th August 2020 onwards.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Govt. College, Derabassi	12/01/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• if yes, whether it is uploaded in the Institutional website Web link:	http://gcderabassi.ac.in/Uploads/NAAC/Academic%20Calendar%202020-21.pdf				
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Name	Date of meeting(s)
Govt. College, Derabassi	12/01/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	31/01/2022
15.Multidisciplinary / interdisciplinary	
Multidisciplinary education need to be promoted . For example Space Science needs the knowlegde of Maths, Music , Physics and even Sanskrit. A person must be given the options to choose 'What	

he wants to achieve and How he wants to achieve. ' Instead of putting all the humans in same mould prescribed by Government norms , a person should have the right to choose the mould for himself . Moreover this should be made possible at any stage of life, because as thinking changes every second, on every learning, so are the pursuits of humans. It should be person choosing his own ways, rather than following the paths prescribed and rigid rules of marks game and competition.

16.Academic bank of credits (ABC):

Government College, Derabassi is neither registered with NAD nor with Academic Bank of Credits. The Government needs to give training to academicians so that students can be told about the benefits and the procedure to register themselves. Registering with NAD and Academic Bank of credits, will be helpful for students in life. At least one training session needs to be provided to teaching faculty by the Government. The information uploaded on ABC site is excellent and it looks that it will make the academic scores calculation easy and student can better understand where he/she stands academically. As ABC promotes inter-disciplinary & multi-disciplinary approach, through registering themselves on ABC, the students will be able to learn subjects of their choice and become "skill-oriented" graduates. It is very good effort on the part of the Government as it is a student-centric learning Ecosystem.

17.Skill development:

To ensure that students are Skill oriented, the college has Placement cell which provides them all training regarding job interviews, Curriculum Vitae/ Biodata preparation and How to apply etc. The students are provided all guidance on information about the placements advertised by various companies. The college in collaboration with Government of Punjab also organizes 'Job Fair' also in which not only students of the college but the students from all over Punjab can participate in job fair. The seminars are also conducted to provide overview of skill landscape of the country.

To increase their skill efficiency they are properly updated and trained for the latest technological innovations especially in IT sector. They are also are trained n order to enable them to access employment opportunities abroad.

The college has started BCA since 2017 and B.Com (Hons) since 2016 , both being professional courses , so that students are

able to get employment easily.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

No online courses are being run by the institute. But various cultural activities are executed by the Cultural department of the college. Every year the students participate in various events of zonal and Interzonal functions held by Punjabi University Patiala. The college at institutional level also organizes various activities on days of Diwali, Baisakhi and Lohri etc. To inculcate spiritual and moral values the days dedicated to freedom fighters and various religious events are commemorated. For religious purpose, Birthdays and martyrdom days of Sikh gurus and days related to freedom fighters like Bhagat Singh, Sardar Patel, Mahatma Gandhi etc. are also celebrated. The institute's efforts/initiatives are always encouraging in providing an inclusive environment for celebration of culturally important events and festivals. Almost all the events and days of prominence which bring students close to their culture are celebrated, so that students can encompass the social behaviour, customs found in human societies.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

For course delivery, teachers go through extra thoroughness to make the students understand the topics and to complete the syllabus. Assessments are planned and given on the basis of marks obtained in MST/ House examination and assignments/ seminars and extracurricular activities of the students. To achieve stated objectives and outcomes, the focus is on measuring the student's performance at different levels.

The Course Outcome (CO), Programme, Programme Outcomes (POs) are properly displayed on the website so that student is able to understand expected achievements of graduates in their career, and also in particular, what the graduates are expected to perform and achieve during the first few years after graduation.

Program Educational Objectives (PEOs), Programme Specific Outcomes (PSO) i.e. what the students should be able to do after graduation with reference to a specific discipline have also been mentioned.

Knowledge and comprehensive capability of the students is evaluated through MSTs and the University Exams. How much the student is able to apply the learned material can be evaluated

only where Practical subjects are available. Student Satisfaction Survey analyses the mindset up student regarding his subjects and ability to put learned material to concrete ideas in life and thus make the Institute understand -How much the student will be able to synthesize the educational values in life.

20.Distance education/online education:

More tha 80 % of the syllabus was completed online because of Pandemic protocols.

The college otherwise has no provision of Online Courses or which need Distance Education Handling .

Extended Profile

1.Programme

1.1	05
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1449
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	441
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	432
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	30
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	32
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	28.33
4.3 Total number of computers on campus for academic purposes	56

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As per the academic schedule ,well-structured academic calendar is prepared and is approved by academic council. It contains date of commencement of academic session, Tentative House exam dates and University examinations etc.

Subject allocation based on the syllabus, student strength and workload is done by HoDs. The time table is prepared for all programs every semester.

A subject plan is made by faculty through unit wise and month wise distribution of syllabus for timely completion of syllabus

Faculty members use ICT tools and active learning strategies in addition to traditional methods supplemented with online learning management system laboratory manual, assignments, etc. to make it more effective.

Each faculty maintains a handbook for all the records related to session plan, individual time table, academic calendar, attendance and continuous evaluation of students and other curricular related data.

The gap analysis is done for all the courses belonging to the program and if any, is bridged through relevant guest lectures, seminars, workshops, value added courses, industrial visits, implementing projects etc.

The academic performance of students is monitored by conducting special tests, Mid Term exams, and accordingly assessment is provided to students.

All notifications are issued to the students through their official email ID's. Feedback from students is obtained for faculty, curriculum and infrastructure.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

- The departments develop action plan for effective implementation of the curriculum. The syllabus is divided into month wise or unit wise plan or lesson wise so that study content can be delivered to students in time.
- The curriculum includes not only traditional class teaching but associatory methods such as Group discussions, Seminars,

Video lectures , Webinars, Case study, mini projects , assignments, workshops, industrial visits , educational tours etc.

- Assessment is based on the Internal evaluation, attendance and behaviour of the students . Curriculum, Academic Calendar as provided by the University and Course plan is provided to students at the start of semester itself. Class attendance registers are scrutinized by the Principal.
- Invited lectures by domain experts are arranged for the students. Industrial and field visits are organized to various places . Placement and career guidance cell also put all around efforts to get employment for the students through Job fairs.
- Periodical Feed back is obtained from the students on teaching and other related activities of the college.
- Regular IQAC committee meetings are held to review its teaching Learning process, academic progress of the students and to address their grievances(if any)
- Faculty Members of the college act as Question Paper setters, almost all are members are part of University Examination Evaluation team.
- The documentation of the data related to admissions and assessment is done online and saved.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://gcderabassi.ac.in/Uploads/NAAC/Academic%20Calendar%202020-21.pdf

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

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

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

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

nil

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

nil

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

1.3 - Curriculum Enrichment

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

Curriculum is primarily drafted and structured by Affiliating University and different boards of studies of faculties. But curriculum dealing with the aspects of Gender, Human Values, Environment and Sustainability is contained in certain courses belonging to Bachelors of Arts like Sociology, Political Science and Literature. These inculcate multiple aspects of gender and human values, unfolds the societal relevance of gender. Political Science focuses on the idea of 'Gender Justice' in Political Theory and the Indian Constitution and towards Gender Justice Movements and their demands. Environment Safety and Sustainability hold a vital part in our social life, so it is mandatory to make them part of teachings at a different level of education. Punjabi University, Patiala has the provision of a qualifying paper titled 'Environmental and Road Safety Awareness' in all under-graduate courses. Teachers of Government College Dera Bassi teach different aspects of environment protection to students of all undergraduate courses- BA, BCom, BCom (Hons.), BCA & BSc. The motivational idea for the teaching of the paper 'Environmental and Road Safety Awareness' is to make students aware of environmental threats we are facing and viable options available. Similarly, qualifying paper titled as 'Drug Abuse: Problem, Management & Prevention' also makes students aware about problems associated with the usage of Drug to the students of all under-graduate classes.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03 (Three)

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

159

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcderabassi.ac.in/Uploads/NAAC/sss%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1450

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

852

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Admitted students in first week of session are made to undergo Orientation programme for better understanding of college campus and its academic environment . Assessment components include assignments, Seminars, Group Discussions , Quizzes, Class Tests, at Department level, College level and District level . Attendance is given due weightage while giving assessment to students. Practicals and Viva voce also determine the learning levels of the students.

Accordingly, the students are classified as advanced learners and slow learners. Effective measures are taken to support the weak or distracted learners so as to ensure their proper assessment of learning levels of students. Tutorial /Buddy groups are the best interactive platform on which the students get guidance regarding personal & social issues. Proctorials and departmental activities also help in reviewing their academic progress and give them opportunities to boost their performance level .

Special measures taken to support relatively slow learners are as follows:

- Organizing Extra Classes/Remedial and Tutorial Classes
- Providing tutorial assignments
- Lectures are uploaded on web so that extra reading material is with students to improve basic understanding of subject
- Assistance from classmates and senior students is arranged
- Encouraging them to study courses on developing soft skills to master understanding of language.
- Encouraging them to participate in various activities to develop social skills

File Description	Documents
Link for additional Information	http://gcderabassi.ac.in/Uploads/NAAC/Student%20Strength2020-21.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1449	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The working out on learning-centric approach used by the college has shaped an environment that is geared towards participative problem solving and peer learning practices among the students. It helps students from being passive recipients to active stakeholders of the college. Due to low social backgrounds, they are allowed to comprehend at their personal level by ensuring their active involvement in class activities. The internal assessments are systematically planned to encourage the students to work independently. They are encouraged for written assignments to enhance their confidence and develop writing skills and overcome stage fear and develop oratory skills. This ensures absorbance and grasping of academic inputs at their own pace. interactive sessions in classes also encourage innovative thought and novel interpretations. Audio-Visual methodology, Google Classroom, Industrial Visits, Field Work etc. are some of the means used by the college to boost the student participation. Invited talks are organized to involve the students in activities that help to exhibit and hone their talents. Some departments like Home science , Geography and Sociology have projects as integral part of the curriculum and such learning which gives them a wider perspective of a certain topic and inculcate collaborative learning practices among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://gcderabassi.ac.in/e-learning.php

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

In addition to traditional class room teaching through chalk and talk method of teaching, the faculty members are using the ICT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. To provide e-learning atmosphere in the classroom:, efforts that have been made by the college are

1. Five smart Classrooms have been developed which are fully furnished with projectors and desktops and teachers have also been provided laptops .
2. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

Institute premises are Wi-Fi enabled

1. Specialized computer laboratory with an internet connection has been provided to promote independent learning. MAC-ID and User based Wi-Fi facility for access of internet is provided on individual laptops and mobile devices. Security is provided by Sophos Firewall to Wi-Fi users. Its access is controlled by the system administrator.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

2 to 28

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Teaching and Learning process is aimed at securing good marks in final exams. Examination is important aspects of the academic curriculum. The continuous internal evaluation system which is held prior to each semester for giving assessment to students involve a frame work designed by Punjabi University, Patiala to which the college is affiliated to monitor the gradual progression of the students in terms of educational standards.

The marks for the semester end-exams and for internal assessments of each subject have been allotted by the University. However the time-schedule and question paper pattern of house exams for internal assessments is set by the college and is conducted twice for each internal assessment.

The marks obtained by the students are uploaded in the University Portal whenever it is opened for a limited period of time for the purpose. The students below 75% attendance are not allowed to appear in the exams. The performance of the students is reviewed

in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Complete transparency is maintained in awarding the internal assessment as directed by the university.

Various components of the assessment process and test schedules as per the university rules are communicated to the students well in advance.

Evaluation by faculty at random are verified by concerned HODs and the registrar (Examination) to ensure standardization of evaluation process. The evaluated answer sheets are given to students to verify marks , any grievance is redressed immediately. Then marks are uploaded on the university web portal along with their attendance.

Day to day performance about assessment includes regularity, extra curricular performance, viva and the promptness in submitting the record.

For lab courses, real-time applications is tested by experimental work & viva voce. The end examination grading for the laboratory and projects is done by the external examiner appointed by the University.

Redressal of grievances at institute level:

Departmental Level: Theory lectures, labs, assignments, unit tests etc. plus midterm marks allotted on basis of internal exams, seminars and other extracurricular activities done by the students measure their capacity for allotting marks.

College Level: The Registrar Examination/ Branch resolves any grievance during exams in consultation with the Principal and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled by University Clerk .

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has its own mechanism to communicate the learning outcomes of the curriculum to the teachers and the students. The following measures are adopted -

- Hard copy of syllabi and learning outcomes are available in all the departments for ready reference to the teachers and students.
- A web links to the Punjabi University Curriculum and learning outcomes of UG Programmes and Courses is also provided in the college website.
- The departments also arrange Buddy Programmes/Tutorial Meetings to make the students aware of the curriculum and the learning outcomes. To have assessment regarding the the knowledge, skills and attitudes the students at the end of a course or program completion about their respective program, a feedback form is obtained from the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The course outcome is measured through completion of syllabus, setting up of question paper, House exam /internal evaluation, and result at student level while completion of syllabus at teachers level is measured by Registrar (House Exam)

75 % of compulsory attendance qualifies students for appearing in exams and is part of assessment marks. Extra classes for average or weak students, continuous evaluation through tests, quizzes, written assignments, presentation of papers, oral presentations, and field work measure assigning of assessment marks. The end semester examination of every course is based on written examination of three hours,

The programme specific outcome is measured by taking the aggregate result of all subjects and average performance of all the students' in a given programme is compared to overall university result. About Students' progress to higher studies, the college is proud to announce that more than 50% students got admission in Higher education Institutes, while 20% settled for their own business and 10% got placements in companies.

The feedback system of different stakeholders helps to measure the attainment of the programme outcomes. pertaining to the relevance of the course, its importance in terms of employability and other pertinent questions measure learning outcomes.

The college this year has also utilized student satisfaction survey developed by NAAC on IQAC webpage of the college shared with stakeholders to measure the virtues and shortcomings in teaching learning accomplishments.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

416

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://forms.gle/S50E8SmZ47aTAtir9>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

None

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

12

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

2

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

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

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

5

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extensional activities. This year due to Covid till March, staff collaborated with district authorities, did duties at various places in the district vicinity to create awareness among the dwellers sometimes through online outreach activities to help society and train students to shoulder responsibilities .

The NSS Cell,organized vaccination camps through Hospital collaboration for immunization against Covid .

To address the issues of social evils, ,the college collaborated with various authorities to help society. To develop the overall personality of students ,following the motto of the NSS Cell "Not Me But You", a series of special camps were organised in which volunteers participated in community service, group interactions, awareness programmes, group training and leadership training programmes. The college had adopted Gram Panchayat Mukandpur located at a distance of 8 km (approx.) under Unnat Bharat Abhiyan, to orient community service. The Cell has been coordinating with Sarpanch, Panchayat Committees, teachers, schools, Anganwadis for planning education, health and sanitation interventions.

The college organized events such as Women International Day , International Yoga Day, World Environment Day, Rastriya Ekta Diwas , Swachhta Pakhwada, etc.

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

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

14

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institutional authorities endeavour to state that still more infrastructure and physical facilities are required but within the available number of classrooms, laboratories and computing equipment the college is doing hard work to provide best learning environment to students. At present the college has seventeen class rooms and five laboratories and about 56 computers which are being used for academic and administrative purpose. The college still needs at least 10 more class rooms and two laboratories, one for Geography Department and other for Fine Arts Department to facilitate the teaching learning environment.

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

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

The institution provides best facilities for cultural activities, sports and gymnasium activities. The college has a reputable physical education department, which has a well maintained 400-meter track, a football ground, Kho-Kho ground, Badminton Court, Basketball ground, Korf Ball ground, Boxing facilities and a Volley Ball ground. The students are also in Taekwondo, Judo etc. . A tennis table court for Indoor games and two well established gyms , one for Boys and other for girls in the college campus where Back and Lat pull down machines , Biceps and Preacher curl machines, PEC deck machine, Smith machines , Leg Press and Squat machines , Leg extension and Leg curls, paired dumbbells ,Stationary spinner bike, power toner, Folding Exerpeutic Treadmill with Heart pulse system, Elliptical cross trainer, Rowing machine , Stationary bicycle, Flybird workout bench exist.

For Cultural activities the college has a proper Cultural and Youth Club Committee. In September and October every year the

students participate in Zonal and Inter-Zonal Youth festivals.

Due to Corona in 2020-21 ,the students could not participate in sports activities and in cultural activities as neither the Zonal cultural festival was held nor any sports activities were managed by the country.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://gcderabassi.ac.in/Uploads/NAAC/ICT%20enabled%20rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.79 lakh

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Main Library of the college is an integrated knowledge resource is partially automated using Integrated Library Management System (ILMS) computerized with Inlibnet Software. and is having 17655books, along with periodicals and reference books . HEIS library inaddition contains 1700 books. It It has access to e- journals under the e-shodhsindhu program of INFLIBNET. All e-resources are accessible locally within the campus .The students and staff is registered on Inlibnet through own user's name and password. Library hassitting capacity of nearly 100 students. For browsing relaxed reading as an ICT room has been separately created with excellent ICT infrastructure and seamless access to Internet.. The library houses a reference section with rich collection of Encyclopedia Britannica, Encyclopedia Americana, Year Books, Atlases etc.. Besides these, the Library is also equipped with the latest e-journals by the UGC-INFONET Digital Library Consortium, accessible through campus-wide LAN.. Initiatives taken by the college library are: ;

1. Free WI-FI, internet access, download and printout facility have been provided.
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new books.
4. Proper system of feedback from users to improve library services.
5. System of recommendation for purchase of books through Departments.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

0.2 lakh

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

70

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college provides computer facilities, internet bandwidth facilities of 300 Mbps within college Campus all the time. The Wi-Fi installed since 2015 had been updated with Wi-Fi routers/ 11 D link access points and a dedicated Cyberoam Fireball for security from spoofing attacks, subscription being renewed every year but now Sophos Fireball has replaced Cyberoam Fireball. Students have facilities of e-mail, net surfing, up/down loading of web-based application, besides helping them in preparing projects, seminars through computing & communication resources.

The IT facilities that are available in supporting academic and non-academic activities include:

- 1) Desktop computers connected to Campus Network in all departments. 1 and Laptops & LCD projectors available in all smart rooms.
- 2) Laser Printers to various committees
- 3) Curriculum based software are regularly updated based on the need for every semester.
- 4) All the latest Software are regularly updated to keep in pace Wi-Fi with development.
- 5) Two laboratories are equipped with projectors and multimedia
- .6) All computer systems have back up Power Supply through Gen set .

Regular maintenance is done by the vendor during the warranty period and by the in-house technical teams as per requirement . For complex issues, experts are called upon to attend the issue ..

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

4.3.2 - Number of Computers

56

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

30.30 lakh

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

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

To provide modern teaching learning environment to students some classrooms have been equipped with projectors and multimedia etc. Desktops or the laptops have been issued for effective teaching through latest technology. The website is there to provide online information

Stock list checking of assets is done on a regular basis.

Repairs of class rooms , labs , water supply equipments and electricity equipments is properly done

Deputed SLAs and JLAs work for labs . For protective measures against casualties Fire extinguishers exist.

For overall smooth functioning of the library, committee takes decisions regarding development policy, . clearance of old newspapers and magazines ..The library is registered with Inflibnet . helps in creating

Physical Education department has two permanent Beldars to maintain sports complex and equipment. Classes IV are deputed from time to time according to the requirement. . Students are trained to participate in the competitions.

IQAC of the College defines policies related to workshops/seminars/conferences for students and staff.

For the maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure, computer department makes contracts for software, wi-fi , CCTV, etc. .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

367

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	www.gcderebassi.ac.in
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

287

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

160

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

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

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

government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

To facilitated student representation, class monitors are nominated .. In IQAC too has their representation.

Academic issues in teaching and evaluation process can also be represented by the students to the Examination cellt.

The departmental associations/societies also have office bearers amongst students to represent. These Associations/societies organize Seminars, Symposia, Workshops and Conferences in this regard to equip the students with latest knowledge.

The following societies are actively functioning in the college:

1. Science society
2. English literary society
3. Punjabi sahit sabha
4. Home science Department society.
5. Fine arts Club
6. Geographical society
7. NSS unit
8. red ribbon club/ red cross/ drug deaddiction committee
9. Cultural activity and youth services Club

All these Clubs/societies function for the benefit of student community through their academicians, researchers and industry experts of the state.

The Cultural and Youth services club and Sports association allow the students to have the option to participate in various programmes and activities according to their choice.

The Magazine section of the committee "Vidya Pardeep" also gives a vent to the creativity of students and Student representatives/editors are nominated in the editorial board to collect articles, poems and drawings from talented students, who express their writing capabilities to the fullest.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

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

5.4 - Alumni Engagement

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

For mutual benefit Alumni Association ,formally inaugurated in the year 2002 is now a strong support to college bridging the gap between Alumni and the institution. Alumni Committee has elected executive members to administer the association with Principal as one of the members. The association promotes Sports and "Green environment initiatives." of the college. The 'Morning walkers Club' of association helps in maintaining the track. The people of nearby vicinity are able to use Track for sports activities before /after the college timings .

An interaction program conducted every year with Alumni discusses growth of students through career guidance and employability . Sometimes Parent Company's profile of alumni's is also discussed by them to help final year students convey information about the HR requirements in various organizations and regarding placements. With the help of Forest department and old student association (OSA) ,"Green Environment project" was accomplished.. Donation of plants by Alumni led to 600 plantations of medicinal value. Nearly 200 plants were rooted in the adopted villages of Mukandpur and Dandrala. To name a few : Chakrasla, Kusam, Neem, Shahtut, Kadam, Harad, Baheda, Awala, Kachnar, Pinkashla, sukhchan, Sawajna, Silveroak, Tahli or Sisham, Molsari etc. were planted in the campus premises.

File Description	Documents
Paste link for additional information	http://gcderabassi.ac.in/Uploads/NAAC/Alumni%202016%20to%2021%20(AQAR).pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To realize the vision, Institution tries its best to stand globally recognized as a symbol of innovative advancement, creativity and well sophisticated repository of knowledge for its focus on delivering to the world as socially responsible individuals.

Its mission to impart quality education to its students through professional and research oriented commitment the IQAC cell of the college actively pave ways to inculcate values and ethics along with courses. To develop higher order thinking skills, to enhance creativity and social responsibility the college implement various actions/events for community services of the nation.

Various schemes regarding higher education policies announced by the government are implemented from time to time so as to compliance with the policies of the government bodies like MHRD, UGC. As per duties assigned by the principal, the convenors of the committees communicate Government's policies through video conferences, circulars and e-mails etc. and also follow in toto the specific responsibilities or activities according to the instructions /Guidelines of the Government. The Principal periodically convenes the Academic council meetings to apprise them about the implementation of these activities. The career guidance and placement cell is dynamically active to foster

mutually beneficial relationship with industries to create an intellectually stimulating environment for learning.

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

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

The Principal is Head of the organizational structure. and main executive authority who frames policies, strategies and plans. The Principal is assisted by the Academic Council, Registrar office and Bursar office and other committees constituted for various purposes . Bursar manages of the financial resources , Registrar looks after Examination management- Conduct of House Exams, University Exams and Evaluation etc. Examination Branch also organizes Annual Prize Distribution Function/Convocation. Various committees constituted for specific purpose, accordingly manage the events allocated to them. When it comes to the execution of the policies, committee Conveners focus on the vision of the governing body. Academic Council discusses the performance of the students as provided by the Registrar Office and provides advisory on various issues like purchase of equipment and furniture, renovation of building

Decentralization of administrative and financial slog has been done though formation of various committees listed below:

1. NAAC/IQAC committee 11. RUSA 2. . Scholarship committee 12. Anti-Ragging Committee 3. . HEIS committee 13. Gender Sensitization Committee 4. PTA Committee 14. Grievance redressal cell 5.. RTI Cell 15. Women Empowerment and protection Cell 6. Examinations Committee 16. Committee for SC, ST, BC students 7 Magazine Committee 17. Red Ribbon Club 8. Prospectus committee 18. Environment committee 9. UGC cell 19. Career Counseling and Guidance and Placement Cell 10. NSS Unit 20. Departmental committees/ clubs /societies 21. Swachh Bharat Committee

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The plans articulated by the principal and the academic counsel along with other authorized committees are communicated to the target groups like faculty, students, staff and other stakeholders through notices, meetings, mails and other forms of communication.
- The IQAC handbook, and the registers maintained by various committees serve as guideline at the institutional level to undertake these activities. The organizational procedure manual (Committee Chart) guides all the activities through well-defined policies and procedures for each of the activities.

Major activities undertaken are :

- Infrastructure building development & modification
- Functional facilities for e-learning
- Water facility
- Hygiene, zero plastic & green campus
- Smart Class rooms, Tutorials, Seminar halls
- Maintenance of Laboratory & equipment
- Library infrastructure up gradation
- Medical facility
- Networking facility and dta base creation
- Development of sports (indoor/outdoor) facilities
- Plantations
- Configuration of Alumni association to increase their participation
- Invitation for guest lecturers/internship/placement/training/entrepreneurship
- Exploring Contributions

- Sponsorships/scholarships/fund generation
- Regular interactions with stake holders
- \Industrialists visit for seminar, lecture, workshop for entrepreneurship development
- Effective purchasing through Purchase committees
- Holding seminars , conferences , workshops and other events

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional bodies efficiently handle various aspects through hands-on experience. An established hierarchical set up with Principal at top position clearly demarcates the Duties, Responsibilities, Accountability and Authorities at every stage. The Governing body as Academic Council monitors the vision and mission of the institution.

Every committee constituted at college level for specific purpose is delegated appropriate powers. It looks after the committees' program and operations for smooth functioning of the college.

IQAC reviews various policy decisions with the support of Academic Council. The budget is funded by the State Government. RUSA funds and UGC funds are applied and utilized as per the guidelines issued. While PTA funds and HEIS funds are decided by the college itself. Academic Council ratifies the decisions of the academic advisory committee and scrutinizes and approves the budgetary proposals and IQAC proposals. The appointment of temporary faculty is also approved by Council. As permanent recruitment can be done only through PPSC. Student development programs, training and placement activities are also approved by Council. IQAC fixes quality parameters for various academic and administrative activities like monitoring the time table, syllabus completion, organization of class work etc. Conduction of Quality Audits is done periodically to verify the effectiveness of measures taken. Documentation of various programs/academic activities and monitoring and evaluating the teaching.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Government College Derabassi has effective welfare measures for its teaching and non-teaching staff. The various welfare schemes are as follows

1. Medical Allowance 7. Study leave (All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.) 13. Mobile allowance 2. Child Educational Allowance 8 To attend conferences /Opportunities for international exposure, as per norms 14. Wheat loan Facility for non taching staff 3. Maternity benefits as per norms 9. Sports facilities 15. Medical re-imbursement 4. Child Care Leave as per government Norms 10. Loan against GPF

5. Medical leave and

11. Wi-Fi facility. 6. Earned leave 12. LTC

Within the campus the Car parking has been developed to facilitate campus is vehicle-free within the campus. In order to encourage the young faculty to pursue a vibrant research career Internal projects, IQAC has conducted two seminars . Various kinds of Government scholarships are available on basis of merit and for the underprivileged sections of the society. These are from the Institute's own resources apart from the Government schemes that are available.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

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

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

Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental

Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff). The comprehensive Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer. On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

financial transactions are audited every year to ensure financial compliance. Internal audit /financial committee/ chartered accountant verifies the income and expenditure details and Utilization certificates are obtained . External audit is conducted once in every year by an external agency. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit: All vouchers are audited by an internal financial committee .. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. Process of the external audit: The accounts of the college are audited by chartered accountant and also by Comptroller and Auditor General regularly as per the government rules. The auditor ensures that all payments are duly authorized .

he issues utilizatio cetificate only when audit get attended along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. Ttransparency is maintained in financial matters to avoid defalcation of funds or properties of the institution

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

For mobilization of funds and resources the institute has to follow the government instructions and refer to specific rules for the fund usage Major sources: State Government Budget, UGC grants, RUSA grant, HEIS Budget and PTA funds. Each fund resource has different heads and committees to monitor and maintain the record. Bursar, finance secretary, accounts officer and purchase committee follows the parameters laid by the government. Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The appointed statutory auditors certify the financial statements in every financial year by issuing the utilization certificates Sometimes Resource mobilization / sponsorship is sought through Donations from alumni, industrialists etc.

• The optimal utilization is ensured through encouraging innovative practices. In teaching learning The available physical infrastructure is utilized to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings. The college infrastructure is also utilized as an examination centre for Government functions/ Elections / University Examinations. The sports complex of the college functions beyond the college hours for the benefit of students, faculty, and alumni.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college encompasses all attempts to provide best facilities to the students and faculty. In this attempt the IQAC in the college was established in July 2002 under the guidelines of NAAC to help in creating innovative and flexible education policy so that students can be chiseled out as best citizens and performers of country by imparting quality education.

Since its inception, the IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The IQAC regularly meets every three months and has been performing following tasks on a consistent basis:

1. IQAC has tried that improvement in quality of teaching and research is there, thus regular inputs are provided to all concerned based on feedback from students.
2. In IQAC meetings inputs are provided to create best practices in academics as well as administrative sectors, so that efficient resource utilization is possible and better services to students and staff can be provided.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Suggestions are sought through e- mail to the coordinator, IQAC at gcdcrabassinaac@gmail.com

The IQAC prepares, evaluates and recommends the following for approval Government statutory authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports of NAA
- (d) Stakeholder's feedback
- (f) Action Taken Reports

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC, within the college monitors and review the teaching-learning process methodologies of operations and learning outcomes, following proven standard methods over the years for teaching, learning, and evaluation to review the teaching-learning outcomes. Several innovative activities and appropriate corrective actions h introduced from time to time. based on feedback implemented are:

A) Preparation of Academic Calendar It contains :time frame for various events as per University Schedule

B) Preparation of time table, subject allocation and Preparation of lesson plan for each Semester:

C) Internal examination and evaluation systems: Before each semester final exams Mid term tests are held by Examination Branch

D) A strong redressal system: Women cell, Grievance redressal cell and even Examination cell works for timely redressal of students' grievances which are mainly related to examination related

problems

E) Evaluation of teachers by the students: Through Student Satisfaction Survey, the evaluation of the teachers is done by the students.

F) Student learning outcomes: The institute monitors the performance of the students and collect data about the learning outcomes through regular class tests and interactions mid term exams , assignments, group discussions, and seminar presentations. Final exams ultimately determine learning outcomes

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gcderabassi.ac.in/Uploads/NAAC/Annual%20Report%202020-21%20English%20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

On March 8th, 2021 ,one day seminar was held on the occasion of International Women's Day. Resource persons Dr. Sangeeta Jain SMO GCH Dera Bassi and Dr. Sonia Singla Ayurvedic Incharge Panjokheri Derabassi gave lectures on "Health and Nutrition Awareness in Adolescents". and "The need to understand the importance of deep roots of Ayurveda in India" respectively. Praising the courage of women, Principal Dr. Amandeep Kaur touched on aspects of the culture and sought to improve the status of women in the world. Skits , drama , One Act play entitled " Mujhe Nayaya kab milega" depicting gender based violence , poems and skits were performed by students. On 31st oct 2021 Retd. Prof. Jagmohan Singh Punjabi delivered a lecture on "legal aspects related to maintaining Harmony in Country and Legal Aid provided to underprivileged sections " in which he also talked about the women rights and how to fight legally against social injustices prevalent in the society on Rashtriya Ekta Diwas. The college also has a Dispensary and First aid club to deal with the medical problems of girls. They are also provided sanitary napkins free of cost . There is special facility of free photostat for girls. a separate Common Room and two washrooms are also there for them

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- E-waste bins have been installed in college premises and students are encouraged to dispose of e-waste in them
- Old file trays and used tyres have been used as flower beds. This year the college has created an Olympic Logo with the help of tyres and displayed at the entry of the college.
- 3 Pits exist at the backyard area of the canteen in which Vermicompost is created from the dry leaves and dry wastage.
- This year under the clean-up drives across public spaces, in villages and municipal committee areas. The college collected Plastic waste through a series of activities and events to create awareness about plastic pollution and reduce waste .
- As the college does not create Biomedical waste and radioactive waste So Institution does not directly deal with its management. However the college do its best to create awareness among the students through the Subject " Environment - " which is part of Curriculum of Ist year students in Undergraduate classes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://gcderabassi.ac.in/Uploads/NAAC/7.1.3%20Waste%20management.pdf
Any other relevant information	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

To build an attitude of tolerance among the youth and to make them morally responsible, the college organizes several activities which promote an environment of communal harmony, ethical and spiritual values among them. The days commemorated for religious purpose are the Birthdays and martyrdom days of Sikh gurus and other freedom fighters along with Diwali, Dussehra and Eid etc. Students belonging to different caste, religion, and regions are studying without any discrimination. They have diverse socio-cultural background but still no case of intolerance toward each other's cultural, regional values has occurred in the last five years. The equality of all cultures and traditions can be evidenced on the ground that all jointly celebrate festivals, like New-year's day, teacher's day, orientation and farewell program, oath ceremonies, plantation drives, International Women's Day, Yoga Day etc.

The institute's efforts/initiatives are always positive in providing an inclusive environment for everyone with tolerance and harmony towards cultural, communal, socioeconomic, and other

diversities. All the events like Poster making or painting competition, creative writing, photography, or any other competition / event are planned and executed in the manner that anyone can participate. There is a public notice on the college notice board through which any student can give his name to participate.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Sensitization regarding constitutional obligations , values, rights, duties and responsibilities is regularly done among students and constantly nurtured to make them better citizens .The curriculum of Economics, Political Science includes many topics of Legislative assembly, Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights etc. acting as small steps to inculcate constitutional obligations among students.

On Republic Day, Independence Day- hoisting of Flag ceremony, celebration of Constitution Day, talks of Eminent personalities inspire students which reflect core values and the code of conduct rules to establish responsibility and leadership qualities among students. Awareness campaigns, orientation programmes, training programmes, seminars and workshop etc. sensitize the future leaders to inherit human values coping with the constitutional obligations. Blood donation camps , Van Mahotsav, District and State level parliamentary sessions and many Extension / community outreach programmes under Swachh Bharat Abhiyan and Voters awareness programs under "SVEEP" bring awareness among students about environment and Health. Interactive sessions on issues like Drug deddiction, stubble burning, cleanliness and Sanitation, World Environment day and women related issues are also organized.

The delegation of various responsibilities to NSS and sports persons during college functions inculcate ethical values, rights and duties and propagate culture of nationwide bond strengthening Activities like seminar, conferences, expert talks, poster making

competition, competition on various contemporary legal issues, contributes to the spreading of Constitutional ideals amongst students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by the college, many as per the academic calendar and

many are celebrated as per instructions of the Government.

Republic day, Independence Day, International Women day, Science Day, " Swachh Bharat Abhiyan" day, Teachers day, Language day, International Yoga day, many other commemorative events and festivals are celebrated every year with great enthusiasm and pride. During these functions students share their thoughts about the great personalities in our political, social, cultural and scientific history such as Mahatma Gandhi, Sardar Vallabhbhai Patel etc. and recognize those women who have made significant contribution to the advancement of their gender. On many occasions various activities like poster making, poem recitation, speech contests etc. were organized in the college. Thus under the guidance of teachers, these celebrations help the students to know about different cultures and to cognitively imagine India as a nation.

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

7.2 - Best Practices

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

??The first best practice of the year: ICT enabled teaching learning process improved:

The herculean task during Corona was upgradation of ICT, to upgrade audio- visual methods, video conferencing to make sure that teaching- learning meets the Millennium Development Goals .

- Classes were taken through GOOGLE MEET Platform. a . The students were sent Google meet links through WhatsApp. They were provided assignments through Google Forms and Practical exams were held online.
- Next step was initiation of online admission system
- You-Tube lectures, power point presentations and hand written notes were provided to students

- One virtual class room , two smart class rooms and three ICT enabled rooms with e- white boards, multimedia and projectors, 56 computers and 8- laptops were operational for ICT enabled teaching .

The second-best practice since last five years is "outreach programmes".

The college organizes various activities under "Outreach programme "like:

- Conduction of free medical camps and Blood donatoin camps in collaboration with Government Civil Hospital Derabassi and NGOs
- Tree plantation Drives
- Generation of awareness against Subtle burning.
- Covid-19 activities/services were volunteered services at District Hospitals and health care centers, arranged and distributed Food kits, medical kits, Pulse Oxi meter, psycho-social support and in preparation of data regarding Covid to be sent to Government of India

(The file has been attached along which is according to NAAC format)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

To portray one distinctive area is very hard because the college has commenced multi-tasks which one can say had been the priorities.

1. The administrative and academic work has been improved in last five years to large extent. Most of the work in the office by non-teaching staff is handled online. Thanks to our computer science department who have trained their own staff to handle the daily needs and the portals of the Government online.

2. Most of the examination department work is also being accomplished through online portals. This year the admission process was done completely online and barely the students had to visit the college for admission problems as all problems were being handled by faculty who had formed class wise groups on their WhatsApp and students were being informed in groups .

C) The college throughout the last five years has undertaken plethora of events ranging from street plays, poster making, declamation contests, poem recitations, Youth festival, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. NSS unit, Red ribbon Club, Fine arts department, Home science department and computer science department and all the societies /clubs of the college are always active to capitalize the strengths of students in study area through seminars, conferences and workshops as well as exploit their talent in co- curricular activities.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As per the academic schedule ,well-structured academic calendar is prepared and is approved by academic council. It contains date of commencement of academic session, Tentative House exam dates and University examinations etc.

Subject allocation based on the syllabus, student strength and workload is done by HoDs.The time table is prepared for all programs every semester.

A subject plan is made by faculty through unit wise and month wise distribution of syllabus for timely completion of syllabus

Faculty members use ICT tools and active learning strategies in addition to traditional methods supplemented with online learning management system laboratory manual, assignments, etc. to make it more effective.

Each faculty maintains a handbook for all the records related to session plan, individual time table, academic calendar, attendance and continuous evaluation of students and other curricular related data.

The gap analysis is done for all the courses belonging to the program and if any, is bridged through relevant guest lectures, seminars, workshops, value added courses, industrial visits, implementing projects etc.

The academic performance of students is monitored by conducting special tests, Mid Term exams, and accordingly assessment is provided to students.

All notifications are issued to the students through their official email ID's. Feedback from students is obtained for faculty, curriculum and infrastructure.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

- The departments develop action plan for effective implementation of the curriculum. The syllabus is divided into month wise or unit wise plan or lesson wise so that study content can be delivered to students in time.
- The curriculum includes not only traditional class teaching but associatory methods such as Group discussions, Seminars, Video lectures , Webinars, Case study, mini projects , assignments, workshops, industrial visits , educational tours etc.
- Assessment is based on the Internal evaluation, attendance and behaviour of the students . Curriculum, Academic Calendar as provided by the University and Course plan is provided to students at the start of semester itself. Class attendance registers are scrutinized by the Principal.
- Invited lectures by domain experts are arranged for the students. Industrial and field visits are organized to various places . Placement and career guidance cell also put all around efforts to get employment for the students through Job fairs.
- Periodical Feed back is obtained from the students on teaching and other related activities of the college.
- Regular IQAC committee meetings are held to review its teaching Learning process, academic progress of the students and to address their grievances(if any)
- Faculty Members of the college act as Question Paper setters, almost all are members are part of University Examination Evaluation team.
- The documentation of the data related to admissions and assessment is done online and saved.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://gcderabassi.ac.in/Uploads/NAAC/Academic%20Calendar%202020-21.pdf

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

Nil

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

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

nil

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

nil

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

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

Curriculum is primarily drafted and structured by Affiliating University and different boards of studies of faculties. But curriculum dealing with the aspects of Gender, Human Values, Environment and Sustainability is contained in certain courses belonging to Bachelors of Arts like Sociology, Political Science and Literature. These inculcate multiple aspects of gender and human values, unfolds the societal relevance of gender. Political Science focuses on the idea of 'Gender Justice' in Political Theory and the Indian Constitution and towards Gender Justice Movements and their demands. Environment

Safety and Sustaibility hold a vital part in our social life, so it is mandatory to make them part of teachings at a different level of education. Punjabi University, Patiala has the provision of a qualifying paper titled 'Environmental and Road Safety Awareness' in all under-graduate courses. Teachers of Government College Dera Bassi teach different aspects of environment protection to students of all undergraduate courses- BA, BCom, BCom (Hons.), BCA & BSc. The motivatiional idea for the teaching of the paper 'Environmental and Road Safety Awareness' is to make students aware of enviornmental threats we are facing and viable options available. Similalry, qualifying paper titled as 'Drug Abuse: Problem, Management & Pevention' also makes students aware about problems associated with the usage of Drug to the students of all under-graduate classes.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03 (Three)

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

159

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

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gcderabassi.ac.in/Uploads/NAAC/sss%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1450

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

852

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Admitted students in first week of session are made to undergo Orientation programme for better understanding of college campus and its academic environment . Assessment components include assignments, Seminars, Group Discussions , Quizzes, Class Tests, at Department level, College level and District level . Attendance is given due weightage while giving assessment to students. Practicals and Viva voce also determine the learning levels of the students.

Accordingly, the students are classified as advanced learners and slow learners. Effective measures are taken to support the weak or distracted learners so as to ensure their proper assessment of learning levels of students. Tutorial /Buddy groups are the best interactive platform on which the students get guidance regarding personal & social issues. Proctorials and departmental activities also help in reviewing their academic progress and give them opportunities to boost their performance level .

Special measures taken to support relatively slow learners are as follows:

- Organizing Extra Classes/Remedial and Tutorial Classes
- Providing tutorial assignments
- Lectures are uploaded on web so that extra reading material is with students to improve basic understanding of subject
- Assistance from classmates and senior students is arranged
- Encouraging them to study courses on developing soft skills to master understanding of language.
- Encouraging them to participate in various activities to

develop social skills

File Description	Documents
Link for additional Information	http://gcderabassi.ac.in/Uploads/NAAC/Student%20Strength2020-21.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1449	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The working out on learning-centric approach used by the college has shaped an environment that is geared towards participative problem solving and peer learning practices among the students. It helps students from being passive recipients to active stakeholders of the college. Due to low social backgrounds, they are allowed to comprehend at their personal level by ensuring their active involvement in class activities. The internal assessments are systematically planned to encourage the students to work independently. They are encouraged for written assignments to enhance their confidence and develop writing skills and overcome stage fear and develop oratory skills. This ensures absorbance and grasping of academic inputs at their own pace. interactive sessions in classes also encourage innovative thought and novel interpretations. Audio-Visual methodology, Google Classroom, Industrial Visits, Field Work etc. are some of the means used by the college to boost the student participation. Invited talks are organized to involve the students in activities that help to exhibit and hone their talents. Some departments like Home science , Geography and Sociology have projects as

integral part of the curriculum and such learning which gives them a wider perspective of a certain topic and inculcate collaborative learning practices among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://gcderabassi.ac.in/e-learning.php

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

In addition to traditional class room teaching through chalk and talk method of teaching, the faculty members are using the ICT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. To provide e-learning atmosphere in the classroom:, efforts that have been made by the college are

1. Five smart Classrooms have been developed which are fully furnished with projectors and desktops and teachers have also been provided laptops .
2. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

Institute premises are Wi-Fi enabled

1. Specialized computer laboratory with an internet connection has been provided to promote independent learning. MAC-ID and User based Wi-Fi facility for access of internet is provided on individual laptops and mobile devices. Security is provided by Sophos Firewall to Wi-Fi users. Its access is controlled by the system administrator.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

2 to 28

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Teaching and Learning process is aimed at securing good marks in final exams. Examination is important aspects of the academic curriculum. The continuous internal evaluation system which is held prior to each semester for giving assessment to students involve a frame work designed by Punjabi University, Patiala to which the college is affiliated to monitor the gradual progression of the students in terms of educational standards.

The marks for the semester end-exams and for internal assessments of each subject have been allotted by the University. However the time-schedule and question paper pattern of house exams for internal assessments is set by the college and is conducted twice for each internal assessment.

The marks obtained by the students are uploaded in the

University Portal whenever it is opened for a limited period of time for the purpose. The students below 75% attendance are not allowed to appear in the exams. The performance of the students is reviewed in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Complete transparency is maintained in awarding the internal assessment as directed by the university.

Various components of the assessment process and test schedules as per the university rules are communicated to the students well in advance.

Evaluation by faculty at random are verified by concerned HODs and the registrar (Examination) to ensure standardization of evaluation process. The evaluated answer sheets are given to students to verify marks , any grievance is redressed immediately. Then marks are uploaded on the university web portal along with their attendance.

Day to day performance about assessment includes regularity, extra curricular performance, viva and the promptness in submitting the record.

For lab courses, real-time applications is tested by experimental work & viva voce. The end examination grading for the laboratory and projects is done by the external examiner appointed by the University.

Redressal of grievances at institute level:

Departmental Level: Theory lectures, labs, assignments, unit tests etc. plus midterm marks allotted on basis of internal exams, seminars and other extracurricular activities done by the students measure their capacity for allotting marks.

College Level: The Registrar Examination/ Branch resolves any grievance during exams in consultation with the Principal and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled by University Clerk .

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has its own mechanism to communicate the learning outcomes of the curriculum to the teachers and the students. The following measures are adopted -

- Hard copy of syllabi and learning outcomes are available in all the departments for ready reference to the teachers and students.
- A web links to the Punjabi University Curriculum and learning outcomes of UG Programmes and Courses is also provided in the college website.
- The departments also arrange Buddy Programmes/Tutorial Meetings to make the students aware of the curriculum and the learning outcomes. To have assessment regarding the the knowledge, skills and attitudes the students at the end of a course or program completion about their respective program, a feedback form is obtained from the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The course outcome is measured through completion of syllabus, setting up of question paper, House exam /internal evaluation, and result at student level while completion of syllabus at teachers level is measured by Registrar (House Exam)

75 % of compulsory attendance qualifies students for appearing in exams and is part of assessment marks. Extra classes for average or week students, continuous evaluation through tests, quizzes, written assignments, presentation of papers, oral presentations, and field work measure assigning of assessment marks. The end semester examination of every course is based on written examination of three hours,

The programme specific outcome is measured by taking the aggregate result of all subjects and average performance of all the students' in a given programme is compared to overall university result. About Students' progress to higher studies, the college is proud to announce that more than 50% students got admission in Higher education Institutes, while 20% settled for their own business and 10% got placements in companies.

The feedback system of different stakeholders helps to measure the attainment of the programme outcomes. pertaining to the relevance of the course, its importance in terms of employability and other pertinent questions measure learning outcomes.

The college this year has also utilized student satisfaction survey developed by NAAC on IQAC webpage of the college shared with stakeholders to measure the virtues and shortcomings in teaching learning accomplishments.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

416

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://forms.gle/S50E8SmZ47aTAtir9>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

None

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

12

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College has been in the forefront in sensitizing its students pertaining to social issues through its curriculum and extensional activities. This year due to Covid till March, staff collaborated with district authorities, did duties at various places in the district vicinity to create awareness among the dwellers sometimes through online outreach activities to help society and train students to shoulder responsibilities

The NSS Cell, organized vaccination camps through Hospital collaboration for immunization against Covid .

To address the issues of social evils, ,the college collaborated with various authorities to help society. To develop the overall personality of students ,following the motto of the NSS Cell "Not Me But You", a series of special camps were organised in which volunteers participated in community service, group interactions, awareness programmes, group training and leadership training programmes. The college had adopted Gram Panchayat Mukandpur located at a distance of 8 km (approx.) under Unnat Bharat Abhiyan, to orient community service. The Cell has been coordinating with Sarpanch, Panchayat Committees, teachers, schools, Anganwadis for planning education, health and sanitation interventions.

The college organized events such as Women International Day , International Yoga Day, World Environment Day, Rastriya Ekta Diwas , Swachhta Pakhwada, etc.

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

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

Cross/ YRC etc., during the year	
File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File
3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year	
3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File
3.4 - Collaboration	
3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year	
14	
File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institutional authorities endeavour to state that still more infrastructure and physical facilities are required but within the available number of classrooms, laboratories and computing equipment the college is doing hard work to provide best learning environment to students. At present the college has seventeen class rooms and five laboratories and about 56 computers which are being used for academic and administrative purpose. The college still needs at least 10 more class rooms and two laboratories, one for Geography Department and other for Fine Arts Department to facilitate the teaching learning environment.

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

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

The institution provides best facilities for cultural activities, sports and gymnasium activities. The college has a reputable physical education department, which has a well maintained 400-meter track, a football ground, Kho-Kho ground, Badminton Court, Basketball ground, Korf Ball ground, Boxing facilities and a Volley Ball ground. The students are also in Taekwondo, Judo etc. . A tennis table court for Indoor games and two well established gyms , one for Boys and other for girls in the college campus where Back and Lat pull down machines , Biceps and Preacher curl machines, PEC deck machine, Smith machines , Leg Press and Squat machines , Leg extension and Leg curls, paired dumbbells ,Stationary spinner bike, power toner, Folding Exerpeutic Treadmill with Heart pulse system, Elliptical cross trainer, Rowing machine , Stationary bicycle, Flybird workout bench exist.

For Cultural activities the college has a proper Cultural and Youth Club Committee. In September and October every year the students participate in Zonal and Inter-Zonal Youth festivals.

Due to Corona in 2020-21 ,the students could not participate in sports activities and in cultural activities as neither the Zonal cultural festival was held nor any sports activities were managed by the country.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://gcderabassi.ac.in/Uploads/NAAC/ICT%20enabled%20rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.79 lakh

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Main Library of the college is an integrated knowledge resource is partially automated using Integrated Library Management System (ILMS) computerized with Inlibnet Software. and is having 17655books, along with periodicals and reference books . HEIS library inaddition contains 1700 books. It It has access to e- journals under the e-shodhsindhu program of INFLIBNET. All e-resources are accessible locally within the campus .The students and staff is registered on Inlibnet through own user's name and password. Library hassitting capacity of nearly 100 students. For browsing relaxed reading as an ICT room has been separately created with excellent ICT infrastructure and seamless access to Internet.. The library

houses a reference section with rich collection of Encyclopedia Britannica, Encyclopedia Americana, Year Books, Atlases etc.. Besides these, the Library is also equipped with the latest e-journals by the UGC-INFONET Digital Library Consortium, accessible through campus-wide LAN.. Initiatives taken by the college library are: ;

1. Free WI-FI, internet access, download and printout facility have been provided.
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new books.
4. Proper system of feedback from users to improve library services.
5. System of recommendation for purchase of books through Departments.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

0.2 lakh	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
70	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>The college provides computer facilities, internet bandwidth facilities of 300 Mbps within college Campus all the time. The Wi-Fi installed since 2015 had been updated with Wi-Fi routers/ 11 D link access points and a dedicated Cyberoam Fireball for security from spoofing attacks, subscription being renewed every year but now Sophos Fireball has replaced Cyberoam Fireball. Students have facilities of e-mail, net surfing, up/down loading of web-based application, besides helping them in preparing projects, seminars through computing & communication resources.</p> <p>The IT facilities that are available in supporting academic and non-academic activities include:</p> <ol style="list-style-type: none"> 1) Desktop computers connected to Campus Network in all departments. 1 and Laptops & LCD projectors available in all smart rooms. 2) Laser Printers to various committees 	

3) Curriculum based software are regularly updated based on the need for every semester.

4) All the latest Software are regularly updated to keep in pace Wi-Fi with development.

5) Two laboratories are equipped with projectors and multimedia

.6) All computer systems have back up Power Supply through Gen set .

Regular maintenance is done by the vendor during the warranty period and by the in-house technical teams per requirement . For complex issues, experts are called upon to attend the issue ..

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

4.3.2 - Number of Computers

56

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

30.30 lakh

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

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

To provide modern teaching learning environment to students some classrooms have been equipped with projectors and multimedia etc. Desktops or the laptops have been issued tfor effective teaching through latest technology. The website is there to provide online information

Stock list checking of assets is done on a regular basis.

Rerepairs of class rooms , labs , water supply equipments and electricity equipments is properly done

Deputed SLAs and JLAs work for labs . For protective measures against casualities Fire extinguishers exist.

For overall smooth functioning of the library, committee takes decisions regarding development policy, . clearance of old newspapers and magazines ..The library is registered with Inflibnet . helps in creating

Physical Education department has two permanent Beldars to maintain sports complex and equipment. Classes IV are deputed from time to time according to the requirement. . Students are trained to participate in the competitions.

IQAC of the College defines policies related to

workshops/seminars/conferences for students and staff.

For the maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure, computer department makes contracts for software, wi-fi , CCTV, etc. .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

367

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	www.gcderabassi.ac.in
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

287

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

160

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

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

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

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

To facilitated student representation, class monitors are nominated .. In IQAC too has their representation.

Academic issues in teaching and evaluation process can also be represented by the students to the Examination cellt.

The departmental associations/societies also have office bearers amongst students to represent. These Associations/societies organize Seminars, Symposia, Workshops and Conferences in this regard to equip the students with latest knowledge.

The following societies are actively functioning in the college:

1. Science society
2. English literary society
3. Punjabi sahit sabha
4. Home science Department society.
5. Fine arts Club
6. Geographical society
7. NSS unit
8. red ribbon club/ red cross/ drug deaddiction committee
9. Cultural activity and youth services Club

All these Clubs/societies function for the benefit of student community through their academicians, researchers and industry experts of the state.

The Cultural and Youth services club and Sports association allow the students to have the option to participate in various programmes and activities according to their choice.

The Magazine section of the committee "Vidya Pardeep" also

gives a vent to the creativity of students and Student representatives/editors are nominated in the editorial board to collect articles, poems and drawings from talented students, who express their writing capabilities to the fullest.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

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

5.4 - Alumni Engagement

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

For mutual benefit Alumni Association ,formally inaugurated in the year 2002 is now a strong support to college bridging the gap between Alumni and the institution. Alumni Committee has elected executive members to administer the association with Principal as one of the members. The association promotes Sports and "Green environment initiatives." of the college. The 'Morning walkers Club' of associationhelps in maintaining the track. The people of nearby vicinity are able to use Track for sports activities before /after the college timings .

An interaction program conducted every year with Alumni discusses growth of students through career guidance and employability . Sometimes Parent Company's profile of alumni's is also discussed by them to help final year students convey information about the HR requirements in various organizations and regarding placements. With the help of Forest department and old student association (OSA) , "Green Environment project" was accomplished.. Donation of plants by Alumni led to 600 plantations of medicinal value. Nearly 200 plants were rooted in the adopted villages of Mukandpur and Dandralla. To name a few : Chakrasla, Kusam, Neem, Shahtut, Kadam, Harad, Baheda, Awala, Kachnar, Pinkashla, sukhchan, Sawajna, Silveroak, Tahli or Sisham, Molsari etc. were planted in the campus premises.

File Description	Documents
Paste link for additional information	http://gcderabassi.ac.in/Uploads/NAAC/Alumni%202016%20to%2021%20(AQAR).pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To realize the vision, Institution tries its best to stand globally recognized as a symbol of innovative advancement, creativity and well sophisticated repository of knowledge for its focus on delivering to the world as socially responsible individuals.

Its mission to impart quality education to its students through professional and research oriented commitment the IQAC cell of the college actively pave ways to inculcate values and ethics along with courses. To develop higher order thinking skills, to enhance creativity and social responsibility the college

implement various actions/events for community services of the nation.

Various schemes regarding higher education policies announced by the government are implemented from time to time so as to compliance with the policies of the government bodies like MHRD, UGC. As per duties assigned by the principal, the convenors of the committees communicate Government's policies through video conferences, circulars and e-mails etc. and also follow in toto the specific responsibilities or activities according to the instructions /Guidelines of the Government. The Principal periodically convenes the Academic council meetings to apprise them about the implementation of these activities. The career guidance and placement cell is dynamically active to foster mutually beneficial relationship with industries to create an intellectually stimulating environment for learning.

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

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

The Principal is Head of the organizational structure. and main executive authority who frames policies, strategies and plans. The Principal is assisted by the Academic Council, Registrar office and Bursar office and other committees constituted for various purposes . Bursar manages of the financial resources , Registrar looks after Examination management- Conduct of House Exams, University Exams and Evaluation etc. Examination Branch also organizes Annual Prize Distribution Function/Convocation. Various committees constituted for specific purpose, accordingly manage the events allocated to them. When it comes to the execution of the policies, committee Conveners focus on the vision of the governing body. Academic Council discusses the performance of the students as provided by the Registrar Office and provides advisory on various issues like purchase of equipment and furniture, renovation of building

Decentralization of administrative and financial slog has been

done though formation of various committees listed below:

1. NAAC/IQAC committee 11. RUSA 2. . Scholarship committee 12. Anti-Ragging Committee 3. . HEIS committee 13. Gender Sensitization Committee 4. PTA Committee 14. Grievance redressal cell 5.. RTI Cell 15. Women Empowerment and protection Cell 6. Examinations Committee 16. Committee for SC, ST, BC students 7 Magazine Committee 17. Red Ribbon Club 8. Prospectus committee 18. Environment committee 9. UGC cell 19. Career Counseling and Guidance and Placement Cell 10. NSS Unit 20. Departmental committees/ clubs /societies 21. Swachh Bharat Committee

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The plans articulated by the principal and the academic counsel along with other authorized committees are communicated to the target groups like faculty, students, staff and other stakeholders through notices, meetings, mails and other forms of communication.
- The IQAC handbook, and the registers maintained by various committees serve as guideline at the institutional level to undertake these activities. The organizational procedure manual (Committee Chart) guides all the activities through well-defined policies and procedures for each of the activities.

Major activities undertaken are :

- Infrastructure building development & modification
- Functional facilities for e-learning
- Water facility
- Hygiene, zero plastic & green campus
- Smart Class rooms, Tutorials, Seminar halls
- Maintenance of Laboratory & equipment
- Library infrastructure up gradation
- Medical facility
- Networking facility and dta base creation
- Development of sports (indoor/outdoor) facilities
- Plantations
- Configuration of Alumni association to increase their participation
- Invitation for guest lecturers/internship/placement/training/entrepreneurship
- Exploring Contributions
- Sponsorships/scholarships/fund generation
- Regular interactions with stake holders
- \Industrialists visit for seminar, lecture, workshop for entrepreneurship development
- Effective purchasing through Purchase committees
- Holding seminars , conferences , workshops and other events

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional bodies efficiently handle various aspects through hands-on experience. An established hierarchical set up with Principal at top position clearly demarcates the Duties, Responsibilities, Accountability and Authorities at every stage..The Governing body as Academic Council monitors the vision and mission of the institution.

Every committee constituted at college level for specific

purpose is delegated appropriate powers. to looks after the committees' program and operations for smooth functioning of the college.

IQAC reviews various policy decisions with the support of Academic counsel. The budget funded by the State Government. RUSA funds and UGC funds are applied and utilized as per the guidelines issued. While PTA funds and HEIS funds are decided by the college itself. Academic counsel: ratify the decisions of the academic advisory committee and scrutinize and approve the budgetary proposals and IQAC proposals. The appointment of temporary faculty is also approved by Counsel as permanent recruitment can be done only through PPSC. Student development programs, training and placement activities are also approved by counsel. IQAC fixes quality parameters for various academic and administrative activities like Monitoring the time table, syllabus completion, organization of class work etc. Conduction of Quality Audits is done periodically to verify the effectiveness of measures taken. and Documentation of various programs/academic activities. and monitoring and evaluating the teaching.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Government College Derabassi has effective welfare measures for its teaching and non-teaching staff. The various welfare schemes are as follows

1. Medical Allowance 7. Study leave (All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.) 13. Mobile allowance 2. Child Educational Allowance 8 To attend conferences /Opportunities for international exposure, as per norms 14. Wheat loan Facility for non teaching staff 3. Maternity benefits as per norms 9. Sports facilities 15. Medical re-imburement 4. Child Care Leave as per government Norms 10. Loan against GPF

5. Medical leave and

11. Wi-Fi facility. 6. Earned leave 12. LTC

Within the campus the Car parking has been developed to facilitate campus is vehicle-free within the campus. In order to encourage the young faculty to pursue a vibrant research career Internal projects, IQAC has conducted two seminars . Various kinds of Government scholarships are available on basis of merit and for the underprivileged sections of the society. These are from the Institute's own resources apart from the Government schemes that are available.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

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

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

Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are

assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff). The comprehensive Annual Confidential Report comprises of 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer. On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

financial transactions are audited every year to ensure financial compliance. Internal audit /financial committee/ chartered accountant verifies the income and expenditure details and Utilization certificates are obtained . External audit is conducted once in every year by an external agency. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit: All vouchers are audited by an internal financial committee .. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. Process of the external audit: The accounts of the college are audited

by chartered accountant and also by Comptroller and Auditor General regularly as per the government rules. The auditor ensures that all payments are duly authorized. He issues utilization certificate only when audit gets attended along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. Transparency is maintained in financial matters to avoid defalcation of funds or properties of the institution.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

For mobilization of funds and resources the institute has to follow the government instructions and refer to specific rules for the fund usage. Major sources: State Government Budget, UGC grants, RUSA grant, HEIS Budget and PTA funds. Each fund resource has different heads and committees to monitor and maintain the record. Bursar, finance secretary, accounts officer and purchase committee follows the parameters laid by the government. Principal, finance and purchase committees along with the accounts department ensure that the expenditure

lies within the allotted budget. The appointed statutory auditors certify the financial statements in every financial year by issuing the utilization certificates. Sometimes Resource mobilization / sponsorship is sought through Donations from alumni, industrialists etc.

• The optimal utilization is ensured through encouraging innovative practices. In teaching learning The available physical infrastructure is utilized to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings. The college infrastructure is also utilized as an examination centre for Government functions/ Elections / University Examinations. The sports complex of the college functions beyond the college hours for the benefit of students, faculty, and alumni.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college encompasses all attempts to provide best facilities to the students and faculty. In this attempt the IQAC in the college was established in July 2002 under the guidelines of NAAC to help in creating innovative and flexible education policy so that students can be chiseled out as best citizens and performers of country by imparting quality education.

Since its inception, the IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The IQAC regularly meets every three months and has been performing following tasks on a consistent basis:

1. IQAC has tried that improvement in quality of teaching and research is there, thus regular inputs are provided to all concerned based on feedback from students.

2. In IQAC meetings inputs are provided to create best practices in academics as well as administrative sectors, so that efficient resource utilization is possible and better

services to students and staff can be provided.

3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Suggestions are sought through e- mail to the coordinator, IQAC at gcderabassinaac@gmail.com

The IQAC prepares, evaluates and recommends the following for approval Government statutory authorities:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of NAA

(d) Stakeholder's feedback

(f) Action Taken Reports

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC, within the college monitors and review the teaching-learning process methodologies of operations and learning outcomes, following proven standard methods over the years for teaching, learning, and evaluation to review the teaching-learning outcomes. Several innovative activities and appropriate corrective actions h introduced from time to time. based on feedback implemented are:

A) Preparation of Academic Calendar It contains :time frame for various events as per University Schedule

B) Preparation of time table, subject allocation and Preparation of lesson plan for each Semester:

C) Internal examination and evaluation systems: Before each semester final exams Mid term tests are held by Examination Branch

D) A strong redressal system: Women cell, Grievance redressal cell and even Examination cell works for timely redressal of students' grievances which are mainly related to examination related problems

E) Evaluation of teachers by the students: Through Student Satisfaction Survey, the evaluation of the teachers is done by the students.

F) Student learning outcomes: The institute monitors the performance of the students and collect data about the learning outcomes through regular class tests and interactions mid term exams , assignments, group discussions, and seminar presentations. Final exams ultimately determine learning outcomes

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gcderabassi.ac.in/Uploads/NAAC/Annual%20Report%202020-21%20English%20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

On March 8th, 2021 ,one day seminar was held on the occasion of International Women's Day. Resource persons Dr. Sangeeta Jain SMO GCH Dera Bassi and Dr. Sonia Singla Ayurvedic Incharge Panjokheri Derabassi gave lectures on "Health and Nutrition Awareness in Adolescents". and "The need to understand the importance of deep roots of Ayurveda in India" respectively. Praising the courage of women, Principal Dr. Amandeep Kaur touched on aspects of the culture and sought to improve the status of women in the world. Skits , drama , One Act play entitled " Mujhe Nayaya kab milega" depicting gender based violence , poems and skits were performed by students. On 31st Oct 2021 Retd. Prof. Jagmohan Singh Punjabi delivered a lecture on "legal aspects related to maintaining Harmony in Country and Legal Aid provided to underprivileged sections " in which he also talked about the women rights and how to fight legally against social injustices prevalent in the society on Rashtriya Ekta Diwas. The college also has a Dispensary and First aid club to deal with the medical problems of girls. They are also provided sanitary napkins free of cost . There is special facility of free photostat for girls. a separate Common Room and two washrooms are also there for them

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- E-waste bins have been installed in college premises and students are encouraged to dispose of e-waste in them
- Old file trays and used tyres have been used as flower beds. This year the college has created an Olympic Logo with the help of tyres and displayed at the entry of the college.
- 3 Pits exist at the backyard area of the canteen in which Vermicompost is created from the dry leaves and dry wastage.
- This year under the clean-up drives across public spaces, in villages and municipal committee areas. The college collected Plastic waste through a series of activities and events to create awareness about plastic pollution and reduce waste .
- As the college does not create Biomedical waste and radioactive waste So Institution does not directly deal with its management. However the college do its best to

create awareness among the students through the Subject " Environment - " which is part of Curriculum of Ist year students in Undergraduate classes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://gcderabassi.ac.in/Uploads/NAAC/7.1.3%20Waste%20management.pdf
Any other relevant information	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

To build an attitude of tolerance among the youth and to make them morally responsible, the college organizes several activities which promote an environment of communal harmony, ethical and spiritual values among them. The days commemorated for religious purpose are the Birthdays and martyrdom days of Sikh gurus and other freedom fighters along with Diwali, Dussehra and Eid etc. Students belonging to different caste, religion, and regions are studying without any discrimination. They have diverse socio-cultural background but still no case of intolerance toward each other's cultural, regional values has occurred in the last five years. The equality of all cultures and traditions can be evidenced on the ground that all jointly celebrate festivals, like New-year's day, teacher's day, orientation and farewell program, oath ceremonies, plantation drives, International Women's Day, Yoga Day etc.

The institute's efforts/initiatives are always positive in providing an inclusive environment for everyone with tolerance and harmony towards cultural, communal, socioeconomic, and other diversities. All the events like Poster making or painting competition, creative writing, photography, or any other competition / event are planned and executed in the manner that anyone can participate. There is a public notice on the college notice board through which any student can give his name to participate.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Sensitization regarding constitutional obligations , values, rights, duties and responsibilities is regularly done among students and constantly nurtured to make them better citizens .The curriculum of Economics, Political Science includes many topics of Legislative assembly, Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights etc. acting as small steps to inculcate constitutional obligations among students.

On Republic Day, Independence Day- hoisting of Flag ceremony, celebration of Constitution Day, talks of Eminent personalities inspire students which reflect core values and the code of conduct rules to establish responsibility and leadership qualities among students. Awareness campaigns, orientation programmes, training programmes, seminars and workshop etc. sensitize the future leaders to inherit human values coping with the constitutional obligations. Blood donation camps , Van Mahotsav, District and State level parliamentary sessions and many Extension / community outreach programmes under Swachh Bharat Abhiyan and Voters awareness programs under "SVEEP" bring awareness among students about environment and Health. Interactive sessions on issues like Drug deddiction, stubble burning, cleanliness and Sanitation, World Environment day and women related issues are also organized.

The delegation of various responsibilities to NSS and sports persons during college functions inculcate ethical values, rights and duties and propagate culture of nationwide bond strengthening Activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues, contributes to the spreading of Constitutional ideals amongst students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by the college, many as per the academic calendar and many are celebrated as per instructions of the Government.

Republic day, Independence Day, International Women day, Science Day, " Swachh Bharat Abhiyan" day, Teachers day, Language day, International Yoga day, many other commemorative events and festivals are celebrated every year with great enthusiasm and pride. During these functions students share their thoughts about the great personalities in our political, social, cultural and scientific history such as Mahatma Gandhi, Sardar Vallabhbhai Patel etc. and recognize those women who have made significant contribution to the advancement of their gender. On many occasions various activities like poster making, poem recitation, speech contests etc. were organized in the college. Thus under the guidance of teachers, these celebrations help the students to know about different cultures and to cognitively imagine India as a nation.

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

7.2 - Best Practices

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

??The first best practice of the year: ICT enabled teaching learning process improved:

The herculean task during Corona was upgradation of ICT, to upgrade audio- visual methods, video conferencing to make sure that teaching- learning meets the Millennium Development Goals

- Classes were taken through GOOGLE MEET Platform. a . The students were sent Google meet links through WhatsApp. They were provided assignments through Google Forms and Practical exams were held online.
- Next step was initiation of online admission system
- You-Tube lectures, power point presentations and hand written notes were provided to students
- One virtual class room , two smart class rooms and three

ICT enabled rooms with e- white boards, multimedia and projectors, 56 computers and 8- laptops were operational for ICT enabled teaching .

The second-best practice since last five years is "outreach programmes".

The college organizes various activities under "Outreach programme "like:

- Conduction of free medical camps and Blood donatoin camps in collaboration with Government Civil Hospital Derabassi and NGOs
- Tree plantation Drives
- Generation of awareness against Subtle burning.
- Covid-19 activities/services were volunteered services at District Hospitals and health care centers, arranged and distributed Food kits, medical kits, Pulse Oxi meter, psycho-social support and in preparation of data regarding Covid to be sent to Government of India

(The file has been attached along which is according to NAAC format)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

To portray one distinctive area is very hard because the college has commenced multi-tasks which one can say had been the priorities.

1. The administrative and academic work has been improved in last five years to large extent. Most of the work in the office by non-teaching staff is handled online. Thanks to our computer science department who have trained their own staff to handle the daily needs and the portals of the Government online.
2. Most of the examination department work is also being

accomplished through online portals. This year the admission process was done completely online and barely the students had to visit the college for admission problems as all problems were being handled by faculty who had formed class wise groups on their WhatsApp and students were being informed in groups .

C) The college throughout the last five years has undertaken plethora of events ranging from street plays, poster making, declamation contests, poem recitations, Youth festival, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. NSS unit, Red ribbon Club, Fine arts department, Home science department and computer science department and all the societies /clubs of the college are always active to capitalize the strengths of students in study area through seminars, conferences and workshops as well as exploit their talent in co- curricular activities.

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

7.3.2 - Plan of action for the next academic year

Plan Of Action Session 2021-22

- This year we are planning to provide a parent login where parents can view student attendance & track their performance to increase the attendance percentage of students. MIS can further aid to reduce workload & streamlining the classroom activities by streamlining lesson delivery and digitizing student assignments & assessments.
- The renovation work for the labs will be proposed to the Government.
- The college needs maintenance of bathrooms, and building. Paint work of the building and the makeover of bathrooms will be undertaken.
- A "Skill- will" club will be formed which will do its maximum to get course work based diplomas in the college.
- The "Commerce Block" work will be tried to be completed and the necessary correspondence will be undertaken with the government to release required balance amount for the

building.