SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE DERA BASSI

GOVERNMENT COLLEGE DERA BASSI, NEAR POLICE STATION, DANDRALA ROAD, DERA BASSI, DISTRICT S.A.S. NAGAR.
140507
www.gcderabassi.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College, Dera Bassi is nestled in the lap of nature around 700 mts from the Chandigarh-Ambala Road. It was founded in the primary school building of the town on January 15, 1975.

• This semi-urban co-education college affiliated to Punjabi University, Patiala, caters to the students of the region bordering Haryana. Around 1563 students are enrolled in the current session.

• The college benefits from its proximity to Chandigarh and closely works with the local industry representatives.

• The Internal Quality Assurance Cell (IQAC) was established in July 2002.

• The college was accredited with B+ grade in February 2004 and B grade in February 2016.

• The IQAC according to the latest UGC guidelines was formulated in 2016.

• The IQAC is the think tank of the college and determines the direction of its progress within the framework of govt guidelines while adhering to the vision and mission of the college. It has been conducting three meetings per year for ensuring the quality of teaching-learning and upgrading its infrastructure.

• The IQAC is taking steps for the smooth implementation of NEP-2020.

• It is preparing for the third cycle of accreditation in 2023.

Vision

To become the preferred destination for aspirants of higher education from the surrounding areas.

Mission

To impart quality education at affordable rates.

To provide equal opportunities without any discrimination to all students.

To keep pace with time in the field of information technology.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1.   Government College, Dera Bassi, has plenty of green cover. It is located in the forest area and acts as a carbon sump of the industrial town of Dera Bassi.

2.   As Dera Bassi is a small town, the college forms part of its close-knit society. The industry representatives and alumni are like the extended family of the college and provide support to the college in most of the extension activities.

3.   The college provides a safe and hence nurturing environment to its students for their talents to flourish. It

has got 38 cameras fitted for surveillance.

4.   An NGO Youth Dreamers Foundation closely works with the college to provide financial help to economically weaker students.

5.   The college and the local administration work in tandem that brings out excellent results leading to growth.

6.   The college lacks adequate staff but due to the prevailing work culture, the college accomplishes monumental tasks.

7.   Dera Bassi being an industrial town, the local industry is forthcoming with financial help and employment opportunities for the students.

8.   The college has an active Placement Cell which conducts activities involving students throughout the year.

9.   The college uses IT with great facility in teaching as well as e-governance. It continuously updates itself to keep pace with the changing technologies.

10.   The college acts as a nodal institute of SVEEP for electoral process awareness.

11.   The college is a nodal institute for PMS scholarship in the area and disseminates information to and collects information from other Government/ Private/ Aided colleges under it.

Institutional Weakness

1.   The college suffers from a shortage of staff that puts an additional strain on every member.

2.   The college is not offering any PG courses at present.

3.   The connectivity to the surrounding areas is not adequate, affecting the admission and commuting to the college.

4.   The college needs a bigger auditorium and gymnasium hall.

5.   Majority of students are from rural backgrounds and lack communication skills.

6. The students belong to poor strata and hence tend to take up odd jobs adversely affecting their studies.

Institutional Opportunity

1.   The college plans to start a PG course soon.

2.   The college has ample opportunities to develop linkages with industry.

3.   Transport service for better connectivity to villages.

4.   Plan to start a vocational course "Digital Marketing" under CSR which also guarantees placement.

5.   The college-alumni bond can be strengthened and mutually beneficial initiatives can be taken.

6. The college tries to empower students through skill development so that they don't resort to petty part-time jobs. It also facilitates financial assistance to such students from various sources.

Institutional Challenge

1.   Rural students tend to lag behind their urban counterparts in confidence and communication skills.

2. The college faces competition from private colleges.
3. Reaching college is a big challenge as it is slightly off the road.
4. The college is situated on the Punjab-Haryana border. It is neither completely rural or urban. It affects the grants available to the college.
5. Students speak the local dialect which sometimes hinders communication.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- **Courses Introduced**

a) Computer Science in BA (2019-20).

b) Certificate course in Creative and Content Writing (2021-22).

c) Certificate course in Entrepreneurship, Innovation and Creativity (2021-22).

- **Project work/ Field work**: Around 17 per cent of students participate in fieldwork or project work. Apart from that, practical courses are an integral part of programmes like BSc, BCA, and some courses of BA programme, for example, Fine Arts, Home Science, Music, Physical Education and so on. Students are trained in the practical aspects of their subjects in well-equipped labs.
- **Value-based Education**: Professional ethics, gender, human values, road safety, environment and sustainability and drug abuse are part of the curriculum.

- **Feedback**: The college is collecting feedback from students and alumni using the Google form method from 2020-21. Feedback about the college from teachers, parents and industry representatives is taken informally at the staff and PTA meetings. The college has put the feedback forms for students and alumni on the college website from session 2023-24

Teaching-learning and Evaluation

- **Gross enrolment ratio:** GER has increased by 13% in the college. The number of students admitted has increased from 1363 to 1563 from session 2018-2019 to 2022-2023. The seats for reserved categories are filled hundred per cent. Around 80% of the proposed seats have been filled in the last five years.
- **Faculty Development**: The teacher-student ratio is 42:1. Presently 94% of teachers are either NET qualified and/ or MPhil/PhD. No of teachers with Ph. D has increased from 4 in 2018-19 to 11 in 2022 - 2023.
- **ICT-enabled teaching**: The college boasts of an overhead Projector - 1, Multimedia projectors - 5, Impromptu Laptop podium with LCD - 1, 2-point Interactive Digital smart whiteboards - 2, e-journals and books through Inflibnet. Online classes that started as a necessity during the lockdown have strengthened the teaching-learning process. Teachers continue to make use of PPTs, YouTube videos and movies based on their lessons. The college has bought a compact interactive panel in the current

session to further improve the teaching-learning process.

- **Evaluation of learning**: Teachers track the progress of individual students through their classroom performance, response and MSTs. Students are made to do assignments during the semester which forms the basis of their internal assessment. The programme outcomes and course outcomes are shared with the students along with the syllabus at the beginning of the session. The teachers adhere to the stated goals and try their best to achieve them through constant monitoring.
- **Curriculum Enrichment**: The college continuously tries to enrich and enhance the learning experience of its students leading to their holistic development. The number of student activities like expert lectures, workshops, exhibitions, group discussions and nukkad plays organised by the college has gone up over the last 5 years. Students were taken to Science City on a trip in 22-23. They also undertake practicals, field trips, surveys and projects as part of their curriculum.
- **Student Satisfaction Survey**: The college has been using Google form method to collect feedback from students on the teaching-learning process. The responses of the students are collected, analysed and discussed at the IQAC meetings for further action.

Research, Innovations and Extension

- **Research Grants**

Two of the staff members have got JRF to pursue a PhD and one from Fine Arts Department got a grant from the Centre under the Ministry of Culture in 2018-19.

- **Research Contributions**

2018-19: Six research papers published in national and international journals and two books/chapters published in international and national conferences.

2019-20: Four research papers in international journals in 2019 and three book chapters published.

2020-21: Two research papers in national/ international journals and one book/chapter published.

2021-22: Two research papers in international journals and two books published.

2022-23: Two research papers published in UGC care-listed journals.

- **Extension Activities**

2018-19: Free Dental Check-Up Camp organised in collaboration with Sukhmani Dental College, Blood Donation Camp, Nukkad Natak on Cleanliness Drive staged at Derabassi Bus Stand, slogans and posters against social evils painted on the pillars supporting the flyovers by Fine Arts Department, Social Networking Program organised by Sociology Department in Saidpura.

2019-20: Blood Donation Camp organised in collaboration with Indus International Hospital and a rally held on the eradication of stubble burning,

2020-21: Slogan writing, and poster-making competition organised in collaboration with Patel Memorial National College and Dev Samaj College, Chandigarh, poster exhibition on social evils organised in collaboration with the District Administration, Derabassi.

2021-22: Fit India Freedom Run, plantation of trees in Shamlat areas, collection of plastic waste (57 kg) from nearby villages, voters' awareness activities (Mobile Van Route in Zirakpur, Voter Awareness Camp at Derabassi Bus Stand and Market, Motorcycle Rally), Vaccination Camp organised in collaboration with Civil Hospital, Derabassi, training of trainers on Child-Centric Disaster Risk Reduction organised by MGSIPA, Sector 26, Chandigarh in collaboration with the National Institute of Disaster Management in which 6 students participated from the college.

2022-23: Bicycle rally, No Plastic campaign, SVEEP awareness drive, Heritage Survey, Disaster management training, workshops and seminars under Placement Cell drive, blood donation camp, cultural activities in collaboration with Nehru Yuva Kendra, performing beyond the campus duties given by district administration, Department of Higher Education and Welfare Department, participation of college NSS unit in the Central Government **Survey of Youth not in Formal Education or in Regular Employment**.

Infrastructure and Learning Resources

- **Building Infrastructure**: The 40 years old boundary wall of the college was reconstructed in 2018-19 with the help of the Industry Association.

The institution has adequate infrastructure and physical facilities for teaching and learning.

- **Sports and Cultural Facilities**: The college has a well-maintained 400-meter track, Kho-Kho Court, football ground and table tennis board, and separate gyms for boys and girls. There is an Open Gym for use by students and the local community in the evening. The college has a seminar hall and two open stages for cultural activities.
- **Library**: The college has a well-equipped library with a seating capacity of 110 students. The main library has 18367 books, periodicals, and reference books, and the HEIS library has 1641 books, an ICT room with Wi-Fi, and a download and printout facility.
- **IT Infrastructure**: The institution provides an internet bandwidth facility of 300 Mbps within the college campus all the time. Laptops and LCD projectors are available in all the smart classrooms. All computer systems have a backup power supply through Gen Set. The college has 30 computers for students and the student-computer ratio is 52:1. Desktops or laptops are issued to teachers as per requirement.
- **Safe Campus**: The college has CCTV surveillance for maintaining security.

Student Support and Progression

- **Scholarships:** No of SC applicants under Ambedkar Scholarship has increased from 171 in 18-19 to 457 in 2022-23. The college signed an MoU with an NGO, Youth Dreamers' Foundation, in March 2022 to financially help the economically weak General Category students and it credited the fees of 227 students amounting to Rs 33,80645 in session 22-23. Apart from this, the college facilitates

students' applications for scholarships such as CM Scholarship, CSSS and Govt College Retired Teachers Welfare Association (Punjab).

- **Enhancement and Development Schemes:** The college has a tutorial system in place. Each tutorial group consists of 50 students and is headed by a tutor. The tutor/ mentor is accessible to the mentees and guides them from time to time. The college also holds frequent yoga and meditation camps for staff and students.

- **Student Progression to Higher Education:** On the basis of available data, the number of students who opted for higher education is 159 in 21-22. However, the actual number may be much higher. The data on students progressing to Higher Education in 22-23 is incomplete as the results have not been announced yet.

- **Student Participation in Sports and Cultural Activities:** Students are encouraged to participate in Sports and Cultural activities**.** The number of participants in sports and cultural activities is 103 in 22-23.

- **Career Counselling:** No of students benefitted from the guidance on competitive examination and career counselling efforts is 138.

- **Alumni Engagement:** The college organised an alumni meet in March 2022 to strengthen ties with its alumni. The college invites its alumni achievers to the college on formal occasions and felicitates them.

- **Student Grievances:** The college has various mechanisms in place to solve the problems of students. The whole college council is involved in grievance redressal, anti-ragging and Sexual Harassment initiatives to prevent, solve and lay down punitive measures in such cases if any. A Google form link has been created on its website for students to file complaints.

Governance, Leadership and Management

Decentralisation and Participative Management: The functioning of the college is led by its vision and mission. The management system is decentralised and participative as the work is divided among various committees at the start of the session. Each committee is headed by a convener and consists of members as per need. Their work is reviewed by IQAC periodically.

Financial and Administrative Audit: All accounts are monitored and subjected to rigorous audits. Audit can be external or internal as directed by the Department of Higher Education. An Academic and Administrative Audit of the college was conducted by the govt appointed team in May 2022. The college was subjected to an academic and administrative audit by the affiliating university in May 2023 and was adjudged good.

Faculty Development Programmes: The number of faculty who attended various faculty development programmes has increased from 8 in 2018-19 to 25 in 2022-23.

Functioning of IQAC: IQAC meetings are being held every month since November 22. The cell maintains the quality of teaching-learning and updates the procedures and mechanisms for running the college from time to time. It laid special emphasis on the college-industry linkage and the improvement of the Placement Cell in 2022.

E-Governance: The college management has undergone a massive change over the last 5 years. The college has taken to e-governance in all spheres from admission, teaching, and exam-related activities including filling in forms and marks, financial transactions, applying for scholarships and administration.

Institutional Values and Best Practices

- **Gender Equality**

1. The college celebrates International Women's Day almost every year.
2. Seminar on "Personal Hygiene and Physical Cleanliness" was conducted on August 30, 2018, and lectures on "Health and Nutrition Awareness in Adolescents" and " The Importance of Ayurveda in India" were organized on March 8, 2021.
3. The college celebrated National Girl Child Day by participating in "Selfie with Daughter" on January 24, 2022.
4. The college has a well-equipped girls' common room, an exclusive lawn for them and CCTV cameras for ensuring the safety of students.

- **Alternate Sources of Energy:** The institution commissioned a 25 KV rooftop solar plant spending nearly 10 lakhs under the RUSA scheme with a maximum power output of nearly 70 KW in November 2018. Five solar lights have also been installed on the grounds of the college. The college is also using LED bulbs on its premises. All these efforts have reduced the college electricity bill.
- **E-Waste Management**: E-waste bins have been installed in the college so that e-waste produced at the college can be handed over to authorized recyclers.
- **Green Initiatives**

1. Nanak Bagichi was created as part of the 550th Birth Anniversary celebration of Guru Nanak Dev. The college was **awarded a certificate** by the Swatch Bharat Abhiyaan team owing to its clean and green environment. The college has well-maintained lawns and landscaping in the form of a Buddha statue.
2. The NSS unit of the college and Environment Committee frequently undertake activities like plantation drives, and preservation of flora on the campus with the help of the Alumni Association and Forest Department, Derabassi. The college has planted nearly 200 trees in two villages.
3. The college also organized a march past against stubble burning in the surrounding villages of Isapur and Gulabgarh on October 18, 2019.
4. Students of Fine Arts presented a tableau on the importance of environmental conservation at the tehsil-level function of Republic Day.
5. The college got its Energy Audit and Green Audit done and got excellent remarks in the audits.
6. The college has initiated the process for building a water harvesting system in the new building block.

- **Inclusive Campus:** The college has ramps, wheelchairs, a washroom and a parking facility for differently abled persons.
- **Best Practices:** The college is the fountainhead of many best practices such as:

1. **Sharing of Resources**: Utilization of the college track by students as well as the community.
2. **Fit Friday Programme:** It aims to involve all the students in physical activities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE DERA BASSI
Address	Government College Dera Bassi, Near Police station, Dandrala Road, Dera Bassi, District S.A.S. Nagar.
City	Dera Bassi
State	Punjab
Pin	140507
Website	www.gcderabassi.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Kamna Gupta	01762-292287		-	
IQAC / CIQA coordinator	Amarjit Kaur	01762-295167	9646000872	-	akaur.arora70@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Punjab	Punjabi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	07-08-1986	View Document
12B of UGC	07-08-1986	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Government College Dera Bassi, Near Police station, Dandrala Road, Dera Bassi, District S.A.S. Nagar.	Semi-urban	15	4626.32

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Department Of Higher Education	36	Plus two	English,Hindi,Punjabi	500	423
UG	BSc,Department Of Higher Education	36	Plus two	English	50	21
UG	BCom,Department Of Higher Education	36	Plus two	English	68	68
UG	BCA,Department Of Higher Education	36	Plus two	English	57	57
UG	BCom,Department Of Higher Education	36	Plus two	English	60	49

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				28			
Recruited	0	0	0	0	0	4	0	4	2	7	0	9
Yet to Recruit	0				0				19			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	1	5	0	6
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				35
Recruited	19	5	0	24
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	10	3	0	13
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	0	2	0	3
M.Phil.	0	0	0	0	2	0	1	1	0	4
PG	0	0	0	0	1	0	1	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	4	0	5
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	0	0	0	0	6	0	6
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	2	0	3

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	792	13	0	0	805
	Female	735	23	0	0	758
	Others	0	0	0	0	0
Certificate / Awareness	Male	10	0	0	0	10
	Female	4	0	0	0	4
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	203	204	251	269
	Female	194	231	255	280
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	232	198	212	234
	Female	234	214	225	218
	Others	0	0	0	0
General	Male	301	278	327	302
	Female	312	315	296	260
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1476	1440	1566	1563

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college is open to the idea of multidisciplinary education. It will benefit the students in many ways. The flexibility to study subjects across different streams such as science, humanities and commerce will lead to the enhancement of multiple skills among students and sustain their interest in studies. But the new system has to be implemented from above. As the affiliating university and the Higher Education Department make the required amendments to the curriculum and its delivery, the college will step in to do its part. Meanwhile, students from BCom and BCA are taking a keen interest in the newly added certificate courses Creative Writing and Content Development and Entrepreneurship. They are doing quite well.
2. Academic bank of credits (ABC):	Introducing a flexible teaching-learning process is the need of the hour. The college is aware of the concept of Digi locker facility for the students. But the staff and students need proper training about the maintenance of the Academic Bank of Credits. Only then the advantages of holding thisdigital/virtual/online entity can be extended to students. Furthermore, the universities need to establish a formal system of granting of degrees through credit recognition, credit accumulation, credit transfer and credit redemption as per the guidelines of UGC. The DPI office and the affiliating universities need to work out a detailed procedure for operating this virtual repository or credit 'database' on ABC Platform. As the first step in this direction, the college has made almost 99% of students register with ABC.
3. Skill development:	MOU signed with Vidyawati Memorial Educational & Charitable Society to provide various free-of-cost courses to our toppers from different educational streams. Another MoU has been signed with Friends Union for Energizing Lives for aptitude training, future skill development and digital marketing •The college proposes to introduce courses in Baking, Fashion Designing, Interior Decoration and Digital Marketing under B-Voc programme. .In collaboration with the Mentorpick Platform we wish to enable our students to get a better understanding of their aptitude and choose the most suitable career path. Best Practices for Promoting Self Employment •Career talks on self-employment, personality development

	and SoftCommunication Skills were organised. •Add-on courses in entrepreneurship, creativity and innovations in business, creative writing and content development have been introduced. •The college promotes creativity and provides a platform for budding theatre artists, painters and musicians. It enables them to tread the unconventional career options.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The present curriculum already offers courses in two Indian languages –Punjabi and Hindi. The courses in other Indian languages may be considered if the infrastructure and facilities are provided to teach them. As the curriculum is prepared by the university, only the affiliating university can incorporate the Indian knowledge system into its curriculum. Under the "Ek Bharat Shrestha Bharat" scheme of the Centre, students are being introduced to the culture, language and cuisine of Andhra Pradesh State through multimedia and practical activities.
5. Focus on Outcome based education (OBE):	The programme and course outcomes are stated on the affiliating university website. They are communicated to the students at the beginning of the session. The course outcomes are evaluated through Mid-semester tests and assignments. Semester-end exams conducted by the affiliating university also indicate whether the outcomes have been achieved or not.
6. Distance education/online education:	The staff and students got familiar with online classes during the lockdown. The teachers continue to provide ppts, notes, and links to relevant subject-specific sites and material in their student WhatsApp groups. So the staff is already following a blended mode of teaching.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The college has a proactive Electoral Literacy Club (ELC) and SVEEP (Systematic Voters' Education and Electoral Participation) committee since 2019. They have been consistently working towards voter awareness among the students and the surrounding community. The committees ensure the maximum

	registration of eligible youngsters as voters and organize various activities to educate them about their electoral duties and rights.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the college ELC is representative in character and is quite active. Its members include students, faculty and office staff co-coordinators who meet frequently to plan activities to spread voter awareness. They also hold discussions with the members of the local administration and community to chalk out plans whenever elections are around. The members of ELC are as follows: Principal: Mrs Kamna Gupta (Nodal Officer) Faculty: Mrs Rajbir Kaur (Convener), Mrs Megha Goyal, Dr Prabhjot Kaur, Mr Sunil Students: Katyayani Tiwari (BCom III), Jasmeet Kaur (BCom III), Saloni Dhiman (BCom III), Lovely Kumari (BA III), Gurjeet Kaur (BA III), Sahil Sharma (BA III) and Vaishali Devi (BA III) Administration: Parveen Chander
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	SVEEP Committee/ ELC organize various activities to spread voter awareness among students. Essay writing, slogan writing, poster making and quiz competitions on the theme of elections are held for the students and National Voters' Day is celebrated with great fervour in the college. In addition, the college holds extension activities like voter registration camps, motorcycle rallies, mobile van campaigns and the formation of a human chain to encourage the local community to participate in the electoral process. The committee also enlightens the people about their voting rights, and ethical voting and urges the less privileged, marginalized sections to participate in the poll. During Lok Sabha and Vidhan Sabha elections, the college acts as the center of dissemination of poll material, a training centre for POs and PROs and most of the staff performs the duty of Master Trainers as well as Polling Officers.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The ELC devises innovative methods for spreading awareness among prospective voters. It includes motorcycle rallies, mobile van drives, voter registration camps, human chain formation, making posters, writing slogans, and delivering lectures. The college celebrates National Voters' Day and National Constitution Day to inculcate constitutional and democratic values among students. Students are shown documentaries related to the National Independence Movement, voter participation in the

	electoral process and voter registration.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Around 50% of eligible candidates have been enrolled. The college ensures maximum enrolment of all eligible students through different activities and programs like -- voter registration camps, voter awareness camps, demo vote casting, demo polling stations, poster making etc. Apart from this, the college has a mechanism for enrolling maximum voters through tutorial periods/ buddy groups which has proved to be quite effective. The college plans to incorporate the forms on its website for ascertaining the status of students' voter registration and plans to tap the unregistered prospective voter if any.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1563	1566	1440	1476	1363

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2 Teachers

2.1

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

Response: 37

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
37	38	34	32	32

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
117.43	88.48	43.02	78.80	78.34

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

As per the academic schedule given by the Punjabi University Patiala, a well-structured academic calendar is prepared and is approved by academic council.

The academic calendar provides the date of commencement of the academic session, Tentative mid-semester exam dates and University examinations etc. The academic calendar is shared on the website for faculty members and students prior to the commencement of a semester.

Based on the syllabus and student strength, subject allocation is done based on the workload calculated every semester by the heads of the departments (HoDs).The time table committee prepares the time tables (for class, laboratory and Individual faculty) for all programs every semester.

Each member makes a session plan for efficient content delivery of the allotted subject. For this purpose, the member provides a unit-wise and month-wise distribution of syllabi to be followed and according to the allocation, the faculty completes the syllabus.

In addition to traditional classroom teaching, faculty members also use various ICT tools and active learning strategies through the preparation of teaching material, laboratory manuals, assignments, etc. The process is also supplemented with an online learning management system to make it more effective.

Each faculty maintains a handbook for all the records related to session plans, individual timetables, academic calendar, attendance and continuous evaluation of student and other curriculum-related data.

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

The academic performance of students is continuously and meticulously monitored by conducting special tests, and mid-semester exams, during the semester to assess the learning levels of students and accordingly, assessment of students is done.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 2

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 1.24

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
47	45	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

As Government College Dera Bassi is affiliated with Punjabi University, Patiala so curriculum is primarily drafted and structured by the different boards of studies of faculties. But prescribed syllabus and curriculum of different courses deal with the aspects of Gender, Human Values, Environment and Sustainability. The undergraduate programs like Bachelors of Arts through different subjects deal with the aspects of human values and gender. The curriculum of Sociology, Political Science and Literature inculcate multiple aspects of gender and human values. As the foundation of Social Sciences- sociology unfolds the societal relevance of gender including its position in primary and secondary groups. Similarly, the curriculum of Political Science focuses on the idea of 'Gender Justice' in Political Theory and the Indian Constitution. Apart from the theoretical and constitutional meaning curriculum of Political Science also looks 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 are teaching different aspects of environment protection to students of all undergraduate courses- BA, B.Com, B.Com (Hons.), BCA & B.Sc. 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 & Pevention' also makes students aware about problems associated with the usage of Drug to the students of all under-graduate classes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

1.3.2

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

Response: 17.21

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

Response: 269

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 80.5

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
618	606	481	634	559

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

2022-23	2021-22	2020-21	2019-20	2018-19
720	720	720	720	720

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 100

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
290	290	290	290	290

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

2022-23	2021-22	2020-21	2019-20	2018-19
290	290	290	290	290

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

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

Response: 42.24

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

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. They are encouraged for written assignments to enhance their confidence and develop writing skills and overcome stage fear and develop oratory skills. The college continuously tries to enrich and enhance the learning experience of its students using various methods. Some courses have field trips integrated into their curriculum. They get practical knowledge of their subject through these trips. Apart from this, they are made to present in seminars and attend exhibitions which adds to their experience. Either the departments organise the exhibitions like Fine Arts Department and Home Science Department or the students are taken to other institutions for attending exhibitions for example science exhibition. Students get ample opportunities for participative learning in workshops, group discussions, expert lectures, nukkad plays which are regularly organised by the departments. Students are made to do assignments during the semester which forms the basisof their internal assessment. 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. Teachers at the institute have been continuously updating themselves on the technology-enabled teaching. This transition became rapid during COVID lockdown. Whatsapp groups of different classes were created and classes were held online during this period using Google Meet or Zoom. Earlier also teachers prepared study material according to the needs of the students and it was uploaded on the website for their benefit. The college campus is wi-fi since 2015 and it is being continuously upgraded since then. There are two well equipped smart classrooms, a seminar hall and two computer labs which can be used for effective teaching learning. For example, students are shown ppts, Youtube videos and movies based on their lessons. Apart from this there are sufficient laptops for teachers to use. The library has an e catalogue and provides N-List facility, a data base containing books and journals. The college is planning to buy an interactive panel to further improve the teaching learning process.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.02

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
38	36	36	40	38

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 66.47

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	21	19	19

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The mechanism of internal assessment is highly developed, rigorous and transparent. It was introduced by the affiliating university many years ago and is well established. Mid-semester tests are conducted for students, question papers are properly set and the result discussed with students.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. To ensure impartial examination, all the norms of the Punjabi University are followed by our college. The Registrar and examination team of the college ensures the redressal of grievances related to the internal examination.- As per the reforms in the internal assessment for the semester system, 50%, 30% & 20% weightage is stipulated for MSTs, class projects and attendance. Examination branch keeps a check that the duties of the same departments are not set while conducting the internal examination to avoid any influences. If there are any grievances in the question paper, the examination branch takes responsibility to resolve it. Internal evaluation is done by the concerned faculty members and is, at random, cross verified by the HODs. The students are shown their exam sheets. If theyare dissatisfied with their score, they can approach their respective teachers and clear their doubts. However, no such case has been reported so far. Students who are not able to appear in the MST due to some medical reason or any genuine reason are subjected to a special test and are assessed on the basis of the test. The students are also assessed on the basis of their attendance, response in the classroom, performance in their assignments. All the factors form part of the assessment of a student. The setback due to lockdown has been reversed successfully and the students are subjected to testing and assessment with greater rigour and transparency. The students are informed about their attendance by displaying on the noticeboard and internals on the e-campus and discussed with students to remove any discrepancies.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

 Our college is a constituent of the Punjabi University and follows the syllabus prescribed for different courses by their respective departments. At the beginning of the semester during the Orientation program, detailed syllabus presentations for all courses including brief details of papers to be studied, classes and tutorials, etc. are provided to the students. The teachers of all courses attend the departmental

meetings for deciding the detailed reading list held before every semester in their respective departments for their subjects. The students are updated with the latest reading lists and ample copies of the new books/reading material are made available in the library for students and teachers reference. Any new information pertaining to course/subject is regularly put on the college website and notice boards. Program and course outcomes are shared with students for the purposes of transparency and target setting. Doing so makes the benchmarks for learning explicit and helps students make connections across different elements within the course. The programme and course outcomes are also displayed on college website.

http://www.punjabiuniversity.ac.in/indexSyllabi.aspx

https://results.pupexamination.ac.in/t8/results/results.php

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The mechanism of internal assessment is highly developed, rigorous and transparent. It was introduced by the affiliating university many years ago and is well established. Mid-semester tests are conducted for students, question papers are properly set and the result discussed with students.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. To ensure impartial examination, all the norms of the Punjabi University are followed by our college. The Registrar and examination team of the college ensures the redressal of grievances related to the internal examination.- As per the reforms in the internal assessment for the semester system, 50%, 30% & 20% weightage is stipulated for MSTs, class projects and attendance. Examination branch keeps a check that the duties of the same departments are not set while conducting the internal examination to avoid any influences. If there are any grievances in the question paper, the examination branch takes responsibility to resolve it. Internal evaluation is done by the concerned faculty members and is, at random, cross verified by the HODs. The students are shown their exam sheets. If they are dissatisfied with their score, they can approach their respective teachers and clear their doubts. However, no such case has been reported so far. Students who are not able to appear in the MST due to some medical reason or any genuine reason are subjected to a special test and are assessed on the basis of the test. The students are also assessed on the basis of their attendance, response in the classroom, performance in their assignments. All the factors form part of the assessment of a student. The setback due to lockdown has been reversed successfully and the students are subjected to testing and assessment with greater rigour and transparency. The students are informed about their attendance by displaying on the noticeboard and internals on the e-campus and discussed with students to remove any discrepancies.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 99.63

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
490	512	433	354	391

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

2022-23	2021-22	2020-21	2019-20	2018-19
490	512	433	354	399

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.4

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

2.7.1

Online student satisfaction survey regarding teaching learning process

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 3

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1.00	1.00	1.00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The main objective of the institution is to impart education using the best methods and techniques leading to the holistic development of students. Innovations are appreciated and initiatives are acknowledged. Research and Innovation are encouraged among students by creating and disseminating knowledge and establishing state-of-the-art infrastructure:

The Career Counselling Cell invites eminent personalities from diverse fields of employment, for example from small sector and industries, NGOs, and the finance sector including banks and LIC, coaching centres, and organizes seminars and workshops for students in collaboration with them. Various departments frequently organize workshops, seminars and lectures for students and give them a suitable environment to think out of the box.

The college encourages faculty members to enhance their teaching, research and administrative skills, as

well as participate in social service. Faculty members are encouraged to undergo professional development programmes, to organize and participate in conferences, seminars and workshops.

Some other initiatives include the institution of the Science Club. Its activities include the exhibition of scientific models and posters. This urges students to view things from a scientific perspective. One example is organising a rangoli competition based on scientific themes and concepts thus combining art and science. Science day is commemorated with great fervour and enthusiasm.

Students are made to do project work/field work/surveys to inculcate critical thinking and creativity in them. Practical work is an integral part of the curriculum in the Science stream, Geography, Fine Arts, Sociology courses and Environmental Studies at the undergraduate level.

Student volunteers of NSS also come up with novel and constructive ideas and apply them in social welfare activities. The college helps needy and meritorious students by supplying them with old books and study materials.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

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

Response: 60

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	14	06	10	12

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

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

Response: 0.43

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	4	6

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

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

Response: 0.22

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	1	3	2

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

- The college holds several extension activities promoting an institution-community network. Students and faculty are engaged in community welfare activities thereby sensitizing students about social issues. As Government College, Dera Bassi is situated in a small town, it has a close-knit society and high inter-departmental interaction. The college works in close proximity with the community and local administration. Students/ volunteers are involved in a variety of extension activities through NSS, Red Ribbon Club and SVEEP. The college organised two vaccination camps on the campus in collaboration with Civil Hospital, Dera Bassi. The staff also served in the 100% vaccination drive in various villages of Punjab. NSS volunteers and other students participated in all Central Government schemes and programmes like Azadi ka Amrut Mahotsav, Fit India Run Movement, Clean India, Green India, Mera Gaon, Meri Dhrohar, etc. Under these programmes, they went to surrounding villages for plantation drives and organised rallies for spreading awareness. Apart from this a Free Dental Check-Up Camp was organised in collaboration with Sukhmani Dental College. A Blood Donation Camp was held and a Nukkad Natak on Cleanliness Drive staged at Derabassi Bus Stand. The pillars supporting the Bus Stand flyover were painted by Fine Arts Department addressing social evils. Social Networking Program was organised by Sociology Department in Saidpur and a Blood Donation Camp was organised in collaboration with Indus International Hospital. A rally was held for the eradication of stubble burning. In collaboration with the local administration, SVEEP committee members and students toured the surrounding areas and spread awareness about the right to vote and its importance. Such activities have a positive impact on students sensitizing them about social issues, hence turning them into informed citizens and eventually converting them into valuable human resources. Students also gained awareness of waste management issues by proactively engaging in waste management initiatives. Plastic was banned on campus to promote a sustainable and ecologically friendly lifestyle. The use of jute bags and the segregation of different types of waste, biodegradable and nonbiodegradable, were encouraged.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

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

Response:

Apart from teaching, the faculty members frequently participate in extension activities exhibiting a strong sense of commitment to and involvement with the community. Several of them have been felicitated with appreciation letters by the government. Services rendered by Prof. Ravinder Singh (Fine Arts Department), Prof. Manisha Mahajan (Physics Department) and Prof. Ravinderjit (Computer Science Department) earned them appreciation letters from the government of Punjab. Furthermore, Principal Dr Amandeep Kaur and faculty members Prof. Simmi Johal and Prof. Bominder Kaur were honoured with appreciation letters for their significant contributions to increasing GER, employment of the youth and the general elections of Vidhan Sabha. Mrs Rajbir Kaur has got an appreciation letter for maximum participation on International Yoga Day. Mr Ravinder Singh from Fine Arts Department has been honoured for his contribution to art. Dr Amarjeet Kaur received appreciation for her work as a Programme Officer of the Red Ribbon Club. Principal Kamna Gupta was honoured by Govt Medical College, Sec 32, Chandigarh, for promoting their voluntary blood donation programme.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 79

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
19	29	07	14	10

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

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

Response: 6

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Institutional authorities continuously strive to add to the existing infrastructure and physical facilities but within the available number of classrooms, laboratories and computing equipment, the college is working hard to provide the best learning environment to students. At present, the college has eighteen class rooms and six laboratories and about 56 computers which are being used for academic and administrative purpose but the college requires at least 10 more class rooms and two laboratories in different departments of college.

The college gives best facilities for cultural activities, sports and gymnasium activities. The college has a well equiped Physical Education department, with a well maintained 400-meter track, KhoKho court,Kabaddi court,Volley ball court,Badminton Court,Football Ground,Table Tennis, Chess Board. The college provides separate Gym for boys and girls with machines Olympic barbell,Pec Deck Machine,Treadmil ,Elliptical Cross Trainer, Swiss ball, Leg Raise Bench , Leg Curl Extension Bench, Dumbbells, Weight Plate with Plate Stand, Indoor Bike Trainer, Dip/ Chin Assist Machine.The college is also having cricket kit, Handball poles, Yoga Mats, Football net, Badminton Net , Weighing Machine,Leg Massager Machine,Tug of war rope. 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 and win many prizes in different events organised by the affiliating university.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 19.45

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
38.80	2.96	1.61	16.13	19.47

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college has awell-equipped library asintegrated knowledge resource with usage of partially automated Integrated Library Management System (ILMS) computerized with Inflibnet Software. It has18367 books, along with periodicals and reference books . In addition to the main library, the college has a separate library for self-financed courses ie.HEIS library has 1641 books. The college has access to 'National Library And Information Services Infrastructure For Scholarly Content'(N-LIST), being jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi. Apart from that students are made aware of the National Digital Library of India (NDLI) where thousands of free E-resources, including journals, are available. Our college has access to the SWAYAM programme initiated by the Government of India and designed to achieve the three cardinal principles of education policy viz., access, equity and quality. All e-resources are accessible locally within the campus. The students and staff are registered on Inflibnet through a username and password. The library has a seating capacity of nearly 110 students. For browsing and relaxed reading, an ICT room has been separately created with excellent ICT infrastructure and seamless access to the Internet.. The library has a separate reference section with a 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, and download and printout facility have been provided. 2. Reprographic facilities. 3. Organization of Book Exhibitions/Display of new books. 4. System of recommendation for purchase of books through Departments.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

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

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college provides computer facilities, and internet bandwidth facilities of 300 Mpbs within the college Campus all the time. The WiFi installed since 2015 had been updated with Wi-Fi routers/ 11 D-link access points and a dedicated Sophos Firewall for security from spoofing attacks, with subscription being renewed every year. Students have facilities for e-mail, net surfing, and up/down loading of web-based applications, besides helping them in preparing projects, and 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. Internet, Laptops & LCD projectors are available in all smart rooms. 2) Laser Printers are provided to various departments 3) Curriculum-based software is regularly updated based on the need for every semester. 4) All the latest Software is regularly updated to keep in pace Wi-Fi with the development. 5) Two laboratories are equipped with projectors and multimedia .6) All computer systems have a backup Power Supply through GenSet and online UPS in the computer lab. 7) Regular maintenance is done by the vendor during the warranty period and by the in-house technical team as per requirement.

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

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

Response: 52.1

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

Response: 30

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 12.54

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

2022-23	2021-22	2020-21	2019-20	2018-19
26.79	17.34	0.28	3.53	2.99

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 32.32

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1145	409	367	302	171

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

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

Response: 25.13

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

2022-23	2021-22	2020-21	2019-20	2018-19
1387	219	33	129	94

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

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

Response: 12.65

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	42	100	95	56

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

2022-23	2021-22	2020-21	2019-20	2018-19
562	623	412	387	427

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 2.64

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
20	23	9	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3 Student Participation and Activities

5.3.1

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

Response: 724

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	470	0	0	250

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

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

Response: 448.8

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

2022-23	2021-22	2020-21	2019-20	2018-19
1030	700	0	57	457

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

Although the college does not have a registered alumni association, it closely works with Alumni through its Alumni Association, Morning Walkers Club and Industry Association. The college alumni have always been supportive of the vision and mission of the college. There are many platforms and meeting grounds between the alumni and the institution. The Morning Walkers' Club, consisting of a number of alumni members, promotes the Sports and "Green environment initiatives" of the college. It helps in maintaining the track. People in the close vicinity are able to use the college track for sports activities before /after the college timings. The club has also installed an open gym on the college premises. Another alumni member Mr Gaurav Gupta, who runs VCC Institute of Higher Education, has signed an MoU with the college for the skill development of our students free of cost. The college has formulated alumni WhatsApp groups to maintain and strengthen the connection between the two. An interaction program is conducted every year with Alumni to discuss plans for the growth of students and the institute through career guidance and employability. Satwinder Singh, a 1998 pass-out from the college, works as Executive Assistant to the Managing Director of Saurav Chemicals. Under the CSR programme of the industry, he has facilitated the construction of a guard room with an attached bathroom, gazebos and the repair of stadium stairs. With the help of the Forest department and the old student association, the "Green Environment project" was accomplished. Alumni members donated 600 plants of medicinal value. Nearly 200 saplings were planted in the adopted villages of Mukandpur and Dandrala. To name a few: Chukrasia, Kusum, Neem, Mulberry, Kadamb, Harad, Baheda, Amla, Kachnar, Pink Cassia, Papri, drumstick tree, Silver Oak, Tahli or Sisham, Maulsari etc. were planted on the campus. The Alumni meet was held in March 2022 to which the alumni working as teachers were invited.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The success of the institution's vision and mission is driven by its dedicated and hardworking faculty members,staff and students.In line with NEP's goal of imparting Universal high-quality education for developing and maximizing our country's rich talents and resources for the good of the individual, the society, the country, and the world, our college strives hard to make itself the preferred destination for the aspirants of higher education from the surrounding areas, all relevant information is provided and updated on its website from time to time, apart from this, the students of 12th standard studying in nearby schools are made aware about the courses being taught and the facilities available in the college through school visits by faculty members.This is done to make them aware about the higher education opportunities available in their locality and enhance the prospects of a brighter future.To develop all aspects and capabilities of learners; and make education more well-rounded, useful, and fulfilling to the learner, Students are encouraged to take part in extra academic activities like Sports, musical performances, art activities etc. With the use of Audio-Visual aids in classrooms and availability of Computers and Internet facility the college is taking some progressive steps towards bridging the digital divide, achieving its mission of providing quality education to students and making learning engaging and easy. The affordable fee structure ,good collection of different types of books in Library, scholarship schemes for students,free skill development courses and career guidance under different MoUs signed with some credible organizations, organization of career related talks and seminars ,and provision of reservation for students belonging to weaker sections of society at the time of admission are some of the steps taken by Government College Derabassi which are helping us in achieving our mission and materializing our vision.We believe that education must build character, enable learners to be ethical, rational, compassionate, and caring, while at the same time prepare them for gainful, fulfilling employment.Our Perspective plan has been developed with all these objectives in mind.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is

effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

We believe that planning is very essential to accomplish the vision and mission of our college. Perspective planning and deployment document of Government College Derabassi is based on the analysis of current obstacles and future opportunities and envisages the direction towards which we as an organisation would wish to move. The first part of it includes the special features, vision and mission, institutional short,medium and long term goals. These are defined and guided bythe stakeholders (Principal,Staff Council,HODs and other Faculty members, Industry, Collaborating organisations, Students, Alumni and Parents) through SWOC Analysis. After analysing the internal and external environment, the institutional goals were setup through continuous discussion with our stakeholders. While formulating the perspective plan and deployment document, care has been taken to involve all stakeholders tp help contribute their part which is vital for the success of any organisation. Our perspective plan focuses on key priorities and achievement of goals during the 2022-28 period.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance Appraisal is conducted to evaluate the work performance and identify the strengths and shortcomings of our teaching and non-teaching staff members, it enables them to reinforce their strong points and improve their shortcomings. The Page 43/56 06-07-2023 01:30:45 Annual Quality Assurance Report of GOVERNMENT COLLEGE DERA BASSI performance appraisal system is crucial as it informs the future decisions and strategies of the institution.

Welfare Measures for Teaching Staff * Medical leave (full pay/ half pay), Earned leave, Maternity leave, Child care leave * LTC, Mobile Allowance * Loan Against Provident Fund * Medical reimbursement *Study leave under career advancement Programmes for pursuing Higher Education Welfare Measures for Non-Teaching Staff * Medical leave (full pay/ half pay), Earned leave, Maternity leave, Child care leave * LTC, Mobile Allowance *Loan Against Provident Fund * Medical re-imbursement

Avenues for career development/ progression

-The college offers leave and provides infrastructure to staff to grow.

-Dr. Kamna Gupta Principal of Government College Derabassi, participated in the National Workshop on Sustaining Industry- Academia Linkages:Processes and Practices.

-Prof. Aami Bhalla participated as a Resource person in a Capacity Building And Training Workshop.

-Prof.Kiranpreet Kaur participated in 21st Annual Art Exhibition 2023 of "WE" group - A group of Indian Contemporary Women Artist, Chandigarh.

-Prof. Baljinder Singh and Prof. Mohnish Arya have their music albums

-Dr. Navdeep Kahol has done content writing for English literature course of Jagat Guru Nanak Dev Punjab State Open University.

-Research papers published by many of the faculty members (file attached in criterion 3, point 3.3.1)

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

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

Response: 1.73

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

2022-23	2021-22	2020-21	2019-20	2018-19
02	01	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

6.3.3

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

Response: 22.44

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

2022-23	2021-22	2020-21	2019-20	2018-19
25	08	28	12	08

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

2022-23	2021-22	2020-21	2019-20	2018-19
39	39	39	34	37

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

No institution can achieve its mission and vision without sufficient financial resources.But only the availability of the resources is not enough, monitoring the effective and efficient use of available financial resources is equally important.Along with tuition fee, grants from various Government and Non Government agencies, funding from alumni,use of CSR funds and Community Mobilization to engage the local community to invest in their own future are some add on resources for mobilisation of funds.These funds are utilised for all recurring and non-recurring expenditures.All the major financial decisions are taken by the institute after consultations with different committee heads,financial advisors and the Principal.The quotations called and purchase orders are placed after negotiations.All transactions have transparency through bills and vouchers.The bill payments are passed after verification of items.Both external and internal financial audits are conducted to verify the compliance.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC cell of the college has contributed significantly to maintaining and improving the quality of the teaching-learning process. It has set procedures and institutionalised mechanisms to ensure the effectiveness of teaching. The old-age system of stating the objectives, delivering the curriculum and testing the students' learning levels has become multidimensional and sophisticated. The IQAC has played a vital role in setting benchmarks, making changes to meet those standards and evaluating the effectiveness of its decisions. Teaching learning has been revolutionised by ICT-enabled teaching, tutorials, continuous assessment, internal assessment, practicals, surveys, projects and so on. Over the past few years, the IQAC has recommended creating more smart classrooms, developing e-content, maintaining an interactive website, connecting with students through social media, and introducing skill development programmes. The IQAC has strengthened the student support system by creating suitable platforms like Student Grievance Cell, Women Harassment Cell and Anti-ragging Committee. IQAC encourages the participation of teachers in Faculty Development Programmes by laying down the rule of duty leave. After the lockdown, IQAC suggested various corrective measures to get the studies back on track. Online teaching, sharing of study material, interaction through WhatsApp groups, and online admission was some of the steps taken by the college on the recommendation of the IQAC. Yoga practice sessions were introduced and are still frequently held to ensure the mental and physical health of students. The IQAC also gave directions to strengthen the Placement Cell of the college. It has been greatly helping the students who are mostly from rural and poor strata.

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Many programmes were conducted at the college underlining the importance of gender equity. These include a poster-making competition on female foeticide , a slogan writing competition, *Teej* festival celebration, play "Man Mitti da Bolya" organised by Women Cell. Celebration of the 100th Anniversary of the famous Punjabi writer and editor of "Nagmani"- Amrita Pritam, International Women's Day, student visit to a workshop by contemporary Indian women artists are some of the activities organised by the college. Yeah Dar kaisa hai, a woman-oriented play, was staged in the college. A seminar was conducted on Judo to mark women's empowerment. Women empowerment day was celebrated by the Commerce Department to motivate women to open startups. Under Poshan Pakhwada, Dr. (Prof.) Poonam Khanna and Dr. Rachana Srivastav from the Department of Community Medicine and School of Public Health, PGI, Chandigarh, delivered a special lecture on hygiene, anaemia and menstrual health for girls students. A poster-making competition was also organised on the occasion. A mehndi competition was organised by the Home Science department on Karva Chauth. A 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, delivered lectures on "Health and Nutrition Awareness in Adolescents" and "Deep Roots of Ayurveda in India" respectively. One-act play entitled "Mujhe Nayaya kab Milega" depicting gender-based violence was staged, poems recited and skits were performed by students. Prof. Jagmohan Sigh (retd) delivered a lecture on "Legal Aspects of Maintaining Harmony in Country and Legal Aid to Underprivileged Sections" on 31st Oct 2021. He also talked about women's rights and elaborated on the ways to fight legally against social injustice prevalent in society on Rashtriya Ekta Diwas. The college has a Dispensary and a First Aid club for students, especially girls. They are also provided sanitary napkins free of cost. The college has a Common Room and two washrooms for girls. A pigeonhole locker and a sanitary napkin vending machine are installed in the girls' common room. The college has an exclusive garden with a gazebo for girls named CHIDIYAN DA CHAMBA. The college has separate Gyms for girls and boys. The college council acts as a women's cell and looks into gender-specific problems if any.

The college sensitizes its students to gender-specific challenges and concerns. Sufi Kalam and songs on motherhood were presented by the Music department during the Alumni Meet on March 12, 2022. A poster-making competition was organised by Sociology Department on women empowerment on May 6, 2022. The college celebrated National Girl Child Day by participating in the "Selfie with Daughter" programme and preparing a collage of these selfies of the staff and their daughters. Govt College Dera Bassi educates young girls to voice their opinions regarding issues related to women. Dos and don'ts of cybersecurity have been put on the wall magazine and the notice board in the girls' Common Room. The campus is under CCTV surveillance. Gatekeepers are deployed to ensure the screening of visitors at the

entry point to the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

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

Response:

The college organizes several activities to promote an environment of communal harmony and inculcate ethical and spiritual values among them. The days commemorated for religious purposes include the birthdays and martyrdom days of Sikh gurus. The college also pays homage to freedom fighters by celebrating their birthdays and observing their martyrdom days. All festivals including Diwali, Lohri, Basant Panchmi, and Teej are celebrated together on the campus and students participate in them irrespective of their caste, religion and region. Students from different backgrounds participate in all events like Teachers' Day, oath ceremonies, plantation drives, International Women's Day, Yoga Day etc.

The college caters to students belonging to different castes, communities and socio-economic strata and it treats all of them equally. The students who fulfil the eligibility conditions, get scholarships irrespective of their religion. Under the Central government's programme Ek Bharat Shreshtha, Andhra Pradesh cuisine was prepared spreading message of national integration. Hindi Day and Punjabi Mah are also celebrated to acquaint students with the richness of all languages and cultures.

The institution is committed to fulfilling the constitutional obligations: values, rights, duties and responsibilities of citizens and continuously works towards the sensitization of its students and employees to their duties. The celebration of important days like Republic Day, Independence Day, Constitution Day, Unity Day, and National Voters' Day are reminders to the staff and students of the college to uphold the dignity of our country by becoming responsible citizens. All days of national importance are celebrated with zeal and enthusiasm. The college closely works with the local administration to celebrate days of national importance. Its playgrounds are used for most of the

government functions and the college ensures full participation of its staff and students in them to mark other days like Unity Day, Constitution Day or Martyrdom Day of Shahid Bhagat Singh. The college participates in all national missions/ campaigns like Azadi ka Amrut Mahotsav, Fit India Run, Green India, Clean India and so on. The college celebrated National Girl Child Day in online mode by starting a "Selfie with Daughter" programme. Students often participate in the activities of Nehru Yuva Kendra, an organisation that continuously makes efforts to involve the Indian youth in nation-building. One of our students, Amanpreet Singh, went on to represent the state in a declamation contest on the subject of patriotism and nation-building.

Reverence towards constitutional obligations, values, rights, duties and responsibilities is constantly nurtured among students to make them better citizens. Celebration of Constitution Day, talks of Eminent personalities inspire students to follow the core values of the country and adhere to a code of conduct. It develops a sense of responsibility and leadership qualities among students. Blood donation camps, Van Mahotsav, Mission Salamati and many extension/ community outreach programmes under Swachh Bharat Abhiyan and voters' awareness programs under SVEEP spread awareness among students about their duties as citizens. In collaboration with the local administration, members of the SVEEP committee along with students toured the surrounding areas and talked to people about their right to vote and its importance. Interactive sessions on issues like drug addiction, stubble burning, cleanliness and sanitation, environment and women-related issues are also organized.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

Best Practices of the Institution

Best Practice - I

1.Title of the practice: Morning Walkers' Club

2.The context that required the initiation of the practice

 Optimum utilization of college resource is one of the most important reasons to start this practice. The rural background of students helps in tracing contacts and organizing different activities in villages of the area. This exercise leads to the 'community interaction', which enriches the learning of students.

Generally, most of the activities are supposed to remain confined in institution of higher education. Whereas, community interactions take such activities closer to the masses and opens avenues of unexplored aspects. Similarly, our institution provides opportunity of interaction with civil society groups to the students. Through different programs and interactions with eminent personalities, students understand the multiple dynamics of societal life.

3. Objectives of the practice

1. Optimum utilization of track
2. Extending health facility to the community.
3. Enrich the learning of students through real-life experiences.
4. Inform students about the multiple dynamics of society.

4. The Practice

During the day time the students of Physical education department use the track for practice whereas, in the morning and evening hours same is used by morning walkers' club as well as sportspersons. The track is collectively maintained by the community and the college. This practice has helped the community and sportspersons to work on their health. Sportspersons not belonging to this college are also able to use this track and benefit from the facility.

II. Organize regular activities in different villages and locations of the area.

III. Organize interactions of students with different civil society groups.

IV. Organize interactions of students with the eminent personalities of the area.

5.Obstacles

faced if any and strategies adopted to overcome them Need was felt to keep a record of the visitors to the college in the morning and evening. This duty was assigned to the gate keeper to maintain a register of the visitor.

6. Impact of the practice

I. Provide good environment to walkers.

II. Track, basketball and football courts are available to sports persons.

III. The relationship between the college and community got better with the sharing of resources and more such collaboration can be forged in future.

IV. The community and civil society interactions have brought drastic changes in the approach of students towards societal issues. Even, students are sufficiently aware about the social issues and problems, but institutionalized attempts through real-life experiences help in re-orient thoughts of the students. The coherence of thoughts helps them to come up with solutions to the problems to which earlier seemed to be formidable. This practice channelizes their youthful energy in the right direction.

7. **Problems faced**

A need was felt to keep a record of the visitors to the college in the morning and evening. The duty to maintain a register of the visitors was assigned to the gate keeper. The track also demanded continuous maintenance and vigilance.

 9 Resources required:

Maintenance of the track

Contacts of political representatives in villages in the vicinity of the college

Different mechanisms for spreading information and messages of the programs

BEST PRACTICE – II

1.Title of the Practice: Fit Friday programme

2.Objectives of the

Practice

• To involve students and faculty in games and sports ensuring their physical and mental health

• To create sports culture and healthy competition among students

3.The Context

To involve the students even from departments other than Physical Education in sports activities. Students used to feel tired of continuous sitting and doing academic work. This programme was introduced to give them a break from studies by roping them in various games. It also aims to achieve one of the important goals of NEP-2020, that is integration of sports with studies.

 4. The Practice The college strength is divided into four houses -- Kalpana Chawala House under Prof. Ravinder Singh, Savitri Bhai Phule House under Prof. Mohnish Arya, Padamshri Milkha Singh House under Prof. Anshul Bhatia and Shaheed Bhagat Singh House under Prof. Baljinder Singh. Various sports activities are planned to be conducted every Friday. Volleyball and cricket matches were organised in which students participated enthusiastically.

5. Evidence of Success: Increasing number showed that • Healthy competition developed among students • Interest in physical activity • Students are more active and energetic • Increased focus in studies

 6. Problems encountered Inhibition of students to participate in activities, their non-serious attitude. To accommodate sports activity within the timetable. Students fail to participate due to their busy and demanding class schedule.

7. Resources Required: Playground and more sports equipment needed

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

It is very difficult to pinpoint one area in which the college has excelled. Still the following are some of the key focus areas in which the college has made its mark. Although our college is small and its staff is limited, it has taken big leaps and met astounding results. Govt College, Dera Bassi, is situated in the small industrial town of Dera Bassi. It has used its unique location and proximity to Chandigarh to its best advantage. As Dera Bassi is a small town, all branches of this close knit society work in tandem. One area in which Government College, Dera Bassi, excels is its symbiotic and organic relationship with its surrounding community, industry, alumni, local administration and other bodies. The college reaches out to them and they reciprocate leading to healthy co-existence and simultaneous growth. The college has reaped rich dividends in the past due to this approach.

Government College, Dera Bassi, is the Nodal college for SC scholarships serving almost 24 colleges. The college acts as a nodal institute for SVEEP activities too in Dera Bassi tehsil. The college has an open-air gym that caters to the surrounding community as well as students. The institution shares very cordial relations with the Industrial Association of the town. Their members are always ready to support the college in every possible manner. They sponsored the building of the college boundary wall, Gazebo, stairs of the stadium and gatekeeper's room with furniture and attached washroom. Stair work is in progress. The college's core strength is its association with Nehru Yuva Kendra. This organisation involves college youth in many activities related to nation-building, social harmony, national integration, skill development and many other competitions.

The college caters to students belonging to the surrounding rural area and they are mainly from financially weak and socially disadvantaged strata. The primary mission of the college is to build the capacity of students and boost their confidence. The college has a mentoring system in place in the form of tutorial groups. The tutors guide the students on all matters – academic, career-related or even personal. The college thus follows an inclusive approach while dealing with students. The students are totally transformed by the time they graduate. The college facilitates the students in availing various scholarships offered by the government to SC/ ST/ OBCs, minority communities and meritorious students. The Scholarship Committee informs the students about the scholarship schemes of the Central and State governments and guides them through the application process. At the institutional level, non-SC poor students are allowed to pay fees in instalments. Due to the efforts of the college, the no of

scholarship applications is increasing every year and more SC students are opting for education. The unique feature of the college is financial help from an NGO active in the Dera Bassi area, YOUTH DREAMERS FOUNDATION. It has offered scholarships amounting to almost 30 lakh rupees in the year 22-23.

Students are encouraged to participate in extra-curricular activities, NSS initiatives, Cultural activities, seminars and conferences to polish their talent. It helps students to work on their capabilities and gain an edge. They are urged to participate in Youth Festivals for the necessary exposure, polishing and showcasing their talent. Talent hunt competitions are organized at the beginning of the session to identify young talent. The college organized many activities for students including trips, visits to art exhibitions, national-level dance performances by eminent artists and competitions which provided ample opportunities to students for growth and critical thinking. The departments of Fine Arts and Home Science engaged their students in practical activities. This year special emphasis was laid on spiritual health and mental well-being. A month-long yoga workshop was conducted for students. The college has planted more than 800 saplings in the surrounding areas of Derabassi in collaboration with its adopted village Mukandpur, Forest Department, district administration, Himachal Kalyankari Sabha and Morning Walkers Club etc. under various plantation drives this year. The college conducted a seminar on "Environmental issues and necessity of Sanitation" in August 2018 under the patronage of Dr. Naresh Kumar, Manager, the Swachh Bharat Mission Scheme (Urban). The best part of the college is that it gifts plants to its invited resource persons, other invitees and guests.

In 2020-21, the college has been able to achieve the goal of e-governance. Most of the examination work is also being done through online portals. The faculty created class-wise whatsapp groups on their mobile phones and disseminated important notices and teaching material.

The local community in the form of Morning Walkers' Club makes use of its track and has taken upon itself the duty of maintaining it in return. The Morning Walkers' Club also funded the installation of an Open Air Gym on the campus. Many members of the club are alumni of the college. The old and crumbling boundary wall of the college was repaired with the help of the industry association. It also helped in the beautification of the college. The local MLA is also an alumnus of the college. If there is any issue to be resolved at the end of the government, he takes up the issues with the authorities concerned. The college has taken significant steps for the vocationalization of education as stipulated in the NEP. The local industry representatives, also members of IQAC, are ready to provide training to the students. The college has also signed MoUs with industry and other organisations for the skill enhancement of its students.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The college has an unparalleled work culture. Despite belonging to a small town and shortage of staff, it is shouldering big responsibilities. It acts as the nodal college for PMS scholarships and for SVEEP activities in the district. It disseminates scholarship information to 24 colleges and collects and forwards it to DPI. The SVEEP committee of the college organises extension activities to spread voters' awareness in the tehsil.

Its alumni have made their names and made the college proud. The local MLA is an alumnus of the college. One of our alumni has been appointed as the national level gatka referee. Most of the alumni remain connected to the college and contribute to the growth of the college. Morning Walkers' Club, Industrial Association, MoU partners and alumni members of IQAC all pitch in to strengthen and improve this institute.

The individual achievements of the teaching staff are remarkable. Two staff members from the Department of Music have cut music albums. Dr Navdeep Kahol has written modules for Jagat Guru Nanak Dev Punjab State Open University. Ms Kiranpreet from the Department of Fine Arts has exhibited her work on Miniature Painting.

Various departments of the college have their respective clubs and societies to involve students in extracurricular activities.

The college has its publication in the form of its magazine *VidyaPradeep* which is published annually. It provides a platform for students to express their thoughts.

The college organises *Sukhmani Sahib Path* at the start of the session to make an auspicious beginning. It invokes God and upholds spiritual values in all matters of importance. Its staff collectively prepares and serves *prasad* on Gurpurabs.

The college understands the power of social media and hence connects with its stakeholders through its Facebook and Twitter accounts and YouTube channel. YouTube videos of its programmes are also in circulation.

The college campus is lush green and inviting. Many music videos and Punjab Government promotional video "Sada Kamm Bolda" have been shot here.

Sample books from the publishers are distributed among needy students. Students are issued LORs to pursue Higher Studies abroad.

Concluding Remarks :

The college has a lot of potential to grow. It has been catering to the students of the neighbouring villages and imparting education at affordable prices since 1975. Its strength is its ability to cater to rural students and engage with the community, surrounding industry and local administration. Its dedicated and qualified staff, nurturing environment, top-notch facilities and financial assistance make it a natural choice for the youth of the area. Government College, Dera Bassi has a formidable presence in the area due to its readiness to adopt

technology, follow guidelines for NEP implementation, and lead in all initiatives of government. It is this combination of tradition and modernity that has acted as the fountainhead of its growth.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)* 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>0</td><td>0</td><td>1.00</td><td>1.00</td><td>1.00</td></tr></table> Remark : DVV has converted the value into lakhs.
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years** 5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>28</td><td>90</td><td>122</td><td>111</td><td>92</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>12</td><td>42</td><td>100</td><td>95</td><td>56</td></tr></table> 5.2.1.2. **Number of outgoing students year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>562</td><td>623</td><td>412</td><td>387</td><td>427</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>562</td><td>623</td><td>412</td><td>387</td><td>427</td></tr></table>

	Remark : DVV has made the changes as per shared report.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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117.43	88.48	43.02	78.80	79.34 | Answer After DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19
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117.43	88.48	43.02	78.80	78.34	