



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Govt College Dera Bassi
• Name of the Head of the institution	Dr Sujata Kaushal	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01762 292287	
• Mobile No:	9896359505	
• Registered e-mail	naac.gcderabassi@gmail.com	
• Alternate e-mail	gcderabassi@gmail.com	
• Address	Government College, Dera Bassi, Near Police Station, Dandrala Road	
• City/Town	Dera Bassi, SAS Nagar	
• State/UT	Punjab	
• Pin Code	140507	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Semi-Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Punjabi University ,Patiala				
• Name of the IQAC Coordinator	Dr Navdeep Kahol				
• Phone No.	01762 292287				
• Alternate phone No.	9646000872				
• Mobile	9646000872				
• IQAC e-mail address	gcderabassinaac@gmail.com				
• Alternate e-mail address	gcderabassi@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gcderabassi.ac.in/uploads/naac/AQAR%202022-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gcderabassi.ac.in/Uploads/NAAC/Academic%20calender%2023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B++	2.83	2024	22/02/2024	21/02/2029
6.Date of Establishment of IQAC			15/07/2002		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	HE 24	State	Two years	8750600
Institutional 1	Digital Classrooms with E-content	State	One year	468000
Institutional 1	Scheme for Career Counselling	State	One year	500000
Institutional 1	Vocationalization and Skill Orientation Programmes	State	One year	253000
Institutional 1	Industrial Visit	State	One year	300000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	7	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		

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

English for Work programme was introduced to improve the communication skills of students. Sanitary Napkins were distributed among female students. Field trips/ trips to industry were conducted. The procedure to introduce M Com in 24-25 was completed. The NAAC team visited the college in Feb 2024 and the college was awarded B++ grade due to the tireless efforts of the IQAC. The college got PM USHA grant. It is one of the 12 colleges of Punjab to have received the grant.

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

Plan of Action	Achievements/Outcomes
Plan to introduce new courses	MCom, BBA, BA Aesthetics and Beauty Therapy were introduced in 24-25.
Plan to provide free coaching to students for government competitive exams	Signed an MoU with Shekhar Jindal classes for holding weekly coaching classes for students
Plan to improve communication skills of students	British Council programme English for Work introduced
To get AAA of the college done	Academic and Administrative Audit of the college was done by DHE
To submit the SSR in the current session and get NAAC done by the end of the session	NAAC team visited the college in February 2024 and the college was awarded B++
To set up Institutional Innovation Cell in the college to boost creativity and innovation among students	IIC was constituted in the college

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	07/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	27/01/2025

15. Multidisciplinary / interdisciplinary

The college is geared up to implement multidisciplinary education from the session 2024-2025. It will benefit the students in many ways. The flexibility to study subjects across different streams such as science, humanities and commerce will enhance multiple skills among students and sustain their interest in studies. 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, BCom and BCA students are keenly interested in the newly added Creative Writing and Content Development and Certificate course in IT-enabled Services. They are doing quite well.

16. Academic bank of credits (ABC):

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 and Choice-Based Credit System for the students. As the first step in this direction, the college has made almost 99% of students register with ABC as it is a prerequisite for the NEP implementation in session 2024-2025. The college means to extend the advantages of holding this digital/virtual/online entity to 100% of its students. The college is holding meetings and discussions with the affiliating university for this purpose. Already Life Skills programme being run in the college is following the Choice-Based Credit System.

17. Skill development:

MOU signed with Vidyawati Memorial Educational & Charitable Society to provide various free-of-cost courses to our toppers from different educational streams. VCC institute is providing free coaching to the top five students for Punjab Police Constable test. Another MoU has been signed with Shekhar Jindal classes for holding coaching classes for the preparation of competitive exams. •The college proposes to introduce NASSCOM courses in E-commerce, Banking, Cyber Security and Finance and Accounts in 24-25. Best

Practices for Promoting Self Employment •Career talks on self-employment, personality development and communication skills are organised. • Lectures on entrepreneurship, Certificate courses in IT Enabled Services, 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.
18.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.
19.Focus on Outcome based education (OBE):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.
20.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. Two skill-based certificate courses are being run in the college through online and digital modes of programme delivery by Jagat Guru Nanak Dev Punjab State Open University Patiala. The college plans to introduce more such courses in the future.

Extended Profile

1.Programme

1.1 360

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

File Description	Documents
Data Template	View File

2.Student

2.1 1600

Number of students during the year

File Description	Documents
Data Template	View File

2.2 290

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

File Description	Documents
Data Template	View File

2.3 485

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 35

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 38

Number of Sanctioned posts during the year

Extended Profile

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3.Academic

3.1 35

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	38
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	219.13
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	35
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As per the academic schedule given by Punjabi University Patiala, an academic calendar is prepared and approved by the academic council. The academic calendar provides the date of commencement of academic session. The academic calendar is shared with faculty members prior to the commencement of semester. Based on the syllabus and student strength, subject allocation is done for every semester. The time table committee prepares the time table for all programs every semester. Each member makes a session plan for efficient content delivery of the subject. For this, the member provides a unit-wise and monthwise distribution of the syllabus to be followed and according to the plan, 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 the session plan, individual timetable, academic calendar, attendance and continuous evaluation of student and other curricular-related data. The academic performance of students is continuously and meticulously monitored by conducting special tests, and mid-term exams.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gcderabassi.ac.in/

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

The departments develop action plans for effective implementation of the curriculum. The syllabus is divided into monthly unit-wise or lesson-wise plans so that study content can be delivered to students on time. The curriculum includes not only traditional class teaching but associatory methods such as Group discussions, seminars, video lectures, webinars, case studies, mini projects, assignments, workshops, industrial visits, and educational tours. Assessment is based on the students' Internal evaluation, attendance and behaviour. The University provides curriculum and Academic Calendar. The course plan is provided to students at the start of the semester. Class attendance registers are scrutinized by the Principal. Invited lectures by domain experts are arranged for the students. Industrial and field visits to various places are organised. Placement and Career Guidance Cell also put all-around efforts into getting employment for the students through Job fairs. Periodical feedback is obtained from students on teaching and other related activities of the college. Regular IQAC committee meetings are held to review the teaching learning process, academic progress of the students and to address their grievances. The college conducts mid-semester tests according to the academic calendar. They are duly marked and discussed with students. Faculty Members of the college also act as university question paper setters and almost all staff members participate in the evaluation of the University Examination. The documentation of the data related to admissions and assessment is done online and saved.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gcderabassi.ac.in/Uploads/NAAC/Academic%20calender%2023-24.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**2**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**31****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****31**

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

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

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. However, the prescribed syllabi and curricula of different courses deal with the aspects of Gender, Human Values, Environment and sustainability. The undergraduate programs 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. While talking about the theoretical and constitutional meaning of Gender Justice, the curriculum of Page 15/112 18-01-2025 01:56:44 Annual Quality Assurance Report of GOVERNMENT COLLEGE DERA BASSI Political Science also includes gender Justice Movements and their demands. Teachers at Government College, Dera Bassi, are teaching different aspects of environmental protection to students of all undergraduate courses including BA, BCom, BCom (Hons.), BCA and BSc through a paper titled Environmental & Road Safety Awareness. Similarly, the qualifying paper titled "Drug Abuse: Problem, Management and Prevention" also makes students aware of problems associated with the usage of drugs to the students of all undergraduate classes.

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

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

3

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

1.3.3 - Number of students undertaking project work/field work/ internships**217**

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gcderabassi.ac.in/igac_naac.php

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year**720**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****395**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The teachers track the progress of individual students through their classroom performance, response and MSTs. They are accordingly taught, guided and counselled. The weak students are instructed in the mother tongue so that they can easily comprehend their lessons. They can also approach their tutors if they face problems in grasping. Teachers give extra time to weak students if required. The brighter students are identified. Teachers share links to higher-level study material with advanced learners and also make sure to refer them to relevant clubs, and committees in the college for polishing their skills. Expert lectures, workshops, and exhibitions are organised to boost the level of confidence among students from backward areas and lower socioeconomic strata. Such activities go a long way to level the differences in the learning levels of students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1600	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Working out on the 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 in the college. Due to low social backgrounds, they are allowed to comprehend at their level by ensuring their active involvement in class activities. They are encouraged for written assignments to enhance their confidence and develop writing skills, 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 the Fine Arts Department and Home Science Department or the students are taken to other institutions to attend 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 basis of their internal assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

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

In addition to traditional class room teaching through chalk and talk method of teaching, the faculty members are using the ICT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. 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 NList 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

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gcderabassi.ac.in/Uploads/naac/ICT%20TOOLS%202023-24.pdf

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

2.3.3.1 - Number of mentors

35

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

2.4 - Teacher Profile and Quality

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

35

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

28

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

2.5 - Evaluation Process and Reforms

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

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. 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	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

The mechanism of internal assessment is highly developed, rigorous and transparent. Mid-semester tests are conducted for students, question papers are properly set and the result discussed with students. 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. 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.

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

2.6 - Student Performance and Learning Outcomes

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

As the curriculum is designed by the affiliating university, the Programme and course outcomes are stated along with the syllabus of that particular course first on the university website. POs and COs are also shared on the college website. They are communicated to the students by teachers who share the course contents as well as its outcomes with the students in the classroom at the beginning of the session. The college is planning to put course outcomes in its prospectus as well as on the website of the college in the coming session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gcderabassi.ac.in/courses.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The teachers continuously push and motivate the students to achieve the learning objectives of a course. The institution tests the attainment of programme and course outcomes through MSTs, assignments, viva-voce, practicals, curriculum enrichment activities, interaction with industry etc. Teachers assess the level of a student on the basis of his/ her performance and guide the student accordingly. By the end of the course, most of the students are able to achieve the stated outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gcderabassi.ac.in/courses.php

2.6.3 - Pass percentage of Students during the year

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

443

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

2.7 - Student Satisfaction Survey

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

<https://gcderabassi.ac.in/uploads/naac/SSS%202023-24.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

0

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

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

10

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

3.2 - Research Publications and Awards

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

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

01

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

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. NSS volunteers and other students participated in all Central Government schemes and programmes like Fit India Run Movement, Clean India, Green India etc. Under these programmes, they went to surrounding villages for plantation drives and organised rallies for spreading awareness. Blood Donation Camp was organised in collaboration with Bharat Vikas Parishad. A Lecture was held on 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.

File Description	Documents
Paste link for additional information	https://gcderabassi.ac.in/uploads/naac/NSS_Report_2023-24.pdf
Upload any additional information	No File Uploaded

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

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

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

38

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

510

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

3.4 - Collaboration

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institutional authorities 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 purposes but Annual Quality Assurance Report of the college requires at least 10 more class rooms and two laboratories in different departments of college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcderabassi.ac.in/infrastructure.p hp

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

The college gives best facilities for cultural activities, sports and gymnasium activities. The college has a well equipped Physical Education department, with a well-maintained 400-meter track, KhoKho court, Kabaddi court, Volleyball court, Badminton Court, Football Ground, Table Tennis, and Chess Board. The college provides a separate Gym for boys and girls with machines Olympic barbell, Pec Deck Machine, Treadmill, 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 also has a cricket kit, Handball poles, Yoga Mats, a Football net, a Badminton Net, a Weighing Machine, a Leg Massager Machine, and a Tug of war rope. The college has a proper Cultural and Youth Club Committee for Cultural activities. In September and October every year, the students participate in Zonal and Inter-Zonal Youth festivals and win prizes in different events organised by the affiliating university.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcderabassi.ac.in/infrastructure.p hp

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcderabassi.ac.in/Uploads/NAAC/ICT%20enabled%20rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

90.08

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has a well-equipped library as integrated knowledge resource with usage of automated/computerized Integrated Library Management System (ILMS)-KOHA. It has 18964 books which includes reference book etc. Apart from that library has 10 magazines and 10 Newspapers. In addition to the main library, the college has a separate library for self-financed courses ie. HEIS library has 1724 books. The college has access to N-LIST which extends access to e-Rsources to colleges in India, being jointly executed by eShodhSindhu Consortium, e-PG Pathshala, INFLIBNET portal and the INDEST-AICTE Consortium, IIT Delhi. 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. 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 facilities 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 and from students. 5. Library has a separate student's corner where students can display their creations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gcderabassi.ac.in/infrastructure.php

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

A. Any 4 or more of the above

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

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

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

280774

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

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

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

60

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

4.3 - IT Infrastructure

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

The college provides computer facilities, and internet bandwidth facilities of 300 Mbps 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 Softwares are regularly updated. 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

35

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

26.50

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

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

To provide modern teaching learning environment to students some classrooms have been equipped with projectors and multimedia etc. Desktops or the laptops have been issued for effective teaching through latest technology. The website is there to provide online information Stock list checking of assets is done on a regular basis. Repairs of class rooms, labs, water supply equipment and electricity equipment is properly done Deputed SLAs and JLAS work to maintain labs. Fire extinguishers have been installed for protective measures.. For overall smooth functioning of the library, the library committee takes decisions regarding development policy, clearance of old newspapers and magazines. The library is registered with Inflibnet. The Dept of Physical Education has two permanent Beldars to maintain sports complex and equipment. Class IV employees are deputed from time to time according to the requirement. Students are trained to participate in the competitions. IQAC of the College defines policies related to workshops/seminars/conferences for students and staff. Employees have been deputed under HEIS for the maintenance of computers (Hardware and Software), The Computer Dept keeps updating software related to administration and teaching. The department hires services for repair of laptops, updation of wifi and software, CCTV, etc. .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

777

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

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

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

135

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

734

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

734

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

28

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

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

6

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

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

20

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

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

The Institute has facilitated representation as well as involvement of students in administrative as well as co-curricular and extracurricular activities. As members of Buddy Groups they help and counsel each other. The IQAC committee too has three student members on its panel. They are indirectly represented by their parents in PTA. Students are allowed to organize welcome and farewell parties under the supervision of staff. They are also the active volunteers of NSS and Red Ribbon Club undertaking activities like plantation and cleanliness drives under various government schemes. The associations/societies of the individual departments have students as office-bearers. These Associations/ societies/ clubs involve students for organizing various events.

The following societies are active in the college:

1. Science society
2. English Literary Society
3. Punjabi Sahitsabha
4. Home Science Department Society
5. Fine Arts Club
6. Geographical Society
7. NSS Unit

8. Red Ribbon Club/ Red cross/ Drug Deaddiction committee**9. Cultural activity and Youth Services Club**

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

8

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

5.4 - Alumni Engagement

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

The Alumni Association (earlier OSA) has always been supportive to the college bridging the gap between the alumni and the institution. Alumni Committee has elected executive members to administer the association with the Principal as one of its members. The college and the association work closely to accomplish the vision and mission of the institute. The association promotes Sports and "Green environment initiatives" of the college. The 'Morning walkers Club' of the association 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 . 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. With the help of Forest department and old student association (OSA), "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 : Chakrasla, Kusam, Neem, Shahtut, Kadam, Harad, Baheda, Awala, Kachnar, Pinkashla, sukhchan, Sawajna, Silveroak, Tahli or Sisham, Molsari etc. were planted on the campus.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our Institution's Commitment to Excellence

The success of our institution's vision and mission is driven by our dedicated faculty members, staff, and students. We strive to impart universal, high-quality education, aligning with the National Education Policy (NEP) goals.

Our Objectives

- Provide affordable, high-quality education to aspirants from surrounding areas
- Foster a supportive environment for students from weaker sections of society
- Encourage participation in extracurricular activities
- Enhance learning through audio-visual aids, computers, and internet facilities

Initiatives and Support

- Affordable fee structure - Scholarship schemes - Career guidance programs - Free skill development courses - Placement-oriented talks and seminars - Reservation for students from weaker sections of society

Achieving Our Mission

By implementing these initiatives, Government College Derabassi is committed to achieving its mission and materializing its vision. We continuously update relevant information on our website, ensuring transparency and accessibility.

File Description	Documents
Paste link for additional information	https://gcderabassi.ac.in/igac_naac.php
Upload any additional information	View File

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

Organizational Structure and Administration

The Principal of the college is the head of the organizational structure and the main executive authority. She frames policies, strategies, and plans for the institution.

Supportive Bodies

The Principal is assisted by:

1. Academic Council: Provides advisory support on academic matters. 2. Registrar Office: Manages academic activities, including examinations and evaluations. 3. Bursar Office: Assists the Principal in managing the college's financial resources. 4. Other Committees: Constituted for specific purposes, such as organizing events and managing resources.

Key Responsibilities

1. Bursar: Manages financial resources and provides support to the Principal. 2. Registrar (Examination): Oversees academic activities, including house exams, university exams, and evaluations. 3. Committees: Execute policies and manage specific events and activities.

Decision-Making Process

1. Academic Council Meetings: Discuss important academic decisions and review student performance. 2. Principal's Leadership: Provides inputs to committees and ensures they remain focused on the institution's vision.

Decentralization

Decentralization of administrative and financial tasks has been achieved through the formation of various committees, ensuring efficient management and decision-making.

File Description	Documents
Paste link for additional information	https://gcderabassi.ac.in/Uploads/naac/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plans articulated by the Principal and Academic Council, along with other authorized committees, are communicated to target groups through:

- Notices - Meetings - Emails - Other forms of communication

Guidelines and Manuals

The following documents serve as guidelines at the institutional level:

- IQAC Handbook - Registers maintained by various committees - Organizational Procedure Manual (Committee Chart)

This manual guides all activities through well-defined policies and procedures.

Major Activities Undertaken

1. Infrastructure Development - Building development and modification - Functional facilities for e-learning - Water facility - Hygiene, zero plastic, and green campus 2. Academic

Facilities - Smart Classrooms - Tutorials - Seminar halls - Maintenance of Laboratory and equipment - Library infrastructure upgradation 3. Student Welfare - Medical facility - Networking facility and database creation - Development of sports facilities (indoor/outdoor) 4. Alumni Engagement - Configuration of Alumni association - Invitation for guest lecturers/internship/placement/training/entrepreneurship 5. Industry Partnerships - Exploring contributions/sponsorship/scholarships/fund generation - Regular interactions with stakeholders/Industrialists visit for seminars, lectures, workshops for entrepreneurship development 6. Events and Conferences - Holding seminars, conferences, workshops, and other events

These activities are undertaken to ensure the overall development of the institution and its stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gcderabassi.ac.in/Uploads/naac/Prospective%20plan.pdf
Upload any additional information	No File Uploaded

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

Institutional Governance and Organizational Structure

The college has a well-established hierarchical setup, ensuring clear distribution of duties, responsibilities, and authorities at every stage. The Principal holds the highest position, followed by the Academic Council, which acts as the governing body.

Committees and Their Roles

Every committee is constituted at the college and department levels, with a faculty member as the In-charge and two or more faculty members as committee members. The Committee convener oversees the program and operations, ensuring smooth functioning.

IQAC Functions and Responsibilities

The Internal Quality Assurance Cell (IQAC) plays a crucial role in reviewing the institution's performance, decisions, and policy approvals, supported by the Academic Council. Key IQAC functions include:

1. Fixing quality parameters for academic and administrative activities 2. Monitoring timetable and syllabus completion, class work, and academic activities 3. Conducting internal quality audits to verify effectiveness of quality measures 4. Reviewing performance and decisions 5. Approving policy decisions with Academic Council support

Budget Allocation and Funding

The budget allocation for the academic year is finalized at the beginning of the financial year. Funding sources include:

1. State budget funded by the Government 2. RUSA funds and UGC funds, utilized as per guidelines 3. PTA funds and HEIS funds, decided by the college

Decision-Making Process

All new proposals are discussed, and decisions are taken through a collaborative process involving the IQAC, Academic Council, and other stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gcderabassi.ac.in/Uploads/naac/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Schemes for Teaching and Non-Teaching Staff

Government College Derabassi offers various welfare schemes to its teaching and non-teaching staff, including:

Financial Benefits

1. Medical Allowance 2. Mobile Allowance 3. Child Educational Allowance 4. Wheat Loan Facility (for non-teaching staff) 5. Loan against GPF 6. Medical Reimbursement

Leave and Time Off

1. Study Leave (encouraging non-doctoral staff to pursue part-time Ph.D.) 2. Child Care Leave (as per government norms) 3. Medical Leave 4. Earned Leave 5. LTC (Leave Travel Concession)

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

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

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

00

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

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

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

00

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

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

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

07

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

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

Performance Assessment of Non-Teaching Staff

The performance of non-teaching staff is evaluated through Annual Confidential Reports (ACRs) and annual performance appraisals.

Assessment Parameters

Staff members are assessed on various parameters, categorized into:

1. Character and Habits 2. Departmental Abilities 3. Capacity to do hard work 4. Discipline 5. Reliability 6. Relations/Co-operation with superiors, subordinates, colleagues, students, and the public 7. Power of Drafting (where applicable) 8. Efficient organization of documents (for Ministerial Staff) 9. Technical abilities (for workshop staff)

Evaluation Process

The comprehensive ACR comprises 32 parameters, each graded on a seven-point scale:

1. Excellent 2. Very Good 3. Good 4. Highly Satisfactory 5. Satisfactory 6. Unsatisfactory 7. Poor

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director.

Career Advancement

On satisfactory performance, employees are granted:

1. Promotions 2. Financial upgradation under the ACP Scheme

The ACR and Performance Appraisal System have significantly contributed to:

1. Evaluating employee performance 2. Motivating employees 3. Analyzing strengths and weaknesses 4. Ensuring better performance

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

6.4 - Financial Management and Resource Mobilization

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

Financial Audit and Compliance

The institution has established a robust mechanism for conducting internal and external audits on financial transactions to ensure compliance.

Internal Audit

1. Conducted half-yearly by the internal financial committee. 2. Verifies income and expenditure details. 3. Compliance report submitted to the management through the Principal. 4. All vouchers audited on a half-yearly basis.

External Audit

1. Conducted annually by an external agency (chartered accountant). 2. Ensures all payments are duly authorized. 3. Audit report sent to the management for review. 4. Any audit queries addressed promptly with supporting documents.

Budget Allocation and Financial Management

1. Principal submits a budget allocation proposal to the management before each financial year. 2. Proposal based on

recommendations from department heads. 3. Expenses thoroughly checked by verifying bills and vouchers.

Financial Discipline and Transparency

The institution maintains transparency in financial matters and adheres to financial discipline to prevent defalcation of funds or properties. No major audit objections have been raised in preceding years.

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

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

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

1387824

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

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

Financial Management at Government College Dera Bassi

The availability of adequate funds is crucial for the smooth functioning of any institution. Financial resources play a vital role in achieving an institution's mission and vision. However, merely having resources is not enough; monitoring their effective and efficient use is equally important.

Mobilization of Financial Resources

Government College Dera Bassi mobilizes financial resources through various channels, including:

1. Tuition fees 2. Grants from government agencies 3. Financial assistance from non-governmental organizations 4. Funding from alumni 5. Corporate Social Responsibility (CSR) funds 6. Community mobilization: engaging the local community to invest in their own future

Utilization of Funds

These funds are utilized for both recurring and non-recurring expenditures. Major financial decisions are taken by the institute after consultations with:

1. Committee heads 2. Financial advisors 3. The Principal

Transparency and Accountability

To ensure transparency and accountability:

1. Quotations are called, and purchase orders are placed after negotiations. 2. Transactions are recorded through bills and vouchers. 3. Bill payments are verified before being passed. 4. External and internal financial audits are conducted to verify compliance.

By following these principles, Government College Dera Bassi ensures the effective management of financial resources, promoting transparency, accountability, and responsible financial decision-making.

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

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

Institutional Quality Assurance Cell (IQAC)

The college is committed to providing the best facilities to

students and faculty. To achieve this, the IQAC was established in July 2002 under NAAC guidelines. The IQAC aims to create innovative and flexible education policies, enabling the college to produce well-rounded citizens and performers.

Functions of IQAC

1. Improving teaching and research quality: Regular inputs are provided to concerned stakeholders based on student feedback.
2. Creating best practices: Inputs are provided to create efficient academic and administrative practices, ensuring better resource utilization and services.
3. Academic and Administrative Audit: Inputs are provided for audit and analysis, identifying areas for improvement.

Feedback Mechanism

There are two methods of collecting feedbacks from Students and staff:

- Suggestion Box at the administrative block entrance
- Email: gcderabassinaac@gmail.com

IQAC Initiatives

The IQAC prepares, evaluates, and recommends the following reports:

1. Annual Quality Assurance Report (AQAR)
2. Self-Study Reports for NAAC
3. Stakeholder feedback reports
4. Action Taken Reports

Institutionalized Practices

Two notable practices institutionalized through IQAC initiatives are:

1. Key Performance Indicators (KPIs): Identified to improve institutional functioning.

2. Technology Integration: Implemented modern technology in administrative functioning, including ICT, solar power, online admission, and assessment processes.

File Description	Documents
Paste link for additional information	https://gcderabassi.ac.in/igac_naac.php
Upload any additional information	View File

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

Institutional Quality Assurance Cell (IQAC)

The IQAC monitors and reviews the teaching-learning process, methodologies, operations, and learning outcomes.

Standard Methods for Teaching, Learning, and Evaluation

The IQAC follows proven standard methods, reviewed and updated based on stakeholder feedback. Improvements implemented include:

Academic Processes

- Academic calendar preparation - Time table, subject allocation, and lesson plan preparation - Internal examination and evaluation systems

Evaluation and Feedback

- Teacher evaluation by students through satisfaction surveys - Feedback on teaching methodologies, course delivery, attitude, strengths, weaknesses, and difficulties

Redressal and Support

- Strong redressal system, including Women's cell and Grievance redressal cell - Timely redressal of student grievances

Student Learning Outcomes

- Monitoring student performance and collecting data on learning outcomes - Regular class tests, midterm evaluations, internal

tests, assignments, and semester exams.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gcderabassi.ac.in/igac_naac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. 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. Emphasis is laid on activities related to environmental awareness, women empowerment, gender sensitisation and the development of moral and ethical values. This short movie which was shown to the college students conveys the important ideas of Gender sensitivity and Gender equality in a very simple and interesting way. Women oriented festivals like teej and mehndi competition are organised.

1. <https://youtu.be/daaSNSV7WP4> (for girl students)

2. <https://www.facebook.com/share/p/15pm2byCCY/> (for boys students)

Girls' participation was maximum during these functions.

File Description	Documents
Annual gender sensitization action plan	https://gcderabassi.ac.in/uploads/naac/Gender%20Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gcderabassi.ac.in/uploads/naac/Gender_sensitization.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

The college segregates biodegradable waste and non-biodegradable waste. Biodegradable waste is dumped into a pit to prepare compost to be used as manure for college plants. The college has three pits in the backyard of the canteen and compost is created from dry leaves and other organic waste. The non-biodegradable waste is collected by the Municipal Corporation truck from the campus. E-waste bin has been installed on the college premises and students are encouraged to dispose of e-waste in them. As the college does not produce Biomedical and radioactive waste, we don't directly deal with its management. Government College, Dera Bassi creates awareness among students through a compulsory paper on the Environment as part of the curriculum of first-year students in Undergraduate classes. Liquid waste is drained out from the college into the municipal sewage system. After dismantling the unsafe ramp, iron debris was given off to the contractor according to norms. Dead trees were auctioned which were felled after obtaining permission from the Forest Department. On Swachhta Sewa Abhiyan to be organized by NSS volunteers carried Cleanliness drive and collected paper and plastic waste etc followed by Swachhta Pledge. A lecture on waste management techniques delivered by Ms. Seema Malik from Shivalik College of Education and also learned about the techniques of refuse, reduce, recycle, reuse for environmental safety and improved resource efficiency. Under same mission of Swachhta Hi Seva (SHS) cleanliness drive was organised as a tribute to Mahatma Gandhi.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gcderabassi.ac.in/uploads/naac/Garbage%20Management%20web.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,

A. Any 4 or all of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

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 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. 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.

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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

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 Constitution Day, National Voters Day. The college participates in all national missions/ campaigns like International Blood Donation day, on 26th June every year college celebrated International Yoga Day. On same day 26th June 2023, N.S.S. unit Government College Derabassi also organized "Nasha Mukti Abhiyan". A Rally was engaged along with posters exhibiting inspirational ideas to put a halt to drug addiction and to aware the students. On 3rd August 2024, Government College Derabassi commemorated International Organ donation day. Around 15th August "Har Ghar Tiranga. The college celebrated 77th Independence Day, Indian government organized "Meri Matti Mera desh" on 9th August under the theme "Vasudha vandan" For the creation of Amrit vatika, 75 saplings were planted in Village Mukandpur by the PO of NSS along with volunteers in association with Government Sr. Secondary School Mukandpur and Village Panchayat. On 1st October cleanliness drive was organised as a tribute to Mahatma Gandhi on the eve of

his birth anniversary on 2nd Oct'23 .World AIDS Day was celebrated by the college in collaboration with the Red Ribbon Club on 1st Dec. 2023.A poster-making competition on National Voters Day on January 25, 2024. The college celebrated Festivals like Basant Panchmi and Lohri arecelebrated almost every year.

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

7.2 - Best Practices

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

BEST PRACTICE - I

1. Title of the Practice: Book Reviee

- To encourage students and fawulty to read books
- To give students a platform and environment to discuss books

It was observed that number of students visiting the library was dwindling. They prefer to be on the phone than reading a book. So the Library Committee thought of a Book Review club to bring students back to the library and involve them in reading and intellectual discussions.The college holds a book review session every Saturday in the library. Students are notified beforehand about the event. Every week a student is assigned a book to read and review on the coming Saturday. A teacher in charge supervises the activities, moderates the event, helps with the discussion, encouraging students to speak and read.

BEST PRACTICES-2

Distribution of sanitary napkins

To ensure health and hygiene of girl students belonging to economically weaker section.

To reduce the risk of infection as well as provide comfort and security to girls.

To give benefit of this initiative to all girls. The programme aims to address poor awareness among girls about menstruation, which often impedes college girls' mobility and participation in daily activities. The free distribution of sanitary napkins ensures that girl students have access to menstrual hygiene facilities. The college aims to promote safe menstrual practices and eco-friendly use of menstrual waste.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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. 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 unique feature of the college is financial help from an NGO active in the Dera Bassi area, YOUTH DREAMERS FOUNDATION. It offers huge scholarships to students belonging to the economically weaker section. It helps in building capacity and enhancing the skills of selected students. 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. The Morning Walkers' Club also funded the installation of an open-air gym on the campus. Many members of the club are college alumni. Government College Dera Bassi is privileged to be part of an ecosystem of cooperation and growth.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To set up a language lab

Implement NEP and choice-based credit system in all courses.

To introduce MCom from session 24-25.

To introduce more skill-oriented courses.

To begin with the biometric system of attendance.

To extend wifi to the newly constructed building blocks.

To add smart classrooms in the new blocks.