



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT COLLEGE GURDASPUR
• Name of the Head of the institution	Mrs Parminder Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01874241057
• Mobile no	9417373450
• Registered e-mail	gcgurdaspur@gmail.com
• Alternate e-mail	gcgigac22@gmail.com
• Address	Trimmu Road
• City/Town	Gurdaspur
• State/UT	Punjab
• Pin Code	143521
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Coordinator	Randeep Kaur Bajwa				
• Phone No.	9417373450				
• Alternate phone No.	9855661777				
• Mobile	9855661777				
• IQAC e-mail address	gcgqiqac22@gmail.com				
• Alternate Email address	gcgurdaspur@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://govtcollegegurdaspur.in/wp-content/uploads/2022/04/AOAR-19-20-3.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://govtcollegegurdaspur.in/academic-calendar-2020-21/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.5	2004	03/05/2004	02/05/2008
Cycle 2	B++	2.89	2018	26/09/2018	25/09/2023
6.Date of Establishment of IQAC			20/07/2012		
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	
NIL	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5	
<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)		
1. Facilitating Online semester exams by making arrangements for collecting email ids of all students, reaching out to all students to ensure that none is left out and miss the examination ... teaching students how to make PDFs of answer sheets and send them through email through video lectures and text messages in WhatsApp		
2. Find ways to reach out to the maximum number of students on lockdown, student counselling and COVID awareness among the masses		
3.WhatsApp groups, zoom meetings, phone calls etc to counter depression and hopelessness, which were most feared in the Corona period. Students were constantly engaged in activities like online quizzes, crossword puzzles, video lectures, etc.		
4. IQAC played a major role in motivating and training teachers to equip them for online teaching. Student counselling through		
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
<p>keep all members of staff and students motivated during the testing Covid times. Reach out to each and every student and making sure their attendance and participation in the Online examinationeir</p>	<p>IQAC played a major role in motivating and training teachers to equip them for online teaching. Student counselling through WhatsApp groups, zoom meetings, phone calls etc to counter depression and hopelessness, which were most feared in the Corona period. Students were constantly engaged in activities like online quizzes, crossword puzzles, video lectures, etc. All students were taught how to use email ids, make pdfs and send in time. this was a huge challenge as majority of our students are from financially low families in Rural areas. Our institution met all challenges collectively and succeeded to a large extent.</p>
<p>To conduct more extension lectures Online/Offline</p>	<p>A variety of Extension lectures and activities were conducted throughout the year, like Legal literacy, Awareness against use of Drugs, Environmental awareness, Health awareness (Yoga day), Guru Tegh Bahadur Birth centenary celebrations, etc. mainly Online during the year</p>
<p>To motivate more teachers to use ICT tools for Teaching -Learning process.</p>	<p>More number of teachers used online methods of regular class assessments through Online Quizzes.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
COLLEGE COUNCIL	28/07/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	20/01/2022

15. Multidisciplinary / interdisciplinary

Interdisciplinary

16. Academic bank of credits (ABC):

No

17. Skill development:

nil

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

Teaching in both mother tongue and English is done in classrooms to bring about the Inclusivity of students from varied backgrounds.

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

Various methods are used as under, which are targetted to bring about Outcome Based Education in the institution:

Frequent Online assessments through quizzes,

1-minute lectures in classes by students, on different topics related to subject,

debates in classes in small groups, etc.

20. Distance education/online education:

Online classes and examinations were conducted throughout the Covid period. One department uses LMS "Myeclass" for students in the 1st and 2nd years of BSc. Many departments do online assessment quizzes through Google forms. The practice will be slowly extended to other departments also.

Extended Profile

1.Programme	
1.1	06
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1912
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	950
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	519
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	51
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	57
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	35
Total number of Classrooms and Seminar halls	
4.2	8.51069
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
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

The college is affiliated with Guru Nanak Dev University, Amritsar. The course design, the syllabi for different subjects, duration of the courses, allotment of teaching periods are as specified by the affiliating University. The semester system is followed for all the Courses.. University releases the Academic Calendar which is strictly followed by the college, regarding holidays, examinations, and Admission Schedule. The College Prospectus is published by the college. Admissions are made strictly on merit. The reservation policy of the Punjab Government is followed. Teachers follow the timetable as prepared at the beginning of each session. Monthly class tests are conducted to evaluate the academic progress of the students. Mid-semester exams as per University schedule, remedial classes for weak students and tutorial classes are arranged} College has a very rich and fully maintained Library with an open access system. Many journals (Science, Arts, and commerce) are subscribed -in the Library. in-flibnet (E-Books and E-Journals), N-List facilities & Delnet connection are available for, both teachers and students. Students are encouraged to take part in

various co-curricular and extra-curricular activities. Students actively take part in NCC, NSS, Cultural activities, Quiz Competitions, Seminars, and Sports; - is winning top positions in Zonal Youth Festivals of the University for many years. At the end of the academic session, feedback is taken from all students.

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

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

Teachers keep teaching diaries to keep a record of their daily teaching. Various classroom teaching methods, based on different needs of different subjects, are delivered. Extension Lectures (All departments) are organised. Weekly and Monthly class tests are conducted to evaluate the academic progress of the students. Mid-semester exams as per the University schedule, remedial classes for weak students and tutorial classes are arranged. Online tests are also taken in the science, Economics departments. It is being extended gradually to other departments as well. Semester exams are conducted strictly as per the schedule given by the affiliating university. The schedule of Admission, Examination and vacation is strictly followed as per the University calendar. Surprise oral/written tests and extempore are conducted. 9. Students are divided into groups, each group comprising academically strong and not-so-strong students and made to discuss and write assignments together. 10. Group discussions, PowerPoint presentations, debates, dissertations, short-term field tours and report preparation, and assignments. The College also prepares its Academic Calendar at the beginning of every session. It displays the important days and Activities that are to be conducted throughout the year.

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

<p>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</p>	<p>C. Any 2 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="76 645 550 712">File Description</th> <th data-bbox="550 645 1471 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 712 550 891">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="550 712 1471 891" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 891 550 958">Any additional information</td> <td data-bbox="550 891 1471 958" style="text-align: center;">View File</td> </tr> </tbody> </table>	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			
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								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>NIL</p>									
<table border="1"> <thead> <tr> <th data-bbox="76 1294 550 1361">File Description</th> <th data-bbox="550 1294 1471 1361">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1361 550 1429">Any additional information</td> <td data-bbox="550 1361 1471 1429" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1429 550 1541">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="550 1429 1471 1541" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1541 550 1637">Institutional data in prescribed format (Data Template)</td> <td data-bbox="550 1541 1471 1637" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>NIL</p>									

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

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

NIL

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

Since it is a co-educational college, Students' Security, Safety, Gender equality, and social harmony are our top priorities. Extension lectures are regularly organised on the topics of Female foeticide, Gender discrimination, Environmental awareness, discouraging the use of Plastics, and Awareness against Drug Abuse. District-level celebrations of National festivals like Independence Day and Republic Day are celebrated in the college campus every year, with the participation of NCC and NSS students of College. The grand exposure of such events is helpful in inculcating values of Patriotism among students.

Students of all UG courses have to qualify a compulsory exam in "Environmental Studies" in 2nd year and "Drug Abuse" in 1st year.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

04

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	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

500

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

B. Any 3 of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	NIL
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
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://govtcollegegurdaspur.in/student-satisfaction-survey2020-21
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 students admitted during the year	
861	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
377	

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

2.2 - Catering to Student Diversity

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

Monthly class tests and mid-semester exams are conducted per the college calendar, which is in line with the University Calendar published at the beginning of the academic year. The Mentor system is being followed in the college. A teacher mentor is appointed for each group of 30-40 Students. These mentors keep watch on the performance of the students. It helps in the continuous internal evaluation of students. Only those students are eligible to sit in university semester exams who score at least 25% marks in each subject in mid-semester exams. Weak students and slow learners are identified on the basis of monthly class tests, Continuous teacher feedback, assignments given to students, students' participation in class etc. Accordingly remedial classes are arranged not only for weak and slow learners but also for those students who actively participate in sports, NSS, NCC other co-curricular activities. Online quizzes, crossword puzzles, etc are also prepared and shared in some departments- Chemistry & Economics with students to generate interest in the subject, among students. Our Chemistry dept is offering Online video lectures through LMS MOODLE- "MyEclass" to students of BSc Med and Non- Medical. The students can access the lectures any time and any number of times as per their need.

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

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

Number of Students	Number of Teachers
1912	51

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institute is trying its best to shift to more and more student-centric methods to enhance the experience of Teaching -Learning in the Institution. Till now, the Dept of Chemistry is offering LMS to students of 1st and 2nd years. Gradually, we hope to extend it to other departments also. The institution strives to induce a "Flipped Classroom model" which needs greater preparation for the Faculty and relevant infrastructure. The institution is moving in this direction and hopes for favourable results in the coming years. A shift towards Online class tests makes students free to attempt the test at their convenience. Moreover, Extension lectures are organised, and students are motivated to participate in inter-college debates, quizzes, University Youth Festivals, etc. Educational tours are organised and are a regular part of our curriculum.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://myeclass.academy/course/view.php?id=3974

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

The institution has 6 smart classrooms fitted with projectors and smart podiums fitted with PCs and touch-screen monitors. About 15 teachers use these tools in their classes using PowerPoint and other multimedia tools. Online quizzes through Google forms, software like Hot Potatoes, etc are being explored by more and more teachers Use of LMS MOODLE is also encouraged and already used by Science faculty.

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

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

51

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

06

File Description	Documents
Any additional information	View File
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

29

File Description	Documents
Any additional information	View File
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.

Various methods of student assessment, evaluation and motivation are used in different departments, regularly, as under

1. Oral presentations by students during the last 10 minutes of the class period
2. Writing up the class summary
3. Students deliver a short lecture on the taught topic in the same class, subject to availability of time
4. Welcome discussions on topics from the syllabus on which research may be initiated
5. Orientation program organized for first-semester students
6. Online quizzes and
7. Gathering questions from students on different topics from the syllabus and discussing them in class.
8. Surprise oral/written tests and extempore are conducted.
9. Students are divided into groups, each group comprising academically strong and not-so-strong students and made to discuss and write assignments together.
10. Group discussions, PowerPoint presentations, debates, dissertations, short-term field tours and report preparation, and assignments. The academic calendar of the institution is prepared in line with the GNDU calendar.

Monthly class tests and mid-semester exams are conducted per the college calendar, which is in line with the University Calendar published at the beginning of the academic year.

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

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

The institute has a college-level internal exam committee. The exam committee works under the supervision of the Head of the institute. The institute exam committee is responsible for conducting house examinations and evaluations and making results. Any grievances regarding the Planning of teaching, learning and evaluation schedules are made at the start of the academic session. Commencement of class-wise Timetable and teacher-wise examination- their conduct or evaluation is taken care of and dealt with with utmost priority. Timetables are implemented as per UGC University norms. Monthly class tests and mid-semester exams are conducted per the college calendar, which is in line with the University Calendar published at the beginning of the academic year. The Mentor system is being followed in the college. A teacher mentor is appointed for each group of 30-40 Students. These mentors keep watch on the performance of the students. It helps in the continuous internal evaluation of students.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Important notifications and activities are uploaded on the College Website and college Facebook page. All Official Notices are displayed on Notice-Boards and also posted in Students' Whatsapp groups of their respective classes.

There are official WhatsApp groups for Teaching as well as Non-teaching Faculty where all relevant Notifications are posted. Also, a hard copy of the Notice, undersigned by the College Principals is also circulated and notified with signature to all members of the Faculty.

Programmes and Course outcomes for all Programmes and achievements are highlighted in the yearly College Prospectus where Photos of Student and Teacher achievers are also displayed. These are also displayed on the departmental noticeboards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://govtcollegegurdaspur.in/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Important notifications and activities are uploaded on the College Website and college Facebook page. All Official Notices are displayed on Notice-Boards and also posted in Students' Whatsapp groups of their respective classes.

There are official WhatsApp groups for Teaching as well as Non-teaching Faculty where all relevant Notifications are posted. Also, a hard copy of the Notice, undersigned by the College Principals is also circulated and notified with signature to all members of the Faculty.

Programmes and Course outcomes for all Programmes and achievements are highlighted in the yearly College Prospectus where Photos of Student and Teacher achievers are also displayed. These are also displayed on the departmental noticeboards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://govtcollegegurdaspur.in/institutional-feedback-forms/

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	
510	
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	View File
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://govtcollegeguradapur.in/student-satisfaction-survey2020-21/	
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	View File
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 teachers recognized as research guides (latest completed academic year)	

3.1.2.1 - Number of teachers recognized as research guides

0

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - 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	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution is using LMS in the department of Chemistry. Video lectures using PowerPoint, whiteboard, etc are recorded and uploaded on the platform. Students can access the content at any time and any number of times. Some other departments are also using Online quizzes for regular class assessments, surveys, collection of data, etc. Online quizzes with video lectures have been prepared and circulated in many colleges for the transfer of knowledge and awareness. More such initiatives are under the planning of IQAC.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

01

File Description	Documents
URL to the research page on HEI website	nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

0

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

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

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

01

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

3.4 - Extension Activities

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

Various extension activities regarding social issues are carried out regularly in the institution. Maximum student participation is ensured.

Extension lectures are organised. Science students who study Chemistry as a subject are regularly sensitised against the over-use of chemicals.

Tree plantation is a regular exercise carried out by NCC/other / NSS cadets yearly.

A few activities related to cleanliness drive, Drug abuse, etc are mentioned as under;

1. Name of the Activity: Cleanliness drive in college campus

Organized by: NSS Unit of Government College Gurdaspur

Under the Scheme of Swatchh Bharat Abhiyan

Session: 02.10.2020 Total number of students participation: 150

2.Name of the Activity: Lecture on awareness regarding Women Rights and legal help

Organized by: Legal cell, District administration Gurdaspur

Under the Scheme of: Human Rights Day

Session: 10.12.2020 Total number of student's participation:100

3.Name of the Activity: Yoga/Exercise/Sports activities

Organized by: Department of Physical Education, Government College Gurdaspur

Date: 21.06.2021

Under the Scheme of Buddy Program for awareness against drugs

Total number of students participation: 70

4. Name of the Activity: Yoga Performance: to celebrate the International Day of Yoga

Organized by: Department of Physical Education, NCC & NSS Unit, Government College Gurdaspur

Date: 21.06.2021

Under the Scheme of the 7th International Day of Yoga

Total number of students who participated: 50

5.Name of the Activity: Slogan Writing Competition

Organized by: Department of Hindi, Government College Gurdaspur

Date: 22.06.2021

Under the Scheme of: Buddy Program for awareness against drugs

Total number of students participation: 25

6.

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

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

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

01

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

3.4.3 - 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

3.4.3.1 - 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

08

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

10

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 institution has well-ventilated and furnished 30 classrooms with a seating capacity of a minimum of 80 students. Six of these are smart classrooms equipped with LED projectors, CPUs, and sound systems. there is one seminar hall with a seating capacity of a minimum of 150.

There are 10 laboratories in all. CHEMISTRY= 3, PHYSICS = 2, BOTANY= 1, ZOOLOGY = 1, COMPUTER SC. = 2, GEOGRAPHY = 1

Computer labs are equipped with about 50 computers with wi-fi connectivity.

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

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

CULTURAL ACTIVITIES are organised in MINI AUDITORIUM equipped with projector and PC and sound system. There is also an open area in the inner campus (27.7 X22.15 m) with a permanent concrete stage (11.7 X 5.82m). Music Dept also has an air-conditioned hall with an in-built stage where cultural activities at a small scale can be carried out.

SPORTS FACILITIES:

College has indoor facilities for games like chess, table tennis, Health club etc. Which is regularly used by staff and students.

There are 09 Standard outdoor Sports Facilities:

Standard Track with Stadium (400 m.),

Basketball Court 1,

Volleyball Court 1,

Lawn Tennis Court 1,

Badminton court 2,

Football ground 1,

Hockey Ground 1,

Cricket ground 1,

Kho-Kho ground 1 in the Campus.

Available sports infrastructure is optimally used for physical education lectures, Practical practice, inter-class competitions by students and staff members.

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

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	nil
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)

8.51

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

4.2 - Library as a Learning Resource

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

The College library is well equipped with:

Text Books =35941 worth 10791241

Reference Books = 5225 worth1569500

e-Books = 110

Journals =34 worth 30000

eJournals = 7165

Digital Database 20

CD & Video 70 worth 3500

Library Automation 1 40250

However, there could be No recent addition this year.

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

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
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)

NIL

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

100

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Yes, as per requirement new connections of Internet & wi-fi are purchased and plans are also revised as needed by respective departments. Recently, the institution is using 7 connections in different departments and Computer labs. BSNL is the Internet Service Provider.

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

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)**

8.51

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.

The College Library has concerned non-teaching Library staff which looks after the cleanliness and attending students, issues library cards and books, and keeps a record of the visitors in the library. There is a library committee of Teaching staff who take care of recommendations and purchases of new reading material for the library.

In Labs, There are lab assistants- Senior and junior attendants to take care of the Labs in different departments. The Senior Lecturer Assistant is the Incharge of the store and is responsible for maintaining stock registers of new purchases as well as consumptions and issue of lab chemicals, etc to Junior Lab Assistants. The JLAs deal with the students and provide them with the apparatus and chemicals, etc for the conduction of the Experiment as per instructions of the Teaching Faculty of the respective department. Annual stock verification committees are formed that physically check the equipment present in particular departmental labs. For purchases within the dept, 3-member committees are formed who take quotations (for purchases of more than Rs 500) and carry out the process. The Head of the respective department takes care of the overall working of the department. He/She also reviews the self-appraisals of non-teaching staff in the department.

Playgrounds are maintained by the department of Physical Education.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

458

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted 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

478

File Description	Documents
Upload any additional information	View File
Number of students benefitted 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								
<table border="1"> <thead> <tr> <th data-bbox="86 439 542 506">File Description</th> <th data-bbox="550 439 1465 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 542 613">Link to Institutional website</td> <td data-bbox="550 506 1465 613">https://govtcollegegurdaspur.in</td> </tr> <tr> <td data-bbox="86 613 542 680">Any additional information</td> <td data-bbox="550 613 1465 680">View File</td> </tr> <tr> <td data-bbox="86 680 542 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="550 680 1465 824">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to Institutional website	https://govtcollegegurdaspur.in	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	https://govtcollegegurdaspur.in								
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									
100									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
100									
<table border="1"> <thead> <tr> <th data-bbox="86 1200 542 1267">File Description</th> <th data-bbox="550 1200 1465 1267">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1267 542 1335">Any additional information</td> <td data-bbox="550 1267 1465 1335">View File</td> </tr> <tr> <td data-bbox="86 1335 542 1559">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="550 1335 1465 1559">View File</td> </tr> </tbody> </table>	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			
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

50

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	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

200

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

50

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

An adequate number of student representatives are appointed as members of various administrative and academic committees in the college to have a democratic way of managing the different issues

and activities in the college in an effective and efficient manner. Although there is no student council as such in the college students get sufficient opportunities to have their say in the policymaking and day-to-day activities of the college. A sufficient number of student representatives are nominated as office bearers of Departmental Societies to create a conducive academic environment and carry out various cultural and educational activities under the guidance of teachers at Departmental levels. College Red Ribbon Club and Red Cross Committee have 20 students as their members. This Committee arranges Blood Donation Camps. Organizes Rallies against environmental problems conducts Painting and Paper Reading contests highlighting environmental and health issues and observes important Days like National Youth Day, World Aids Day, Voters Day, etc to create awareness about the burning issues. Legal Literacy Club has 5 students as its members. College NSS Volunteers and NCC Cadets actively participate in arranging various Rallies, Campaigns. The college has 3 units of NSS having 100 volunteers each, including 1 unit exclusively for girls. 100 NCC cadets were enrolled this year. NSS and NCC cadets also participate in district-level march past on National Days. College Eco and Herbal garden committee have 5 student representatives. This committee is actively involved in maintaining Botanical gardens, conducting tree plantation activities, and creating awareness about the conservation of Natural resources.

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

07

File Description	Documents
Report of the event	View File
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

Government College Gurdaspur Alumni Association registered on 2003. The Alumni need to fill- up the Alumni RSVP form 2. those paying by Bank Transfer need to make the payment before filling up the form, noting the UTR no. of the transaction, the details of A/C for payment are A/C Name: MR/MS GOVT COLLEGE GSP ALUMNI ASSOCI A/C No. : 07601000002236 IFSC Code: PSIB0000760 Government College alumni continue to interact at a variety of levels with the college. The Association is an active channel for networking with alumni. The Alumni committee frequently meets to chart out programmes. It has regularly organised alumni meetings annually to bring them together and to understand and support the college activities in diverse areas. During the Last 2018 NAAC team visit, a large number of alumni turned up for interaction with the NAAC team. Some alumni regularly donate books to distribute to poor students. Some have helped visually challenged students with reading as well as with material support. Many alumni actively contribute to college life through workshops, talks, and material help to various departments and courses. However no formal meeting could be conducted this year due to Covid restrictions.

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

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	View File
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	
<p>System of Decentralisation Participative management is duly followed by the college in both financial matters day to day working of the college. Since it is Govt. College, therefore Punjab Govt. rules are duly followed. Financial matters involving major expenditures are incurred mostly on the recommendations of the College Council. Expenditure is sanctioned by the Principal on recommendations of the College Bursar. Committees of at least three members each are appointed by the Principal to incur the expenditure. Different committees/Clubs are formed by the Principal at the beginning of the academic year. Student level General Secretary of the students union is a member of the governing body. Students are empowered to play important role in different activities. The functioning of different secretaries of student unions (listed below) further reinforces decentralization.</p> <ul style="list-style-type: none"> • cultural secretary boys common room • secretary girls common room • secretary student welfare and • social service secretary • canteen secretary • computer in charge <p>Non-teaching staff level Non-teaching staff are represented in the governing body and the IQAC. The Principal, governing body, Teachers council and the IQAC are involved in defining policy procedures, framing guidelines and rules and regulations.</p> <p>Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university.</p>	
File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and	

participative management.

Committees of at least three members each are appointed by the Principal to incur the expenditure. Quotations are gathered by the committee if an item of expenditure exceeds Rupees 500. After getting the supplier duly approved from the Principal on the basis of the lowest rates quoted, quality wise and quantity wise, orders are duly placed for purchases.

Functional Level: For carrying on various day-to-day activities different committees/Clubs are formed by the Principal at the beginning of the academic year. These committees/Clubs include the Eco Herbal Garden Committee, Drug De-addiction Committee, Anti Ragging Committee, Prevention of Sexual Harassment Cell, Legal Literacy Club, Red Ribbon Red Cross Committee etc. Students are adequately represented on these committees/clubs. This helps in the effective functioning of the committees/Clubs and more enthusiastic participation of the students in the effective working and development of the college. management at the strategic level, functional level and operational level.

- **Strategic level:** The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules and regulations pertaining to admission, examination, discipline, grievance, support services, finance etc
- **Functional level:** Faculty members share knowledge among themselves, students and staff members while working for a committee.

Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per government rules and regulations.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	nil
Upload any additional information	View File

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.

Since it is Govt. College, therefore Punjab Govt. rules are duly followed. Financial services, retirement funds and various other office services are managed online. Increase in the use of computers for keeping and storing office data. • Salary of faculty members and staff are transferred directly to the bank account. • e-tender is notified as per the government guidelines for purchase of items • Payment for the work orders is done through PFMS according to government guidelines • Salary bills are submitted to the treasury through IFMS software.

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

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
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

TEACHING: Punjab Government provides various ways welfare schemes for its employees such as group insurance scheme, provident fund, medical leave, casual leave, maternity leave, medical expenses reimbursement, LTC, gratuity, pension, family pension et cetera. Employees recruited after 1- 1-2004 are covered under the new pension scheme.

NON-TEACHING: Punjab Government provides various ways welfare schemes for its employees such as group insurance schemes, provident funds, medical leave, casual leave, maternity leave, medical expenses reimbursement, LTC, gratuity, pension, family pension et cetera. Employees recruited after 1- 1-2004 are covered under the new pension scheme. Interest-free loans and festival advance for only class four employees as per Punjab government rules.

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

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

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

0

File Description	Documents
Upload any additional information	View File
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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
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

20

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	View File
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

The teaching staff fills out their Self-appraisal forms, which are graded by the College Principal and forwarded to the DPI.

The Non-teaching staff fills out their Self-appraisal forms which are graded by the respective Heads of departments and Reviewed by the College Principal.

File Description	Documents
Paste link for additional information	https://hrms.punjab.gov.in/
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

A financial Audit is conducted periodically by the Auditor General's Office of the Punjab Government. College also gets its account audited periodically by a qualified Chartered Accountant, as per need.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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

As per the Rules of Government of Punjab for Government Colleges.

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

6.5 - Internal Quality Assurance System

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

Yes, in equipping staff for Online classes, successfully finding ways to collect Contact data of all students for Online Examinations. Organising seminars and Webinars. Also motivating Teaching staff to participate in Online/Offline FDPs. Maintaining Eco balance in the Institution and encouraging 'Plantation drive',, instrumental in moving towards the use of renewable sources of

energy in the institution, and also motivating staff to find ways to minimise waste and use of chemicals in Chemistry labs without harming the learning process. Use of semi-micro analysis is encouraged.

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

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

Student feedback is taken at the end of every session. They are analysed and action is taken accordingly. Also, results are monitored. Our students going for higher education in universities after qualifying entrance exams are also a good indicator of however small, but incremental improvement in academic as well as other activities. The covid period has been a setback though, which will be overcome in the coming years.

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	nil
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

Frequent lectures are organised by RED-RIBBON CLUB, NSS and NCC cadets.

Awareness of Women's Rights is brought about through lectures by Legal experts, organised by the Legal Literacy cell

in the College.

Female medical experts are called to talk to female students about common problems among Women - their prevention and cure. Dr Gurpreet Kaur, Medical Officer from Bhattian in Gurdaspur district delivered a lecture on the same, this year. It was a highly interactive session where girl students freely talked about the problems and got remedial suggestions from the doctor.

The college has a Sexual Harassment Redressal cell which comprises senior female faculty, who take care of any unfavourable incident which harms the dignity of women in the institution.

File Description	Documents
Annual gender sensitization action plan	NO ADDITIONAL INFORMATION
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	Points a, b, c are implemented in the institution

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

D. Any 1 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

Proceeding to buy incinerators for Girls' washrooms is underway.

Students of Chemistry are regularly sensitised regarding minimum use and no wastage of chemicals while working in Chemistry labs. Recycling of compounds in recrystallization experiments is ensured. Semi-micro analysis is carried out. Experiments like Viscosity and Surface tension measurements are carried out with different concentration solutions of glycerine, which is not toxic. use of toxic chemicals like chloroform, carbon tetrachloride, etc are only used. when there is no other option to understand and carry out the experiment.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

D. Any 1 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**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	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

D. Any 1 of the above

**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, 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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 institution promotes Nationalism and Universal Brotherhood.

There is zero tolerance for biased attitudes toward any gender, Caste, Religion, Culture, Language or Origin. This policy is clearly mentioned on the College Website. There is a grievance redressal cell in the college to take care of any such incident. Any student or member of staff, without discrimination, can directly report to the College Principal when needed.

<https://govtcollegegurdaspur.in/prevention-of-caste-based-discrimination-in-higher-education/>

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

Frequent seminars/Webinars, cultural and co-curricular activities like debates, Quizzes, Poster-making, and Slogan writing are organised for the sensitisation of students about Constitutional obligations.

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

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

B. Any 3 of the above

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	No File Uploaded

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

The College organises national and International commemorative days and events as per the Academic calendar as well as the notifications from the DPI office.

District-level functions on Independence Day and Republic Day are organised in the College stadium, thereby giving a grand exposure of Nationalism to our students. Shabad Gayan at the beginning and the National anthem at the end of both programs are sung by our students and teachers from the Music department.

Rangoli is prepared by our students under the guidance of the teaching staff.

Our NCC cadets participate in the march-past and almost always get the first position among the participants from other institutions.

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	View File

7.2 - Best Practices

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

HELPING OUT THE NEEDY:

- Our college caters to students from border areas, many students come from marginalized families who cannot pay their fees and buy books.

College staff is always helpful towards such students. A voluntary contribution is made every year by teaching staff towards the common pool or at the individual level, at the time of admissions and fee payment.

In addition to the College library, the institution has a book bank which issues books to the needy for the entire semester. Also, teachers have their own individual collections of books in every department. Students borrow these books and return them at the end of the session, and the same books are used by students from the next batch.

- Recently, our dept of Chemistry has initiated LMS MOODLE Myeclass. Self-recorded Video lectures on full syllabus of BSc 1st year and Inorganic Chemistry (2nd year) are uploaded by the subject teacher. Students can access any topic, anytime and any number of times. This facility is provided at no extra cost. Gradually, this facility will be extended to other classes as well. The Institution is on the track to following Flipped Classroom model of Teaching and learning.
- The College administration organizes tree plantations on the college campus every year. Students are encouraged to follow the same in and around their homes. LED lights are used. The initiative to add Solar panels and lights is under process.

Flower shows are organized every year by the department of Botany.

File Description	Documents
Best practices in the Institutional website	https://govtcollegegurdaspur.in/institutional-best-practices-2020-21/
Any other relevant information	nil

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

A big majority of the students of the college belong to the rural, agricultural, educationally and economically backwards and international border area of the Gurdaspur district of Punjab. In this line also, most of the students belong to scheduled castes, backward classes, other backward classes, and very poor sections of society. The girl students are considerably outnumbering their male counterparts in most of the classes and subjects being taught in the college. Girl students are required to come in uniform at least four days a week which helps promote social equality among students. Students are encouraged to actively participate in online/Offline classes, have increased interaction with the teachers, and take part in seminars. Students take part in seminars at the class level. The seminar culture is proving very useful in promoting communication skills, learning capability, and confidence levels among students.

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

1. To improve cleanliness on the campus, work towards the use of Renewable sources of energy., mainly use of solar panels to bring down the budget spent on monthly electricity bills.
2. More student motivation towards an Eco-friendly approach, more plantation of trees in and out of college campus.
3. More extension lectures, on different topics like gender sensitisation - making a concrete plan to work on this area of social importance.
- 4..Conductworkshops on personality development and communication skills
5. Need to work on the collection and maintenance of data of pass-out students, to tap student progression and placements.
6. More use of ICT Tools in Teaching- Learning to generate greater interest of students in their respective subjects.

NAAC