



# YEARLY STATUS REPORT - 2021-2022

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	GOVERNMENT COLLEGE GURDASPUR
• Name of the Head of the institution	Mr Gurinder Singh Kalsi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01874241053
• Mobile no	09417373450
• Registered e-mail	gcgurdaspur@gmail.com
• Alternate e-mail	gcgurdaspur@gmail.com
• Address	Trimmo Road, Gurdaspur
• City/Town	Gurdaspur
• State/UT	Punjab
• Pin Code	143521
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	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. **09855661777**
- Alternate phone No. **09855661777**
- Mobile **09855661777**
- IQAC e-mail address **gcgspiqac@gmail.com**
- Alternate Email address **randipbajwa18@gmail.com**

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

<https://govtcollegegurudaspur.in/wp-content/uploads/2022/11/AQAR-2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://govtcollegegurudaspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>78.50</b>	<b>2004</b>	<b>03/05/2004</b>	<b>02/05/2009</b>
<b>Cycle 2</b>	<b>B++</b>	<b>2.89</b>	<b>2018</b>	<b>26/09/2018</b>	<b>25/09/2023</b>

**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
<b>0</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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**

- If yes, mention the amount

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

- \* Putting in best efforts to ensure the timely and efficient performance of academics and administrative tasks in the institution.Planning and execution of extension activities in the institution.
- \* Since the common admission portal was launched for the first time by Punjab Government, the best possible efforts were made to upload the correct institution's Courses and fee structures, etc. and train the faculty (both teaching and non-teaching) involved in admission committees of various courses.
- \* IQAC played a significant role in getting all students' data uploaded on the MIS portal and maintaining a complete student database.
- \* Motivating teaching faculty towards more use of ICT tools and learner-centric methods for effective teaching and learning.
- \*Timely submission of AISHE report and AQAR.

**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
Attending workshops regarding Common Admission portal by Nodal officer and team of three members appointed by Principal and then training the faculty involved in admission process .	admission process was finished successfully despite challenges of new admission portal. The number of new admissions was up as compared to the previous year
To conduct more extension lectures Online/Offline	A variety of Extension lectures and activities were conducted throughout the year, like Legal literacy, Awareness against use of Drugs, Annual Sports day, Environmental awareness, Health awareness (Yoga Day), Guru Tegh Bahadur Birth centenary celebrations, etc.
To equip teaching faculty for more use of ICT tools in teaching and learning	Workshops were organised within the institution for teaching faculty on

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	03/12/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://govtcollegeguraspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf">https://govtcollegeguraspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf</a>				
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Cycle 2	B++	2.89	2018	26/09/2018	25/09/2023
<b>6.Date of Establishment of IQAC</b>			20/07/2012		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	Nil	Nil	Nil	Nil	
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• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		

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<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>* Putting in best efforts to ensure the timely and efficient performance of academics and administrative tasks in the institution. Planning and execution of extension activities in the institution.</p>		
<p>* Since the common admission portal was launched for the first time by Punjab Government, the best possible efforts were made to upload the correct institution's Courses and fee structures, etc. and train the faculty (both teaching and non-teaching) involved in admission committees of various courses.</p>		
<p>* IQAC played a significant role in getting all students' data uploaded on the MIS portal and maintaining a complete student database.</p>		
<p>* Motivating teaching faculty towards more use of ICT tools and learner-centric methods for effective teaching and learning.</p>		
<p>* Timely submission of AISHE report and AQAR.</p>		
<b>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</b>		

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To equip teaching faculty for more use of ICT tools in teaching and learning	Workshops were organised within the institution for teaching faculty on
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Council	03/12/2022
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	20/01/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
Multidisciplinary: HEI offers a variety of UG courses in various streams like Arts, Science, and commerce.	
<b>16.Academic bank of credits (ABC):</b>	
The curriculum of all courses running in the Institution is designed by affiliating university that is, Guru Nanak Dev	



University Amritsar. ABC is not applicable to any of the available courses running in the college.

### **17.Skill development:**

Four Certificate courses were introduced under "Jagat Guru Nanak Dev University" :

1. Certificate Course in Software Development and Programming
2. Certificate Course in Artificial Intelligence
3. Certificate Course in Stock Market and Trading Operations
4. Certificate Course in Retail and Sales Management Skills

### **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. Every student has to qualify a paper in mother tongue Punjabi (General Punjabi as a compulsory subject) In all three years of UG courses. Students from other states can opt for a simple course Basic Punjabi or Punjab History and Culture(PHC) in place of General Punjabi. Students can opt for a medium of his/her choice in the university examination. All courses in BA and MA allow Punjabi, Hindi or English language as medium of study and examination, as per choice of the learner.

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

Various methods are used, which are targeted 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 the subject, debates in classes in small groups, etc.

students are encouraged to present seminars on topics from the syllabus. This boosts their confidence and helps in preparation for their exams as well.

Field trips are organised by various departments like EVS,

botany, zoology, etc.

Project works are also assigned as per requirement of the course curriculum and the best possible efforts are made to ensure compliance and bring about experiential learning.

#### 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 like Chemistry, Economics, Physical Education, etc do online assessment quizzes through Google forms.

### 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	<a href="#">View File</a>

#### 2.Student

2.1	901
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	507
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	484
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	53
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	57
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9.88074
4.3 Total number of computers on campus for academic purposes	50

## 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-filibnet (E-Books and EJournals), 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	<a href="#">View File</a>
Link for Additional information	<a href="https://collegeadmissions.gndu.ac.in/StudentArea/ViewSyllabi.aspx">https://collegeadmissions.gndu.ac.in/StudentArea/ViewSyllabi.aspx</a>

### 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. Midsemester 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	<a href="#">View File</a>
Link for Additional information	<a href="https://govtcollegegurdaspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf">https://govtcollegegurdaspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 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)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

142

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The Code of conduct and Professional ethics to be followed by Administrators, Teaching and non-teaching faculty and Students are displayed on the college website and on students' notice boards and staff rooms.

The institution follows the policy of no discrimination on the

basis of caste, gender or social origin. Ragging is prohibited on campus. Banners displaying this policy are installed in the girls' and boys' common rooms. Anyone facing any problem regarding this can directly lodge a complaint on the college website or report to the college Principal. A grievance redressal committee is constituted annually to look after such incidents if any.

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 the College. The grand exposure of such events is helpful in inculcating values of Patriotism among students. Students of all UG courses have to qualify for a compulsory exam in "Environmental Studies" in 2nd year and "Drug Abuse" in 1st year.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

400

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="https://govtcollegegurdaspur.in/sss/">https://govtcollegegurdaspur.in/sss/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	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	<a href="#">View File</a>
URL for feedback report	<a href="https://govtcollegegurdaspur.in/sss/">https://govtcollegegurdaspur.in/sss/</a>

## 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

901

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

579

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 College assesses the learning levels of the students. The institution has different assessment mechanisms like random class tests, monthly tests, Final Exams, Surprise Tests etc. to measure

the learning levels of the students. The motive is to assess students and use different approaches for different levels of learners so that advanced learners are motivated to fly higher and slow learners can move fast. The students who get below the targeted score are identified as slow learners and who get above the targeted score are identified as advanced learners. The college teachers give special attention to the slow learners and extra time to clarify their doubts in the department. Remedial classes are organised for slow learners, the main motive of these classes is to improve the basic concepts of slow learners, to raise their level of confidence, and to find out the area of weakness of slow learners and tries to recover it. Remedial classes are a part of the regular timetable. Advanced learners are motivated to go to the library, use eBooks and journals, search on Google for further and deeper study of topics, and also encouraged to go to seminars. The main motive behind this is to teach research attitude and reading culture among them. Special classes are organised for advanced learners to motivate them to pass with university merit and prepare them for future competitive examinations to get job

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2007	53

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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 college has followed student-centric methods to make the teaching-learning process more effective. The teachers assure that the students are active participants and not only passive listeners. To increase the learning experience of the students,

methods like experimental learning, participation learning and problem-solving methods are used in college. For experimental learning, the college has well-equipped laboratories to provide experimental learning. The college has a well-equipped library to promote learning among students. The different departments of the college have organised educational trips, industrial visits, historical trips, and study tours which are part of the curriculum of different subjects like commerce, economics, computer science, botany, zoology etc. . These trips develop the scientific temper of students and enhance their practical knowledge. Students are encouraged to participate in co-curricular activities of different clubs, festivals, summer camps, and awareness programmes of NCC and NSS so that students can become responsible citizens. For participative learning, students participate in different activities such as seminars, group discussions, and skill-based short-term courses started by Jagat Guru Nanak Dev Open University. The college has established E- classrooms. The college students participated in different college level and inter College level debates, quiz competitions, and cultural and sports activities. Assignment are given to students for problem-solving

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://govtcollegegurdaspur.in/college-gallery/">https://govtcollegegurdaspur.in/college-gallery/</a>

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

College Faculty use ICT tools which have improved the quality of education. In addition to chalk-and-talk methods, the teachers use ICT-enabled classrooms with LED projectors, Audio clips , software, and PowerPoint presentations which have made teaching student-centric. projectors are installed in many classrooms. Desktop and printing facility is available in all departments. The faculty and students make use of WhatsApp groups, emails telegram groups and other social media tools for immediate communication and dissemination of information. The faculty members used Google meet or zoom for online lecture delivery. Online tests are conducted through Google Forms and tests. Google forms are often used to collect all types of information from students and Teachers. Internet and Wi-Fi facility is available on all college campus. The admission process is also online from the session 2021

- 22.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
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	<a href="#">View File</a>
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.

All courses running in the institution are under the affiliating university GNDU Amritsar. Guru Nanak Dev University designs the curriculum and learning outcomes of all courses.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and also printed in the college prospectus and GNDU website.

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 Principalis also circulated and notified with signature to all members of the Faculty.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://govtcollegegurdaspur.in/program-and-course-outcomes/">https://govtcollegegurdaspur.in/program-and-course-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The institution regularly evaluates its performance as per student results in university examination, number of students achieving merit positions in university examination, participation and performance in Youth festivals and other extra-curricular activities. Self-evaluation is also done through number of students qualifying competitive tests for jobs and higher studies after graduating from the institution.

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	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

358

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://govtcollegegurdaspur.in/sss/>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

##### 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	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

**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	<a href="#">View File</a>
Paste link for additional information	<a href="https://myeclass.academy/course/view.php?id=3974">https://myeclass.academy/course/view.php?id=3974</a>

### 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	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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. Treeplantation is a regular exercise carried out by NCC/other / NSS cadets yearly.

Extension lectures on gender issues, talks about female health issues and sanitation by medical experts with female students, women empowerment, importance of National girl child day.

NSS Camps are organised within and out of the campus, sensitising students and neighbouring community about importance of cleanliness, under Swatchh Bharat abhiyan and also awareness rallies against stubble burning.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/college-gallery/">https://govtcollegegurdaspur.in/college-gallery/</a>
Upload any additional information	<a href="#">View File</a>

### 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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 minimum of 80 students seating capacity. Six smart classrooms are 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">nil</a>

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 a projector, PC, and sound system. There is also an open area in the inner campus (27.7 X 22.15 m ) with a permanent concrete stage (11.7 X 5.82m). Music Dept also has an air-conditioned hall with an inbuilt stage where cultural activities at a small scale

can be carried out.

**SPORTS FACILITIES:** College has indoor facilities for games like chess, table tennis, a 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, and inter-class competitions by students and staff members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

06

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

9.88074

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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 worth 1569500

e-Books = 110 Journals =34 worth 30000

eJournals = 7165 Digital Database 20

CD & Video 70 worth 3500

Registered on INFLIBNET

subscription of newspapers like Daily Ajit, Hindustan Times, Punjabi tribune, Spokesman, Punjab Kesari

Magazines like Competition Success Review, Pratiyogita Darpan, India Today, Business Today, Outlook, Preetlarhi(Punjabi)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

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)	<a href="#">View File</a>

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

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

0

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

#### 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	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

9.88074

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 with 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 that 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 Physi

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

462

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

492

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

### 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	<a href="https://govtcollegegurdaspur.in/">https://govtcollegegurdaspur.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

08

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

250

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	<a href="#">View File</a>

### 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

29

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 the 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	<a href="#">View File</a>

### 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

16

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

## 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 was registered in 2003. The Alumni need to fill- out the Alumni Registration form on the college website:

Alumni « GCG (govtcollegegurdaspur.in)

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. This year, two Alumni meets were organised.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/alumni/">https://govtcollegegurdaspur.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

System of Decentralisation Participative management is duly followed by the college in both financial matters day to day work 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 roles in different activities. The functioning of different secretaries of student unions (listed below) further reinforces decentralization. • cultural secretary boys common room • secretary girls common room • secretary student welfare and • social service secretary • canteen secretary • computer in charge 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. 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	<a href="#">View File</a>

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

Our administration trusts decentralization and participative functioning. The duties are delegated by the Principal through Organized different annual committees and cells under which each and every teacher participates and performs his/her role. The academic and activity calendar is prepared for the smooth functioning of the institution. The heads of all departments prepare their prospective workload for the academic year based on the current strength of students. The participation of students is also ensured in all the committees covering different aspects of the functioning of the HEI. Students' opinion on functioning is always welcomed by the institution. To manage the Whole functioning of the non-teaching staff, teamwork is encouraged and transparency is maintained.

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 by 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed and mentioned in detail in the college prospectus and also displayed on the Institutional website.

They are in accordance with government Rules and Regulations.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/prospectus-english/">https://govtcollegegurdaspur.in/prospectus-english/</a>
Upload any additional information	<a href="#">View File</a>

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 ours is a Government college, all service rules and appointments are as per Punjab government rules and regulations.

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 the 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	<a href="https://govtcollegegurdaspur.in/">https://govtcollegegurdaspur.in/</a>
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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 inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

teaching-the institution annually seeks information from teachers about their academic achievements and the same is recorded. This record compiles the publication, a conference attended, the paper presented, and refresher courses attended by the faculty members. The engagement of different members into corporative life, NGOs and different social bodies is recorded as an achievement by the administration. . Both teaching and non-teaching staff filltheir self-appraisals, on the basis of which ACRs are filed by the college Principal annually. These are further reviewed by an official appointed by DPI.

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. 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	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

9

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

### 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. Self-appraisal of Regular staff is filled out online on the HRMS portal, of the Punjab government.

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	<a href="https://hrms.punjab.gov.in/">https://hrms.punjab.gov.in/</a>
Upload any additional information	<a href="#">View File</a>

#### 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

1 internal and external finance audit-The complete audit is done by auditor general of Punjab after five years. The annual audit is done by our institution. The last audit was done in 2021.The annually audit periodically done by a qualified chartered accountant as per need.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

## 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	<a href="#">View File</a>

## 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 the 'Plantation drive', and 'No Use of Plastics' is instrumental in moving towards the use of renewable sources of energy in the institution (as solar panel installation in the state's all government colleges is under consideration of DPI colleges, Punjab), and also motivating staff to find ways to minimise waste and use of chemicals in Chemistry labs without harming the learning process. The use of semi-micro analysis is encouraged.

In addition, other IQAC contributions:

A. IQAC is working hard toward effective quality improvement in the administration and working machinery of the institution.

B. IQAC strives to collect and maintain criteria-wise systematic records and institutionalise a Code Of Conduct for all stakeholders... to maintain a sensitive balance between Rights and Responsibilities.

C. Schedule meetings regarding quality parameters at all levels, sometimes all members, sometimes one-to-one.

D. Alumni meet was organised by the institution which is the best way to receive suggestions for the further development of the institution.

E. Online and offline FDP, workshops and seminars are organised to



motivate the teaching staff to polish their teaching-learning skills.

F. Students' feedback is also taken at the end of every session. They can better analyse the system and the function of the administration.

G. Many students of our institution qualify for university examinations for higher studies.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurudaspur.in/">https://govtcollegegurudaspur.in/</a>
Upload any additional information	<a href="#">View File</a>

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

The annual student pass percentage in all courses is reviewed after the year-end examination and compared with the overall pass percentage of the affiliating university. All teachers mention the pass percentage of the respective classes taught by them, in their self-appraisal. The first three positions in all courses and also, the students holding merit positions are sorted out. These students are felicitated during the Prize distribution function held annually, usually in the month of February. Their achievements are also showcased on college notice boards of respective departments and college Prospectus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

**D. Any 1 of the above**

**recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://govtcollegegurdaspur.in/naac-accreditation/">https://govtcollegegurdaspur.in/naac-accreditation/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

RED-RIBBON CLUB, NSS and NCC cadets organise frequent lectures. Awareness of Women's Rights is brought about through lectures by Legal experts, organised by the Legal Literacy cell in the College campus both Online/offline.

Female medical experts are called to talk to female students about common problems among Women - their prevention and cure. Interactive sessions are organised where girl students are able to freely talk about their problems related to general female health and get 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.

The safety and security of female students Is our top priority.

File Description	Documents
Annual gender sensitization action plan	<a href="https://govtcollegegurdaspur.in/gender-sensitisation/">https://govtcollegegurdaspur.in/gender-sensitisation/</a>
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	<a href="#"><u>Regular Counselling by female faculty and separate common rooms for girls are there in the institution.</u></a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**One incinerator for Girls' washrooms has been installed and one more with greater capacity is still needed and 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. The 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 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	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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** **E. None 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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

National Constitution Day was celebrated on 26th November 2021 organised by dept of Political Science and History. A documentary on the Indian Constitution was also shown to the students to enhance the experience and generate more interest among the students. Such efforts are a regular practice in the institution to sensitize students and employees of the Institution towards constitutional obligations and hence instrumental in inculcating values, making students aware of their Rights, and Duties as responsible citizens.

Students of Political Science (under programme BA) study "Indian Constitution" in their course curriculum. There is a plan to organise more events like Quizzes, Poster-making, and paper-reading contests on Constitutional obligations to cause more awareness among students of all programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://govtcollegegurdaspur.in/sensitisation-towards-constitutional-obligations/">https://govtcollegegurdaspur.in/sensitisation-towards-constitutional-obligations/</a>
Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The College organises national and International commemorative days and events per the Academic Calendar and the DPI office notifications.

District-level functions on Independence Day and Republic Day are organised in the College stadium, thereby giving great exposure to 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.

Our students prepare rangoli 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

1. Gender sensitisation plan implemented successfully through organised committees and institutional red Ribbon Club, seminars and mass awareness programs.

2. Various initiatives were taken to enhance students' learning experience and generate greater interest in a subject.eg.

- more use of ICT tools like online quizzes,
- use of LMS,
- offering a platform to new students to speak on a given topic or any other of their choice, in regular classrooms to boost their confidence,

File Description	Documents
Best practices in the Institutional website	<a href="https://govtcollegeguradapur.in/best-practices/">https://govtcollegeguradapur.in/best-practices/</a>
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, educational and economically backward 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 participate in online/Offline classes actively, have increased interaction with the teachers, and take part in seminars.

Since most of our students come from surrounding villages from humble backgrounds, Our institution is a torch bearer towards inclusivity and NO DISCRIMINATION on the basis of the gender, cultural, religious, geographical or financial background of any of the stakeholders, especially our students. College staff is courteous enough to give financial assistance to needy students, on their own if they run short of the amount to pay their fees. Although the institution does not have a record, many students are benefitted every year from this private charity at the individual level, by almost every member of faculty, irrespective of their stay in the institution. This particular quality is distinctive as per the cultural background of our location.

## 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-filibnet (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	<a href="#">View File</a>
Link for Additional information	<a href="https://collegeadmissions.gndu.ac.in/StudentArea/ViewSyllabi.aspx">https://collegeadmissions.gndu.ac.in/StudentArea/ViewSyllabi.aspx</a>

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. Midsemester 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	<a href="#">View File</a>
Link for Additional information	<a href="https://govtcollegeguraspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf">https://govtcollegeguraspur.in/wp-content/uploads/2022/11/academic-calender-2021-22.pdf</a>

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

142

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The Code of conduct and Professional ethics to be followed by Administrators, Teaching and non-teaching faculty and Students are displayed on the college website and on students' notice boards and staff rooms.

The institution follows the policy of no discrimination on the basis of caste, gender or social origin. Ragging is prohibited on campus. Banners displaying this policy are installed in the girls' and boys' common rooms. Anyone facing any problem regarding this can directly lodge a complaint on the college website or report to the college Principal. A grievance redressal committee is constituted annually to look after such incidents if any.

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 the College. The grand exposure of such events is helpful in inculcating values of Patriotism among students. Students of all UG courses have to qualify for a compulsory exam in "Environmental Studies" in 2nd year and "Drug Abuse" in 1st year.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

400

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

<b>institution from the following stakeholders</b> <b>Students Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<a href="https://govtcollegegurdaspur.in/sss/">https://govtcollegegurdaspur.in/sss/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://govtcollegegurdaspur.in/sss/">https://govtcollegegurdaspur.in/sss/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>901</b>	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>579</b>	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 College assesses the learning levels of the students. The institution has different assessment mechanisms like random class tests, monthly tests, Final Exams, Surprise Tests etc. to measure the learning levels of the students. The motive is to assess students and use different approaches for different levels of learners so that advanced learners are motivated to fly higher and slow learners can move fast. The students who get below the targeted score are identified as slow learners and who get above the targeted score are identified as advanced learners. The college teachers give special attention to the slow learners and extra time to clarify their doubts in the department. Remedial classes are organised for slow learners, the main motive of these classes is to improve the basic concepts of slow learners, to raise their level of confidence, and to find out the area of weakness of slow learners and tries to recover it. Remedial classes are a part of the regular timetable. Advanced learners are motivated to go to the library, use eBooks and journals, search on Google for further and deeper study of topics, and also encouraged to go to seminars. The main motive behind this is to teach research attitude and reading culture among them. Special classes are organised for advanced learners to motivate them to pass with university merit and prepare them for future competitive examinations to get job

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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



Number of Students	Number of Teachers
2007	53

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 college has followed student-centric methods to make the teaching-learning process more effective. The teachers assure that the students are active participants and not only passive listeners. To increase the learning experience of the students, methods like experimental learning, participation learning and problem-solving methods are used in college. For experimental learning, the college has well-equipped laboratories to provide experimental learning. The college has a well-equipped library to promote learning among students. The different departments of the college have organised educational trips, industrial visits, historical trips, and study tours which are part of the curriculum of different subjects like commerce, economics, computer science, botany, zoology etc. . These trips develop the scientific temper of students and enhance their practical knowledge. Students are encouraged to participate in co-curricular activities of different clubs, festivals, summer camps, and awareness programmes of NCC and NSS so that students can become responsible citizens. For participative learning, students participate in different activities such as seminars, group discussions, and skill-based short-term courses started by Jagat Guru Nanak Dev Open University. The college has established E- classrooms. The college students participated in different college level and inter College level debates, quiz competitions, and cultural and sports activities. Assignment are given to students for problem-solving

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://govtcollegegurudaspur.in/college-gallery/">https://govtcollegegurudaspur.in/college-gallery/</a>

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

College Faculty use ICT tools which have improved the quality of education. In addition to chalk-and-talk methods, the teachers use ICT-enabled classrooms with LED projectors, Audio clips , software, and PowerPoint presentations which have made teaching student-centric. projectors are installed in many classrooms. Desktop and printing facility is available in all departments. The faculty and students make use of WhatsApp groups, emails telegram groups and other social media tools for immediate communication and dissemination of information. The faculty members used Google meet or zoom for online lecture delivery. Online tests are conducted through Google Forms and tests. Google forms are often used to collect all types of information from students and Teachers. Internet and Wi-Fi facility is available on all college campus. The admission process is also online from the session 2021 - 22.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

#### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
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	<a href="#">View File</a>
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.

All courses running in the institution are under the affiliating university GNDU Amritsar. Guru Nanak Dev University designs the curriculum and learning outcomes of all courses.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and also printed in the college prospectus and GNDU website.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://govtcollegegurdaspur.in/program-and-course-outcomes/">https://govtcollegegurdaspur.in/program-and-course-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The institution regularly evaluates its performance as per student results in university examination, number of students achieving merit positions in university examination, participation and performance in Youth festivals and other extra-curricular activities. Self-evaluation is also done through number of students qualifying competitive tests for jobs and higher studies after graduating from the institution.

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	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

358

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://govtcollegegurudaspur.in/sss/>

## 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://myeclass.academy/course/view.php?id=3974">https://myeclass.academy/course/view.php?id=3974</a>

**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	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 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	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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.

Extension lectures on gender issues, talks about female health issues and sanitation by medical experts with female students, women empowerment, importance of National girl child day.

NSS Camps are organised within and out of the campus, sensitising students and neighbouring community about importance of cleanliness, under Swatchh Bharat abhiyan and also awareness rallies against stubble burning.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/college-gallery/">https://govtcollegegurdaspur.in/college-gallery/</a>
Upload any additional information	<a href="#">View File</a>

### 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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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 minimum of 80 students seating capacity. Six smart classrooms are 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">nil</a>

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 a projector, PC, and sound system. There is also an open area in the inner campus (27.7 X 22.15 m ) with a permanent concrete stage (11.7 X 5.82m). Music Dept also has an air-conditioned hall with an inbuilt stage where cultural activities at a small scale can be carried out.

**SPORTS FACILITIES:** College has indoor facilities for games like chess, table tennis, a 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, and inter-class competitions by students and staff members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.****06**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****9.88074**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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

Registered on INFLIBNET

subscription of newspapers like Daily Ajit, Hindustan Times, Punjabi tribune, Spokesman, Punjab Kesari

Magazines like Competition Success Review, Pratiyogita Darpan, India Today, Business Today, Outlook, Preetlarhi(Punjabi)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

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)	<a href="#">View File</a>

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

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

0

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

#### 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	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

50



File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

9.88074

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 with 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 that 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 Physi

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

462

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

492

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

**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	<a href="https://govtcollegegurdaspur.in/">https://govtcollegegurdaspur.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**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

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

08

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

250

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	<a href="#">View File</a>

### 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

29

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 the 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	<a href="#">View File</a>

### 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

16

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

### 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 was registered in 2003. The Alumni need to fill- out the Alumni Registration form on the college website:

## Alumni « GCG (govtcollegegurdaspur.in)

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. This year, two Alumni meets were organised.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/alumni/">https://govtcollegegurdaspur.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

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

E. &lt;1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

System of Decentralisation Participative management is duly followed by the college in both financial matters day to day work 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 roles in different activities. The functioning of different secretaries of student unions (listed below) further reinforces decentralization. • cultural secretary boys common room • secretary girls common room • secretary student welfare and • social service secretary • canteen secretary • computer in charge 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. 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	<a href="#">View File</a>

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

Our administration trusts decentralization and participative functioning. The duties are delegated by the Principal through Organized different annual committees and cells under which each and every teacher participates and performs his/her role. The academic and activity calendar is prepared for the smooth functioning of the institution. The heads of all departments prepare their prospective workload for the academic year based on the current strength of students. The participation of students is also ensured in all the committees covering different aspects of the functioning of the HEI. Students' opinion on functioning is always welcomed by the institution. To manage the Whole functioning of the non-teaching staff, teamwork is encouraged and transparency is maintained.

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 by 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed and mentioned in detail in the college prospectus and also displayed on the Institutional website.

They are in accordance with government Rules and Regulations.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/prospectus-english/">https://govtcollegegurdaspur.in/prospectus-english/</a>
Upload any additional information	<a href="#">View File</a>

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 ours is a Government college, all service rules and appointments are as per Punjab government rules and regulations.

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 the 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	<a href="https://govtcollegegurdaspur.in/">https://govtcollegegurdaspur.in/</a>
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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 inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

teaching-the institution annually seeks information from teachers about their academic achievements and the same is recorded. This record compiles the publication, a conference attended, the paper presented, and refresher courses attended by the faculty members. The engagement of different members into corporative life, NGOs and different social bodies is recorded as an achievement by the administration. . Both teaching and non-teaching staff filltheir self-appraisals, on

the basis of which ACRs are filed by the college Principal annually. These are further reviewed by an official appointed by DPI.

**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. **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	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

9

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

**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. Self-appraisal of Regular staff is filled out online on the HRMS portal, of the Punjab government.

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	<a href="https://hrms.punjab.gov.in/">https://hrms.punjab.gov.in/</a>
Upload any additional information	<a href="#">View File</a>

**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

1 internal and external finance audit-The complete audit is done by auditor general of Punjab after five years. The annual audit is done by our institution. The last audit was done in 2021.The annually audit periodically done by a qualified chartered accountant as per need.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

#### 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	<a href="#">View File</a>

### 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 the 'Plantation drive', and 'No Use of Plastics' is instrumental in moving towards the use of renewable sources of energy in the institution (as solar panel installation in the state's all government colleges is under consideration of DPI colleges, Punjab), and also motivating staff to find ways to minimise waste and use of chemicals in Chemistry labs without harming the learning process. The use of semi-micro analysis is encouraged.

In addition, other IQAC contributions:

A. IQAC is working hard toward effective quality improvement in the administration and working machinery of the institution.

B. IQAC strives to collect and maintain criteria-wise systematic records and institutionalise a Code Of Conduct for all stakeholders... to maintain a sensitive balance between Rights and Responsibilities.

C. Schedule meetings regarding quality parameters at all levels, sometimes all members, sometimes one-to-one.

D. Alumni meet was Organised by the institution which is the best way to receive suggestions for the further development of the institution.

E. Online and offline FDP, workshops and seminars are organised to motivate the teaching staff to polish their teaching-learning skills.

F. Students' feedback is also taken at the end of every session. They can better analyse the system and the function of the administration.

G. Many students of our institution qualify for university examinations for higher studies.

File Description	Documents
Paste link for additional information	<a href="https://govtcollegegurdaspur.in/">https://govtcollegegurdaspur.in/</a>
Upload any additional information	<a href="#">View File</a>

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

The annual student pass percentage in all courses is reviewed after the year-end examination and compared with the overall pass percentage of the affiliating university. All teachers mention the pass percentage of the respective classes taught by them, in their self-appraisal. The first three positions in all courses and also, the students holding merit positions are sorted out. These students are felicitated during the Prize distribution function held annually, usually in the month of February. Their achievements are also showcased on college notice boards of respective departments and college Prospectus.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://govtcollegegurdaspur.in/naac-accreditation/">https://govtcollegegurdaspur.in/naac-accreditation/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

RED-RIBBON CLUB, NSS and NCC cadets organise frequent lectures. Awareness of Women's Rights is brought about through lectures by Legal experts, organised by the Legal Literacy cell in the College campus both Online/offline.

Female medical experts are called to talk to female students about common problems among Women - their prevention and cure. Interactive sessions are organised where girl students are able

to freely talk about their problems related to general female health and get 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.

The safety and security of female students is our top priority.

File Description	Documents
Annual gender sensitization action plan	<a href="https://govtcollegegurdaspur.in/gender-sensitisation/">https://govtcollegegurdaspur.in/gender-sensitisation/</a>
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	<a href="#">Regular Counselling by female faculty and separate common rooms for girls are there in the institution.</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

One incinerator for Girls' washrooms has been installed and one more with greater capacity is still needed and 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. The 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 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	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 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**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**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.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Frequent seminars/Webinars, cultural and co-curricular activities like debates, Quizzes, Poster-making, and Slogan writing are organised to sensitise students about Constitutional obligations.**

**National Constitution Day was celebrated on 26th November 2021 organised by dept of Political Science and History. A**

documentary on the Indian Constitution was also shown to the students to enhance the experience and generate more interest among the students. Such efforts are a regular practice in the institution to sensitize students and employees of the Institution towards constitutional obligations and hence instrumental in inculcating values, making students aware of their Rights, and Duties as responsible citizens.

Students of Political Science (under programme BA) study "Indian Constitution" in their course curriculum. There is a plan to organise more events like Quizzes, Poster-making, and paper-reading contests on Constitutional obligations to cause more awareness among students of all programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://govtcollegegurdaspur.in/sensitisation-towards-constitutional-obligations/">https://govtcollegegurdaspur.in/sensitisation-towards-constitutional-obligations/</a>
Any other relevant information	Nil

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

**4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The College organises national and International commemorative days and events per the Academic Calendar and the DPI office notifications.

District-level functions on Independence Day and Republic Day are organised in the College stadium, thereby giving great exposure to 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.

Our students prepare rangoli 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

1. Gender sensitisation plan implemented successfully through organised committees and institutional red Ribbon Club, seminars and mass awareness programs.

2. Various initiatives were taken to enhance students' learning experience and generate greater interest in a subject.eg.

- more use of ICT tools like online quizzes,
- use of LMS,
- offering a platform to new students to speak on a given topic or any other of their choice, in regular classrooms to boost their confidence,

File Description	Documents
Best practices in the Institutional website	<a href="https://govtcollegegurdaspur.in/best-practices/">https://govtcollegegurdaspur.in/best-practices/</a>
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, educational and economically backward 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 participate in online/Offline classes actively, have increased interaction with the teachers, and take part in seminars.

Since most of our students come from surrounding villages from humble backgrounds, Our institution is a torch bearer towards inclusivity and NO DISCRIMINATION on the basis of the gender, cultural, religious, geographical or financial background of



any of the stakeholders, especially our students. College staff is courteous enough to give financial assistance to needy students, on their own if they run short of the amount to pay their fees. Although the institution does not have a record, many students are benefitted every year from this private charity at the individual level, by almost every member of faculty, irrespective of their stay in the institution. This particular quality is distinctive as per the cultural background of our location.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. To improve cleanliness on the campus and washrooms. The HEI has a huge campus, there is a need to make a concrete plan for solid waste disposal and better management of muddy areas on the campus which pose a major challenge to cleanliness.

2. To increase the use of ICT in teaching-learning and bring more members of faculty under this umbrella, purchase more computers and ICT tools.

3. To organise seminars and workshops on "Disaster management", and "Intellectual Property Rights".

4. Motivate members of the faculty to attend more FDPs to upgrade their teaching and assessment skills, and thereby apply new knowledge in their day-to-day work.

5. To organise professional ethics programs for students, teachers, administrators and other staff.

6.. More student motivation towards an Eco-friendly approach, more plantation of trees in and out of college campus.