YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   GOVT. BRIJINDRA COLLEGE, FARIDKOT.

- Name of the Head of the institution   DR. RAMINDER GHAI

- Designation   PRINCIPAL INCHARGE (JUL 20 - FEB 21) REGULAR PRINCIPAL FROM FEB.2021

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   01639250753

- Mobile No: 9814854134

- Registered e-mail   gcfaridkot@gmail.com

- Alternate e-mail   brijindra2022@gmail.com

- Address   OPPSITE NEHRU STADIUM CHAHAL ROAD

- City/Town   FARIDKOT

- State/UT   PUNJAB

- Pin Code   151203

2.Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **PUNJABI UNIVERSITY PATIALA**

- Name of the IQAC Coordinator   **MS PARAMJIT KAUR**

- Phone No.   **01639250753**

- Alternate phone No.   **01639250753**

- Mobile   **8699061348**

- IQAC e-mail address   **gcfaridkot@gmail.com**

- Alternate e-mail address   **brijindra2022@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://gcfdk.org/Website/AQAR/IQAC%202017-18.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: http://www.gcfdk.org/Website/AQAR/Clander.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**85-90%**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**A**	**3.11**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC   **04/01/2004**

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
Govt. of Punjab	Salary Head	Govt. of Punjab	2020-21	4,600,000
UGC	Reader's Allowance for Visually Challenged Teacher Plan No.XII	UGC	2020-21	3,60,000
RUSA	RUSA	Govt. of India	2020-21	Nil

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

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

9.No. of IQAC meetings held during the year   **10**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   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)

2020-2021 **ONLINE CLASSES**

ONLINE EXAMINATION

WEBINARS CONDUCTED

UTILIZATION OF E-RESOURCES FOR TEACHING-LEARNING

SKILL DEVELOPMENT THROUGH ONLINE MODE

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
Improvment of ICT facilities in the college campus	Purchased Server for College website
Management of Online Classes during Covid-19 Lockdown Period	Successfully managed all the UG and PG classess
Conducting of Online Semester Exam of Punjabi University Patiala for the semester May 2020	Succesfully conducted Semester Exams of Punjabi University Patiala

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	23/04/2022

14.Whether institutional data submitted to AISHE

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RUSA	**RUSA**	**Govt. of India**	**2020-21**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	10	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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2020-2021	ONLINE CLASSES
	ONLINE EXAMINATION
	WEBINARS CONDUCTED
	UTILIZATION OF E-RESOURCES FOR TEACHING-LEARNING
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13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	23/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/01/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

	20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**10**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3083**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1480**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**867**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**70**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**71**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**50**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4424246**
4.3 Total number of computers on campus for academic purposes	**51**

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

To ensure effective curriculum delivery the college has academic calendar for the year 2020-21 according to the guidelines of UGC and Punjabi University, Patiala. Requisite stay of the faculty, providing appropriate credit hours to theory and practical in course work, optimum utilization of available infrastructural facilities according to student's requirements is ensured by IQAC committee. The organization of Online College Level Seminars/ Symposia/ Workshops and Extension Lectures in different departments was planned to provide better opportunities for students and faculty to interact and exchange their views.Due to Covid-19 Lockdown and restrictions, the classes were conducted online. The guidelines issued by Punjabi University Patiala were followed for the teaching learning process. The teaching andtechnical staff had to follow time bound schedule of syllabi

for the smooth and in time completion of the course work including revision in each subject. The dates for Class Tests and Mid Semester Test to assess the students' performance and also to fulfil the requirements of eligibility criteria for university examinations were fixed. Internal Assessment of the students was marked as per university criteria. The Mid Semester Tests and Final Semester Exam were planned to be conducted online as per the direction of Punjabi University, patiala and Govt. of Punjab.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.gcfdk.org

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

The institution is affiliated to Punjabi University Patiala which prepares an academic calendar at the beginning of each semester. The academic calendar helps faculty members to plan their respective course delivery, academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the plan prepared by faculty members. Syllabus coverage for each course is decided well in advance and faculty members adhere to it.Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. Continuous evaluation and assessments are also done for practical courses, experimental field works and project works.Students perform experiments as per demonstrations given by teachers and are evaluated on the basis of practical and viva.There is a well-defined process for the conduct of CIE as per the calendar of events. 2020-21 was an exceptional year marked by Covid-19 pandemic leading to complete closure of colleges for students for almost 6 months. This led to Online Teaching as well as evaluation. The students were given Online Class Tests, Mid Semester Tests and too comprehensive assignments. The Final Semester Exams were also conducted online as per the directions issued by university from time to time.

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

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   A. All of the above

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

1.2 - Academic Flexibility

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

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

4

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Environment and Sustainability into the Curriculum by teaching the following subjects to the students.

1. Environmental and Road Safety Awareness

2. Drug Abuse: Its Problems, Management and Prevention

To inculcate Professional Ethics, Gender and Human Values in students, the institution encourages Moral Education and conducts Examination for the same. Small group interaction and Seminars/Workshops are conducted to create awareness among the students on different social, moral, ethical and medical issues

like Women Empowerment, Pulse Polio awareness, AIDS awareness, Drug free society, Blood Donation, Female Feticide etc. The college also has the following cells / committees to deal with cross cutting issues like gender and human values.

1. Anti-Ragging Committee

2. Committee to control Drug Abuse

3. Committee to prevent Cruelty against women

4. Cells to help differently abled students.

5. Scholarship and Minority Committee

These committees help in solving the problems of students and assist them in developing social and moral values and promoting gender equality.

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

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

4

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

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

296

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3083

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

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

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

2007

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

2.2 - Catering to Student Diversity

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

- **IQAC planned the academic calendar for the year 2020-21 according to the guidelines of UGC and Punjabi University, Patiala to ensure requisite stay of the faculty, provide appropriate credit hours to theory and practicals in course work, optimum utilization of available infrastructural facilities and student's requirements.**
- **IQAC prepared guidelines for the teaching and technical staff to follow time bound schedule of syllabi for the smooth and in time completion of the course work including revision in each department.**
- **IQAC fixed the dates for Class Tests, Mid Semester Test and Half yearly Test to assess the student's performance and also to fulfil the requirements of eligibility criteria for university examinations and Internal Assessment of the students.**
- **IQAC planned the organisation of Seminars/Symposia/Workshops and Extension Lecturer in different departments and to contact and invite the resource persons for the same to provide better opportunities for students and faculty to interact and exchange their views.**
- **During the session 2020-21 Online Classes were conducted. The students were encourage to attend these classes. They were taught by teachers to upload thier assingnment n the college websites speacial remedialclasses were conducted for the weak students.**
- **Examination and Evaluation is done at university level. MST/Half yearly exams/Class Tests are conducted by College Staff under the supervision of Examination Branch of the college.**

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

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

Number of Students	Number of Teachers
3083	**70**

File Description	Documents
Any additional information	**No File Uploaded**

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 traditional teaching is supplemented with quiz contests, field surveys, workshops, paper reading contests, chart making competitions, Scrap Books, Seminars, Group Discussion, Assignments along with modern methods of teaching like Multimedia power point presentation, Internet and Edu. SAT are adopted by teachers.

- **Online Classes on various E-Platform Like Google Meet, Zoom, Microsoft Team were conducted by the teachers during the session 2020-21.**
- **Many national and international level e-Quizzes were conducted by various department of the institution.**
- **Webinars by expert speakers were conductedon e-Platforms .**
- **Experts from outside were also engaged to train students for various cultural activities including fine arts items, Theatre items, music items etc to compete at the Zonal/Inter-Zonal/Interuniversity Level competitions.**
- **Coaches were engaged to train students in different games/events viz; Hockey, Athletics, Volleyball, Handball, Wrestling, Kabaddi, Swimming, Cricket for competing at Zonal/Inter- Zonal/ Interuniversity Level Competitions.**
- **There are five units of NSS working in the college various NSS activities like Adult Literacy Programmes, AIDS awareness programmes, Cleaniless of Campus/Villages, Women Empowerment programmes, Seminar on foeticide, Promotion of leadership and artistic qualities, students are trained to**

become good citizens/human beings. During Lockdown period
NSS Volunteer of the college helped in distribution
sanitizers, masks, ration to the poor and needy people.
- Staff members of the institution collaborated with District
  Administration, during the lockdown period and worked as
  counslers for Covid-19 Patient.

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

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

In the modern times, it is essential for the students to learn and
master the latest technologies in order to be corporate ready. So
the teachers are trained to combine technology with traditional
mode of instruction to engage students in long term teaching-
learning process. College uses Information and Communication
Technology (ICT) in education to support, enhance, and optimize
the delivery of education.

Modern methods of teachingUsed By Faculty

A. Online Classes on various E-Platforms like Google Meet, Zoom,
Microsoft Team were conducted by the teachers during the session
2020-21. Apart from classes, teachers provided online councelling
to students to help them maintain mental and physical balance
during the testing Corona period.

B. . PowerPoint presentations- Facultywas encouraged to use power-
point presentations in their teaching by using LCD's and
projectors. and websites to prepare effective lectures and
presentations for the students.

C. Online quiz-Many national and international level e-Quizzes
were conducted by the institution.Faculty prepared online quiz for
students after the completion of each unit with the help of GOOGLE
FORMS.

D. Online competitions- The traditional teaching was supplemented

withonline paper reading contests, chart making,Poster making competitions, Scrap Book makingcompetitions,Project presentations etc. Quiz, Debates, etc. were also organized online.

E. Workshops- Teachers use various ICT tools for conducting workshops,Webinars and expert Lectures on various topics for the physical and mental well being and upliftment of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

70

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

02 to 34 Years

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

2.5 - Evaluation Process and Reforms

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

Internal assessmentmechanism is transparent and robust. Internal Assessment is done as per the guidelines issued by Punjabi University, Patiala.The students are informed about the division of percentage in the internal assessment which is done to ensure rigor and transparency

30% of the marks are alloted to the attendance

30% of the marks are given on the basis of Mid semester exams which are conducted byExamination Branch of the college.and class tests taken by the subject teachers.

30%of the marks are given on the basis of project work, assignments and practicals done by the students

10% of the marks are given to independent reading, self study and behaviour of the students.

All these marks are clubbed to form consolidated internal assessment of the student which is then sent to the university.

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

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

The institution has a three tier mechanism to deal with internal examination related grievances and this system is transparent, time- bound and efficient.

Teacher: For any dissatisfaction related to Internal exams,the students have freedom to go to the respective teacher . The teachers try their best to remove the grievances of the students.

Exam Branch: If the student is not satisfied, he can go to the examination branch for the same. The examination branch has teachers from every department who lend a patient ear to the grievance of the students and solve it in every possible manner.The problem generally gets solved.

Principal: If it still remains unaddressed , the student is free to approach the college principal who is the final authority in solving the internal exam related grievances.

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

2.6 - Student Performance and Learning Outcomes

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

To make the teachers and students aware of the stated Programs of the institution the college publishes a prospectus giving a detailed outline of all the courses and programs offered by the institution. Apart from this the principal holds a staff meeting addressing the teachers from time to time to make them aware of any new programme introduced in the institution. The principal also adresses the students from different platforms and apprises them of the various courses taught in the college.

The course outcome of the Programs offered by the institution is published in college Annual Report which is released by the college at the time of Annual Prize Distribution Function organized at the end of the year. Meetings are also conducted at the depatmental level as well as at the college level to assess the outcome of programmes offered.

The programmes and courses offered are also displayed on the college website along with the result of students in various courses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institutes follows the evaluation process of Punjabi University, Patiala which includes Class tests, Mid Semester Exams, Assignments, Field work, Project work, Laboratory practical ,term end internal assessment and external examinations conducted at the end of the course. The teachers maintain registers of students in which they mark:

1. Marks of various class tests.
2. Marks of Unit test.
3. Marks of Attendance.
4. Marks of Practical, Field work, Project work.

Those students who are week in any subject are given special attention by the faculty. It improves the calibre of the students.

To ensure that the entire evaluation method does not become merely book based, the students is also evaluated on the basis of his participation in various activities like Awareness derives/celebration of various days like Women's day, Constitution day, Voters' day, AIDS awareness day, Blood donation camp, Environment day, etc. From these practices, a student can optimally express their knowledge and this enhances their confidence.

This is also included in the evaluation process of the students. All these activities collectively add up for marking the internal assessment of the students. The final result of the student is based on Internal assessment and final written exam taken by the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

867

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

2.7 - Student Satisfaction Survey

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

http://www.gcfdk.org/Website/Prospectus/SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

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)	View File

3.2 - Research Publications and Awards

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

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

3

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

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

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

3

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

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs.

The college effectively runs5 Units of National Service Scheme NSS.The students of our college actively participate in social service activities leading to their overall development. Through these units, the college undertakes various extension activities in the neighbourhood community.

- **NSS organized a one day camp in nearby villages and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation, water conservation through Shramdan.**
- **Social interaction, Group discussion carried out on Eradication of superstitions, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, AIDs awareness.**
- **Blood donation camp, Health check up camp, Veterinary guidance , Farmers meet etc.**
- **The various departments of the college are conscious about their responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, Voters awareness, Health check -up camps, Blood donation camps, Dental checkup camp, etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership**

skills and self confidence of students. It also helped in cultivating hidden potential of students and created awareness among students. During the Covid-19 lockdown our NSS volunteersdistributed Ration, Sanitizers, Masks, Gloves etc to the poor and needy people.

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

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

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

0

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

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

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

18

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

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

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

2494

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

3.4 - Collaboration

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

1

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

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

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

2

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

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 adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc. GBC Faridkot has a well-developed high-tech campus of 15,54,206.27 Sq. Ft. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives. The infrastructure facilities and learning resources are categorized as under:

(a) Learning Resources include resources and infrastructure

(b) support facilities include hostel, seminar halls, agricultural farms, botanical garden, sports grounds etc.

(c) Utilities include safe drinking water, restrooms and power generators. Classes are scheduled for optimal utilization of the available physical infrastructure.

Library, ICT and physical infrastructure / instrumentation :

· Library record is fully computerized. More reading space is provided in the library. Free Internet facilities are provided to the students. Safe and congenial atmosphere is provided to the students in library.

· Maintenance and renovation of existing facilities, Botanical Garden, swimming pool, college building, playgrounds and parks in the college campus is done on regular basis.

- 1 Library
- 50 Class rooms
- 1 Virtual class room
- 3Seminar halls
- 14 Laboratory
- 50 Computers
- Music recording studio
- 1 Conference hall
- 1 Fitness center
- 1 Common room
- 1 Computer Lab
- 1 Cafeteria
- 1 Staffroom
- 1 common room for Female Students
- 44 Washrooms
- 1 Open Air Theatre
- Agriculture farm
- Botanical Garden
- Astro Turf
- Playgrounds 11
- Boys' Hostel
- Swimming pool

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

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

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium etc. The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly.

Sports and Games:To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff. The college has

- one cricket ground,
- one hockey ground,
- one lawn Tennis court,
- one astrotruf,

- Volley ball ground
- Badminton Court
- one swimming pool
- one fitness center for the usage ofstudents and staff .
- Indoor games Table tennis, Chess etc.

The college believes in the development of the students as a whole, and strives to provide a climate that nurtures the holistic development of our students. This is achieved through Brijindra Cultural Club.

Cultural Activities : The department of music has a wide range of instruments like

- Guitar,
- Tabla,
- Harmonium,
- fully fledged audio recording room with all facilities
- open air theatre
- Many cultural events are organised in the college. Our students have won Medals and Prizes in various competitions organizedonal and Inter-Zonal level. As cultural activities are an integral part of the study, the students are permitted to participate in various cultural activities inside and outside the campus. It provides personal growth by learning skills and to pass on the cultural traditions to the future generations.

File Description	Documents
Upload any additional information	No File Uploaded
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.

56

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

538029/-

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

4.2 - Library as a Learning Resource

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

The Guru Nanak Dev Library at Govt. Brijindra college Faridkot is integrated knowledge resource centre comprising of nearly 49 thousand books, periodicals, references, national and international journals and CD-ROMs. Online access to full text and databases from 17 reputed publishers through E-Shodhsindhu.The following facilities are available in library NPTEL, E-Granthalaya, E-PG Pathshala,MIT,Project Gutenberg,Universal Digital Library, INFLIBNET-N-LIST membership. All e-resources are accessible locally within the campus as well as remotely. College Library building is centrally located and well laid out and maintains the right atmosphere for learning. Library building has provision for both individual and group studies. Adequate space is provided for browsing and relaxed reading.

The library also houses rich reference collection viz., Encyclopedia Britannica, Encyclopedia Americana, Specific Subject Encyclopedias, Year Books, Atlases and other reference material. Guru Nanak Dev Library holdings also include project reports on various subjects. The library also provides access to Internet as well as CD/DVD based electronic resources Provision has also been made to allow downloading/printing of material from these resources.

It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet. Following Initiatives are taken by the College :

1. Free WI-FI, internet access, download and printout facility have been provided.

2. Organization of Book Exhibitions.

3.Display of new books.

4. System of recommendation for purchase of books through Departments.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

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

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

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

1.9

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

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

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

1000

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

4.3 - IT Infrastructure

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

The Institution has

- **53 computers**
- **1 Computer center**
- **7 Smart classrooms**
- **1 E- library**
- **1 fully computerised administrative office**
- **1 server room**

The college performed its teaching learning process online due to covid lockdown. For this the college had to update its server and it purchased a new server for the unlimited online teaching process. apart from this one server was purchased for BCA lab. the institution updates its IT facilities as per the needs and

requirements of various departments.

Various departments of the college including the administrative block have access to internet connections like BSNL, Airtel with internet speed upto 200mbps.

The college has its own website www.gcfdk.org which is maintained by AP softwares. Different IT facilities are frequently updated and maintained to implement e teaching and e governance in the college.

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

4.3.2 - Number of Computers

53

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

538029/-

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

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The maintenance of physical, academic and support facilities is carried out by the respective departments.

A brief description is presented below on maintenance and utilization of some facilities.

1. All Laboratories & Computer Lab: Each laboratory has one teacher as lab incharge and a Lab attendant. They are responsible to maintain and upgrade the laboratory with necessary equipment.
2. Library: The availability and utilization of instructional material in teaching and learning process is ensured. At end of the Academic year stock verification is done. Procurement of books as per the requirement is initiated through library committee.
3. Physical Education Department of the institute looks after the sports facilities and the activities. The sports equipment is issued to the students as per the schedule of the events.
4. Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the college.
5. IT facilities: Many departments in the institute are having PCs. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
6. Electrical, Drinking water coolers etc.: Institute has

employed technicians for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed non-teaching staff to maintain the gardens.

7. CCTV, LCD projectors, air conditioners and internet connectivity are maintained with the help of external agencies.

8. Security staff guards are employed to safe guard the whole premises.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1017

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

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

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

0

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

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

B. 3 of the above

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

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

218

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

218

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

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

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

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

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

5.2.2.1 - Number of outgoing student progression to higher education

42

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	<u>View File</u>

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

5

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

The college has various committees and clubs operational to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

Various department have societies and clubs in which students are given administrative and organizing roles. These clubs have well defined structure and students are assigned roles where they works under the guidance of teachers and learn various activities which help in their holistic development. Following clubs/societies are presently operational in the college:

- ELSA, a society of English Literature students.
- Sahit Sabha, a society of Punjabi Department.
- Bhasha Manch, a society of Punjabi Department.
- Ramanujan Mathematics, a society of Math Department.·
- Commerce Association, a society of Commerce Department.
- JC Bose Biology Society, a society of Biology Department.
- Sir Humboldt's Geographers Association, a society of Geography Department.
- Sur Angan, a society of Music Department.
- Rashtriya Bhasha Prishad, a society of Hindi Department.
- Sir CV Raman Physiochemical Society, a society of Hindi Department.
- Swami Vivekananda Philosophical Society, a society of Philosophy Department.
- Brijindra Cultural Society, a society for cultural Activities in the college.
- Dr.Gandha Singh Association, a society of History Department.
- Dr.Amartya Sen Society, a society of Economics Department.

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

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

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

0

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

5.4 - Alumni Engagement

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

The College has three associations:

- **Alumni Association by the name of OSA (Old Students Association) is a registred Alimuni Association working in the college since 2002**
- **An Association of Retired Teachers from the college BALA (Brijindra Alumni Lecturers Association) was found during the year 2012.**
- **Association of Old Students of Chemistry and Physics department named RE- ALLIANCE GROUP (RAG) is also working since 2012.**

These associations honour and give awards to meritorious students in academics/ sports/ cultural activities. They also honour the retired teaching and non-teaching staff. These Alumini Associatons are always present to help the college and render support to the college in every circumstance.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution has a clear vision and mission and this is reflected in its governance Vision

- To empower the students with light of knowledge.
- Knowledge that is free from boundaries.
- Knowledge that provides the impetus to think and question.
- Knowledge that makes one worldly wise.
- Knowledge that lays the foundation of strong character.
- To make its students capable enough to play their part in making brand "india" a force to reckon with.

Mission

- To reach out less privileged, rural and backward students and provide them opportunities to higher education.
- To shape up students as socially and morally responsible citizens of India. The institution considers it as its utmost responsibility to transform students as independent decision makers who are not influenced by dictums of caste, creed, gender, religion etc.
- To sharpen managerial skills and develop qualities such as Time Management and Team Work in students.
- To devise innovative teaching techniques from time to time to make learning synonymous with fun.
- To supplement the learning with relevant practical

knowledge, thereby providing the students a solid ground in technical expertise.

- To bring about a holistic Development of students and encourage them to actively participate in sports, cultural and other co-curricular activities along with studies.
- To make the students self sufficient and versatile enough to survive the impending challenges. The college has an efficient staff for teaching the students as well as imparting social, ethical

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

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

Multilevel responsibilities are delegated to the principal, the staff and students of the college.Our College guarantees transparency, accountability and efficacy by maintaining a three tier system in the academic and administrative milieu.

- Principal: The Principal is the academic head of the College.
- Staff members:The staff performs academic as well as management duties with great efficiency
- Students: Students have participative managementin various committes and clubs

.Decentralization and participative management of the College is visible in all its administrative spheres. Multi-layered transparent governance system is ensured through written policies, systems and procedures. There are well-structured committees for carrying out various administrative of works of the college. College has three types of committees:

Committees dealing with academic affairs.

- Time-Table Committee
- House Examination Committee.
- NAAC Committee.
- IQAC Committee.
- Research Committee 2.Committees dealing with administrative

affairs:
- PTA
- Re-Admission Committee
- HEIS Committee
- UGC Committee
- RTI Committee
- RUSA Committee
- RTE Committee
- Prospectus Committee. 3.Committees dealing with student's welfare.
- Scholarship Committee
- Anti-Ragging Committee
- Anti-Sexual Harassment cell
- Student welfare Committee
- Hostel Management Committee
- Committee for protection of Rights of differently abled students
- Cultural Committee

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and action plan is designed by the institution in such a manner that this policy is deployed during every process. Each strategy is designed to develop competence to serve the ever changing needs of the society.

1. Applying innovative teaching learning methods such as Group discussions, Seminars, Guest lecture for students and Lab Demonstrations.
2. Arranging industrial visits for science and agriculture students.
3. Use of teaching aids such as Models, Multimedia Presentations, NPTEL video lectures.
4. Encouraging the faculty for research publications.
5. Establishing five NSS units every years and organizing various social activities through these units like planting trees and maintaining a plastic-free campus.
6. Establishing local unit of Guru Gobind Singh Study Circle

for inculcating community and ethical values in students.

7. To implement Green Initiatives in the Campus, the entry of outside vehicles into the college campus has been restricted to maintain its eco-friendly campus status.

8. The college Career Guidance and Placement Cell prepares an Action Plan to motivate the students for further studies and competitive exams by organizing lectures on carrier counselling. The Action Plan includes conducting Group Discussion, Interviews, Preparation of list of Placement drives that can be brought to the campus and mapping the current position of pass out batch students.

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

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

The overall planning and development of the institution is done according to instruction of DPI Colleges Govt. of Punjab and Punjabi university Patiala.The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

- The Principal is the academic and administrative head, ensuring the proper conduct of all the academic, research and extension activities.
- The Bursar is responsible for all financial matters of the college.
- The academic council consists of the senior members of the college who strengthen the functioning of the College.

The executive leadership is shared with the

- The registrar of Examinations,
- the Research committee,
- IQAC Co-ordinator
- NAAC co-ordinator

- RUSA co-ordinator
- All the Heads of the Departments.

Besides there are various Committees, Cells and Associations focusing on academic, administrative activities and student welfare.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Medical leave
2. Medical Allowance
3. Maternity benefits as per norms

4. Child Care leave as per norms
5. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.

The following facilities are also provided to employees for efficient functioning :

1. Yoga classes
2. 24 hour power back-up (100%) through solar power plants
3. Wi-Fi facility.
4. Workspace
5. Computing facility
6. Identity cards
7. Sports facilities

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

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

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

0

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

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

1

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

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

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

8

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

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

Teaching and Non-Teaching staff undergoes performance Appraisal as per guidelines of DPI Colleges Govt. of Punjab. Both Teaching and Non-Teaching staff has to fill their ACR (Annual Confidential Report). Then the Principal of the HEI finalizes the scores based

upon the documental evidences submitted by the staff.

Teaching Staff: Based on API scores designed by UGC the faculty is encouraged to take up teaching learning, administrative works and more research initiatives in their respective areas of inclination and passion.

Non-Teaching Staff: The Principal directly monitors the non-teaching staff and regularly conducts meetings supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work. Based on guidelines issued by Govt. of Punjab, the non-teaching staff is accessed on the bases of administrative work performed by them.

Academic Audit: Every year an academic audit is conducted by the office of the DPI Colleges Govt. of Punjab. For this, expert committee constituting of the Principal/senior faculty of different colleges is constituted to inspect the HEIs. This team assesses the performance of each department. An exit meeting is also held in which the staff are intimated about their shortfalls/gap if any and advised to improve further. Principal has to submit action taken report on the remarks pointed out the academic audit team to the office of the DPI Colleges Govt. of Punjab.

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

6.4 - Financial Management and Resource Mobilization

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

Govt. Brijindra College regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

External Audit is conducted by the following:

    1. Auditor General (AG) Punjab: AG, Punjab conducts statutory

audit covering all financial and accounting activities of the Institute. This includes scrutiny of the following:

(a) all receipts from fee, donations, grants, contributions, interest earned and returns on investments.

(b) all payments to staff, vendors, contractors, students and other service providers.

All objections of AG are communicated through their report and are examined by separate committees of the institute consisting of Internal Auditor, concerned Head of the Department and any other member nominated by the Principal. AG's audit for the previous years have been completed and replies have been submitted to their satisfaction. No serious objection/ irregularity is outstanding.

1. Chartered Accountant of the Institute: Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements upto 2020--21 have been certified by him.

Internal Audit is conducted by the Bursar of the college. Pre-audit of major receipts and payments and concurrent/post audit of all other receipts and payments is done by Deputy Controller Finance and Accounts. He also pre-checks salary fixations, pension and gratuity payments and final payments of GPF.

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

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)

0.55

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

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

Govt. Brijindra College Faridkot is known for its integrity and it maintains a transparent and accountable financial management system. The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for new programmes, research, extension, infrastructure, student's welfare, and staff career advancements. The College mobilises funds as per the policy and procedure enacted by the Govt. of Punjab. The process is monitored by Bursar of the college under the guidance of the Principal. The College receives funds from the following sources.

- Fees collected from the students of both regular and self-financed streams
- Contribution made by the alumni, well-wishers and philanthropists
- Government Scholarships
- Funds from various bodies for extension activities
- Revenue earned from selling of commodities and products from agriculture farms. This fund is used for infrastructure augmentation such as
- construction and renovation of classrooms,
- installation of solar panels,
- waste management units,
- plantation of trees,
- laying of paver blocks,
- roads
- Hostel maintenance
- Library resources
- ICT improvement
- Software and equipment purchase
- Organizing Seminars, conferences, workshops, training programmes
- Career development programmes, faculty empowerment programmes to staff

- Endowment scholarships to empower and encourage the most deserving students.
- Organizing health camps to the rural neighbourhood
- Organizing veterinary camps in rural places for livestock management
- Organizing campaigns in familiarizing the government initiatives to the rural people
- Welfare measures to teaching and non-teaching staff
- Development of agriculture farm for training students

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

6.5 - Internal Quality Assurance System

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

Our college attempts to impart quality education to the students through its innovative, comprehensive measures. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The IQAC at Govt. Brijindra College, Faridkot was constituted on 04th January, 2004. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned.

2. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Boxes located at various places in college campus.

The Institute IQAC regularly meets. The Institute IQAC prepares, evaluates and recommends the following:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies.

(c) Stakeholder's feedback

(d) Process Performance & Conformity

(f) Action Taken Reports

3. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

The Institute IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Institute.

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

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 institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up. The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

- **The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly is followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.**
- **Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.**
- **Group Mentors regularly interact with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses. Students are also free to approach the Principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Director, Dean Student Welfare, HODs and individual faculty members.**

- **The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken in the current session include the following:**

- **Automation of Admission Processes - Provision for online fee payment**

- **Automation of Examination Processes**

- **Green initiatives in Campus – tree plantation, Botanical Garden, Biogas plant, solar photovoltaic power plants etc.**

- **Crops produced by Student are sold in the local market.**

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is making consistent efforts to sensitize students with issues related to gender eqality andwomen empowerment. The institution has taken following measures for promotion of gender equity:

1. The college as per guidelines issued by Government of Punjab has taken a step towards waiver of tuition fee for girl students at the time of admission to any of the college academic programs offered. This has enhanced the gross enrolment ratio of girls in the institution.

2. The institution is actively involved in training of students by organisingextension activities to instil gender equity in the students. The college celebrates women's day and Girl child day where students are enlightened regarding gender equality.

3. The institution has constituted Anti Sexual Harassment Cell where students can complain regarding any untoward happening.Strict confidentiality is maintained by the Cell to encourage the complainant to lodge complaints without fear and it provides counselling to the complainants and the respondents independently.

4. To enhance safety & security on the campus CCTV cameras have been installled, round the clock security is provided by the security guards and Faculty has been directed to keep the door of the lecture hall open during classes.

5. A Complaint Box is placed outside in the girl's common room.

Besides the students, the institution also promotes gender equity by providing maternity leave, child care leave and leave on adoption of child as per the rules and regulations of the Punjab Government to the Female employees of the institution.

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

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

C. Any 2 of the above

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

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

The college takes measures to manage solid waste generated on campus by the method of segregation of waste at the source. Dustbins are placed at various places with the help of Lion's club,Faridkot. The bio degradable, non degradable and E-waste are kept in separate bins and there after the degradable waste is put in biocomposting pits in the college. Three biocomposting pits have been created and maintained by the college to protect the environment. These are situated at the botanical garden, guru nanak park,and in agriculture farm of the college.

Apart from this the college also has vermi-compost pit for green waste which is converted to manure.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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 with trees and plants

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

The institution has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic,

communal, socio-economic, and other diversities.

1. To promote gender equity,there is a fee concession for female students at the time of admission.

2. For the promotion of unity in diversity and tolerance and harmony the college organizes programs underEk Bharat Shrestha Bharatcampaign on the anniversary of Sardar Vallabhai Patel. The program aims at strengthening the bond between states to strengthen the unity and integrity of India. and also to help studentsfrom diverse regional and cultural background.

3. Every year NSS Cell conducts Special Camps in villages for NSS volunteers. These camps are directed towards various social issues impacting the lives of the people in the community viz-a-viz instilling social and cultural values in the young students. The volunteers mainly undertake awareness generation activities with regard to the social issues.

4. Celebration of Hindi Diwas, English Language day and Punjabi bhasha promotion day.

5. Blood donation camp, Aids awareness camps, Extension lectures on Health and hygine are organised.

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

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. The Institute takes measures to sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen.

Values:

1.For instilling moral values in the students, the college collaborates with local unit of Guru Gobind Singh Study Circle and conducts 'Natik Siksha exam'. Free books on moral values are distributed to the students.

2. Akhand path is organised every year in the colege to instil religious harmony.

3. Celebration of women'sday, Girl child day, environment day, Van mahotsav, traffic safety week,etc.

Rights:

1. Legal Literacy Club is ther to make students aware of their legal rights.

2. Voters' day and constitution day is celebrated in the institution.

Duties and Responsibilities of citizents:NSS unit makes students aware of their duties by

1. Organising Swachh Bharat program with cleanliness drive in the college and the city.

2. Blood donation camp

3. Save the environment by planting trees, banning plastic and by not burning stubble.

4. Buddy groups are formed to make students realise their duty to create a drug addiction free society.

5. students and employees participation in Pulse Polio program.

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

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

A. All of the above

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

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

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

National Festivals and days:National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Govt. Brijindra College, Faridkot celebrates these events with great enthusiasm. The Faculty, Staff and Students of the institution all come together to celebrate these occasions and spread the message of Unity, Peace, Love ,Happiness and ideology of our great National Leaders. .

1. Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

2. Independence Day is celebrated every year on 15th of August, flag hoisting is organized and is celebrated to mark freedom of

India from British rule.

3. Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

4.National Voter Day is celebrated in the college campus on 25th January, every year to create awareness among voters to cast their votes without any fear or undue pressure.

5. Constitution day

6. Teachers' day

7. Hindi Diwas

8. Green Diwali

Internationaldays:

1. Yoga day is celebrated on 21st June every year, the students are given awareness to maintain their health.

2.World Cancer day

3. World Literacy day

4. International Environment Day

5. English language day

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

7.2 - Best Practices

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

1. Shri Akhand Path

The college hostel has Gurudwara sahib where a granti is appointed to perform the daily rituals with the help of students. A committee of teachers and students which looks after the maintenance and Maryada of Shri Gurudwara Sahib is constituted.Shri Akhand Path Sahib is organized at the college hostel at the end of each academic session to seek the blessings of the Lord. This practice inculcates the ethics of sharing, community inclusiveness and onesness of all human beings. it helps in inculcating moral, religious and ethical values in the students. This practise also instils managerial skills as the entire expense of the langar is managed by the students.

2. Community Service

The college inculcates moral, and ethical values in the students along with nurturing the mental growth of the students by organising two community activities

Blood Donation Camp: the students are made aware of the importance of blood in saving lives. For this the college organises blood donation camp every year on 19th September. Apart from thismany other times also the blood donation camp is organised in the campus. this encourages students to stay healthy and stay away from any kind of addiction.

Book Fair: is organised from time to time in the college. this is done to encourage students to read more books and stay away from the social media.

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

7.3 - Institutional Distinctiveness

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

The vision of f the institution is to empower the students with not just education but impart them the light of knowledge which is free from boundaries and shackles. The Knowledge imparted should make the students worldly wise. This knowledge lays the foundation

of strong character. The main thrust of the institution is to provide students the impetus to think and question and to make students capable enough to play their part in making brand "India" a force to reckon with.

The Institution makes effort to reach out to less privileged, rural and backward students and provide them opportunities to higher education.

The institution considers it as its utmost responsibility to transform students as independent decision makers who are not influenced by dictums of caste, creed, gender, religion etc.

It also aims to sharpen managerial skills and develop qualities such as Time Management and Team Work in students. The staff makes every effort to devise innovative teaching techniques from time to time to make learning synonymous with fun. The priority of the institution is to bring about a holistic development of students and encourage them to actively participate in sports, cultural and other co-curricular activities along with studies. Thereby making sincere effort to make the students self-sufficient and versatile enough to survive the impending challenges.

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

To ensure effective curriculum delivery the college has academic calendar for the year 2020-21 according to the guidelines of UGC and Punjabi University, Patiala. Requisite stay of the faculty, providing appropriate credit hours to theory and practical in course work, optimum utilization of available infrastructural facilities according to student's requirements is ensured by IQAC committee. The organization of Online College Level Seminars/ Symposia/ Workshops and Extension Lectures in different departments was planned to provide better opportunities for students and faculty to interact and exchange their views.Due to Covid-19 Lockdown and restrictions, the classes were conducted online. The guidelines issued by Punjabi University Patiala were followed for the teaching learning process. The teaching andtechnical staff had to follow time bound schedule of syllabi for the smooth and in time completion of the course work including revision in each subject. The dates for Class Tests and Mid Semester Test to assess the students' performance and also to fulfil the requirements of eligibility criteria for university examinations were fixed. Internal Assessment of the students was marked as per university criteria. The Mid Semester Tests and Final Semester Exam were planned to be conducted online as per the direction of Punjabi University, patiala and Govt. of Punjab.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.gcfdk.org

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

The institution is affiliated to Punjabi University Patiala which prepares an academic calendar at the beginning of each semester. The academic calendar helps faculty members to plan

their respective course delivery, academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the plan prepared by faculty members. Syllabus coverage for each course is decided well in advance and faculty members adhere to it.Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. Continuous evaluation and assessments are also done for practical courses, experimental field works and project works.Students perform experiments as per demonstrations given by teachers and are evaluated on the basis of practical and viva.There is a well-defined process for the conduct of CIE as per the calendar of events. 2020-21 was an exceptional year marked by Covid-19 pandemic leading to complete closure of colleges for students for almost 6 months. This led to Online Teaching as well as evaluation. The students were given Online Class Tests, Mid Semester Tests and too comprehensive assignments. The Final Semester Exams were also conducted online as per the directions issued by university from time to time.

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

| 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 | A. All of the above |

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

1.2 - Academic Flexibility

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

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

4

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Environment and Sustainability into the Curriculum by teaching the following subjects to the students.

1. Environmental and Road Safety Awareness

2. Drug Abuse: Its Problems, Management and Prevention

To inculcate Professional Ethics, Gender and Human Values in students, the institution encourages Moral Education and conducts Examination for the same. Small group interaction and Seminars/Workshops are conducted to create awareness among the students on different social, moral, ethical and medical issues like Women Empowerment, Pulse Polio awareness, AIDS awareness, Drug free society, Blood Donation, Female Feticide etc. The college also has the following cells / committees to deal with cross cutting issues like gender and human values.

1. Anti-Ragging Committee

2. Committee to control Drug Abuse

3. Committee to prevent Cruelty against women

4. Cells to help differently abled students.

5. Scholarship and Minority Committee

These committees help in solving the problems of students and assist them in developing social and moral values and promoting gender equality.

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

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

4

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

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

296

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3083

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

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

| supernumerary seats) |

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

2007

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

2.2 - Catering to Student Diversity

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

- **IQAC planned the academic calendar for the year 2020-21 according to the guidelines of UGC and Punjabi University, Patiala to ensure requisite stay of the faculty, provide appropriate credit hours to theory and practicals in course work, optimum utilization of available infrastructural facilities and student's requirements.**
- **IQAC prepared guidelines for the teaching and technical staff to follow time bound schedule of syllabi for the smooth and in time completion of the course work including revision in each department.**
- **IQAC fixed the dates for Class Tests, Mid Semester Test and Half yearly Test to assess the student's performance and also to fulfil the requirements of eligibility criteria for university examinations and Internal Assessment of the students.**
- **IQAC planned the organisation of Seminars/Symposia/Workshops and Extension Lecturer in different departments and to contact and invite the resource persons for the same to provide better opportunities for students and faculty to interact and exchange their views.**
- **During the session 2020-21 Online Classes were conducted. The students were encourage to attend these classes. They were taught by teachers to upload thier assingnment n the college websites speacial remedialclasses were conducted for the weak students.**
- **Examination and Evaluation is done at university level. MST/Half yearly exams/Class Tests are conducted by College Staff under the supervision of Examination Branch**

of the college.

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

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

Number of Students	Number of Teachers
3083	70

File Description	Documents
Any additional information	No File Uploaded

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 traditional teaching is supplemented with quiz contests, field surveys, workshops, paper reading contests, chart making competitions, Scrap Books, Seminars, Group Discussion, Assignments along with modern methods of teaching like Multimedia power point presentation, Internet and Edu. SAT are adopted by teachers.

- Online Classes on various E-Platform Like Google Meet, Zoom, Microsoft Team were conducted by the teachers during the session 2020-21.
- Many national and international level e-Quizzes were conducted by various department of the institution.
- Webinars by expert speakers were conductedon e-Platforms.
- Experts from outside were also engaged to train students for various cultural activities including fine arts items, Theatre items, music items etc to compete at the Zonal/Inter-Zonal/Interuniversity Level competitions.
- Coaches were engaged to train students in different games/events viz; Hockey, Athletics, Volleyball, Handball, Wrestling, Kabaddi, Swimming, Cricket for competing at Zonal/Inter- Zonal/ Interuniversity Level Competitions.

- **There are five units of NSS working in the college various NSS activities like Adult Literacy Programmes, AIDS awareness programmes, Cleaniless of Campus/Villages, Women Empowerment programmes, Seminar on foeticide, Promotion of leadership and artistic qualities, students are trained to become good citizens/human beings. During Lockdown period NSS Volunteer of the college helped in distribution sanitizers, masks, ration to the poor and needy people.**
- **Staff members of the institution collaborated with District Administration, during the lockdown period and worked as counslers for Covid-19 Patient.**

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

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

In the modern times, it is essential for the students to learn and master the latest technologies in order to be corporate ready. So the teachers are trained to combine technology with traditional mode of instruction to engage students in long term teaching- learning process. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

Modern methods of teachingUsed By Faculty

A. Online Classes on various E-Platforms like Google Meet, Zoom, Microsoft Team were conducted by the teachers during the session 2020-21. Apart from classes, teachers provided online councelling to students to help them maintain mental and physical balance during the testing Corona period.

B. . PowerPoint presentations- Facultywas encouraged to use power-point presentations in their teaching by using LCD's and projectors. and websites to prepare effective lectures and presentations for the students.

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C. Online quiz-Many national and international level e-Quizzes
were conducted by the institution.Faculty prepared online quiz
for students after the completion of each unit with the help of
GOOGLE FORMS.

D. Online competitions- The traditional teaching was
supplemented withonline paper reading contests, chart
making,Poster making competitions, Scrap Book
makingcompetitions,Project presentations etc. Quiz, Debates,
etc. were also organized online.

E. Workshops- Teachers use various ICT tools for conducting
workshops,Webinars and expert Lectures on various topics for
the physical and mental well being and upliftment of the
students.
```

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

70

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

02 to 34 Years

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

2.5 - Evaluation Process and Reforms

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

Internal assessmentmechanism is transparent and robust. Internal Assessment is done as per the guidelines issued by Punjabi University, Patiala.The students are informed about the division of percentage in the internal assessment which is done to ensure rigor and transparency

30% of the marks are alloted to the attendance

30% of the marks are given on the basis of Mid semester exams which are conducted byExamination Branch of the college.and class tests taken by the subject teachers.

30%of the marks are given on the basis of project work, assignments and practicals done by the students

10% of the marks are given to independent reading, self study and behaviour of the students.

All these marks are clubbed to form consolidated internal assessment of the student which is then sent to the university.

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

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

The institution has a three tier mechanism to deal with internal examination related grievances and this system is transparent, time- bound and efficient.

Teacher: For any dissatisfaction related to Internal exams,the students have freedom to go to the respective teacher . The teachers try their best to remove the grievances of the students.

Exam Branch: If the student is not satisfied, he can go to the examination branch for the same. The examination branch has teachers from every department who lend a patient ear to the grievance of the students and solve it in every possible manner.The problem generally gets solved.

Principal: If it still remains unaddressed , the student is free to approach the college principal who is the final authority in solving the internal exam related grievances.

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

2.6 - Student Performance and Learning Outcomes

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

To make the teachers and students aware of the stated Programs of the institution the college publishes a prospectus giving a detailed outline of all the courses and programs offered by the institution. Apart from this the principal holds a staff meeting addressing the teachers from time to time to make them aware of any new programme introduced in the institution. The principal also adresses the students from different platforms and apprises them of the various courses taught in the college.

The course outcome of the Programs offered by the institution is published in college Annual Report which is released by the college at the time of Annual Prize Distribution Function organized at the end of the year. Meetings are also conducted at the depatmental level as well as at the college level to assess the outcome of programmes offered.

The programmes and courses offered are also displayed on the college website along with the result of students in various courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The Institutes follows the evaluation process of Punjabi University, Patiala which includes Class tests, Mid Semester Exams, Assignments, Field work, Project work, Laboratory practical ,term end internal assessment and external examinations conducted at the end of the course. The teachers maintain registers of students in which they mark:

1. Marks of various class tests.
2. Marks of Unit test.
3. Marks of Attendance.
4. Marks of Practical, Field work, Project work.

Those students who are week in any subject are given special attention by the faculty. It improves the calibre of the students.

To ensure that the entire evaluation method does not become merely book based, the students is also evaluated on the basis of his participation in various activities like Awareness derives/celebration of various days like Women's day, Constitution day, Voters' day, AIDS awareness day, Blood donation camp, Environment day, etc. From these practices, a student can optimally express their knowledge and this enhances their confidence.

This is also included in the evaluation process of the students. All these activities collectively add up for marking the internal assessment of the students. The final result of the student is based on Internal assessment and final written exam taken by the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

867

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

2.7 - Student Satisfaction Survey

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

http://www.gcfdk.org/Website/Prospectus/SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

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)	<u>View File</u>

3.2 - Research Publications and Awards

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

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

3

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

3

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

3.3 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs.

The college effectively runs5 Units of National Service Scheme NSS.The students of our college actively participate in social service activities leading to their overall development. Through these units, the college undertakes various extension activities in the neighbourhood community.

- **NSS organized a one day camp in nearby villages and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation, water conservation through Shramdan.**
- **Social interaction, Group discussion carried out on Eradication of superstitions, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, AIDs awareness.**
- **Blood donation camp, Health check up camp, Veterinary guidance , Farmers meet etc.**
- **The various departments of the college are conscious about their responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, Voters awareness, Health check -up camps, Blood donation camps, Dental**

checkup camp, etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skills and self confidence of students. It also helped in cultivating hidden potential of students and created awareness among students. During the Covid-19 lockdown our NSS volunteersdistributed Ration, Sanitizers, Masks, Gloves etc to the poor and needy people.

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

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

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

0

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

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

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

18

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

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

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

2494

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

3.4 - Collaboration

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

1

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

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

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

2

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

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 adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc. GBC Faridkot has a well-developed high-tech campus of 15,54,206.27 Sq. Ft. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives. The infrastructure facilities and learning resources are categorized as under:

(a) Learning Resources include resources and infrastructure

(b) support facilities include hostel, seminar halls, agricultural farms, botanical garden, sports grounds etc.

(c) Utilities include safe drinking water, restrooms and power generators. Classes are scheduled for optimal utilization of the available physical infrastructure.

Library, ICT and physical infrastructure / instrumentation :

· Library record is fully computerized. More reading space is provided in the library. Free Internet facilities are provided to the students. Safe and congenial atmosphere is provided to the students in library.

· Maintenance and renovation of existing facilities, Botanical Garden, swimming pool, college building, playgrounds and parks in the college campus is done on regular basis.

- 1 Library
- 50 Class rooms
- 1 Virtual class room
- 3Seminar halls
- 14 Laboratory
- 50 Computers
- Music recording studio
- 1 Conference hall
- 1 Fitness center
- 1 Common room
- 1 Computer Lab
- 1 Cafeteria
- 1 Staffroom
- 1 common room for Female Students
- 44 Washrooms
- 1 Open Air Theatre
- Agriculture farm
- Botanical Garden
- Astro Turf
- Playgrounds 11
- Boys' Hostel
- Swimming pool

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

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

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium etc. The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly.

Sports and Games:To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff. The college has

- one cricket ground,
- one hockey ground,
- one lawn Tennis court,
- one astrotruf,
- Volley ball ground
- Badminton Court
- one swimming pool
- one fitness center for the usage ofstudents and staff .
- Indoor games Table tennis, Chess etc.

The college believes in the development of the students as a whole, and strives to provide a climate that nurtures the holistic development of our students. This is achieved through Brijindra Cultural Club.

Cultural Activities : The department of music has a wide range of instruments like

- Guitar,
- Tabla,
- Harmonium,
- fully fledged audio recording room with all facilities
- open air theatre
- Many cultural events are organised in the college. Our students have won Medals and Prizes in various competitions organizedonal and Inter-Zonal level. As cultural activities are an integral part of the study, the students are permitted to participate in various cultural activities inside and outside the campus. It provides personal growth by learning skills and to pass on the cultural traditions to the future generations.

File Description	Documents
Upload any additional information	No File Uploaded
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.

56

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

538029/-

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

4.2 - Library as a Learning Resource

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

The Guru Nanak Dev Library at Govt. Brijindra college Faridkot is integrated knowledge resource centre comprising of nearly 49 thousand books, periodicals, references, national and international journals and CD-ROMs. Online access to full text and databases from 17 reputed publishers through E-Shodhsindhu.The following facilities are available in library NPTEL, E-Granthalaya, E-PG Pathshala,MIT,Project Gutenberg,Universal Digital Library, INFLIBNET-N-LIST membership. All e-resources are accessible locally within the campus as well as remotely. College Library building is centrally located and well laid out and maintains the right atmosphere for learning. Library building has provision for

both individual and group studies. Adequate space is provided for browsing and relaxed reading.

The library also houses rich reference collection viz., Encyclopedia Britannica, Encyclopedia Americana, Specific Subject Encyclopedias, Year Books, Atlases and other reference material. Guru Nanak Dev Library holdings also include project reports on various subjects. The library also provides access to Internet as well as CD/DVD based electronic resources Provision has also been made to allow downloading/printing of material from these resources.

It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet. Following Initiatives are taken by the College :

1. Free WI-FI, internet access, download and printout facility have been provided.

2. Organization of Book Exhibitions.

3.Display of new books.

4. System of recommendation for purchase of books through Departments.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

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

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

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

1.9

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

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

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

1000

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

4.3 - IT Infrastructure

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

The Institution has

- **53 computers**
- **1 Computer center**
- **7 Smart classrooms**

- 1 E- library
- 1 fully computerised administrative office
- 1 server room

The college performed its teaching learning process online due to covid lockdown. For this the college had to update its server and it purchased a new server for the unlimited online teaching process. apart from this one server was purchased for BCA lab. the institution updates its IT facilities as per the needs and requirements of various departments.

Various departments of the college including the administrative block have access to internet connections like BSNL, Airtel with internet speed upto 200mbps.

The college has its own website www.gcfdk.org which is maintained by AP softwares. Different IT facilities are frequently updated and maintained to implement e teaching and e governance in the college.

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

4.3.2 - Number of Computers

53

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

538029/-

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

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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The maintenance of physical, academic and support facilities is carried out by the respective departments.

A brief description is presented below on maintenance and utilization of some facilities.

1. **All Laboratories & Computer Lab: Each laboratory has one teacher as lab incharge and a Lab attendant. They are responsible to maintain and upgrade the laboratory with necessary equipment.**
2. **Library: The availability and utilization of instructional material in teaching and learning process**

is ensured. At end of the Academic year stock verification is done. Procurement of books as per the requirement is initiated through library committee.
3. Physical Education Department of the institute looks after the sports facilities and the activities. The sports equipment is issued to the students as per the schedule of the events.
4. Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the college.
5. IT facilities: Many departments in the institute are having PCs. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
6. Electrical, Drinking water coolers etc.: Institute has employed technicians for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed non-teaching staff to maintain the gardens.
7. CCTV, LCD projectors, air conditioners and internet connectivity are maintained with the help of external agencies.
8. Security staff guards are employed to safe guard the whole premises.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1017

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

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

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

218

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

218

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

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

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

5.2.2.1 - Number of outgoing student progression to higher education

42

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

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

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

5

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

5.3 - Student Participation and Activities

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

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

0

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

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

The college has various committees and clubs operational to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

Various department have societies and clubs in which students are given administrative and organizing roles. These clubs have well defined structure and students are assigned roles where they works under the guidance of teachers and learn various activities which help in their holistic development. Following clubs/societies are presently operational in the college:

- **ELSA, a society of English Literature students.**
- **Sahit Sabha, a society of Punjabi Department.**
- **Bhasha Manch, a society of Punjabi Department.**
- **Ramanujan Mathematics, a society of Math Department.·**
- **Commerce Association, a society of Commerce Department.**
- **JC Bose Biology Society, a society of Biology Department.**
- **Sir Humboldt's Geographers Association, a society of Geography Department.**
- **Sur Angan, a society of Music Department.**
- **Rashtriya Bhasha Prishad, a society of Hindi Department.**
- **Sir CV Raman Physiochemical Society, a society of Hindi Department.**
- **Swami Vivekananda Philosophical Society, a society of Philosophy Department.**
- **Brijindra Cultural Society, a society for cultural Activities in the college.**
- **Dr.Gandha Singh Association, a society of History**

- **Department.**
- **Dr.Amartya Sen Society, a society of Economics Department.**

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

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

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

0

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

5.4 - Alumni Engagement

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

The College has three associations:

- **Alumni Association by the name of OSA (Old Students Association) is a registred Alimuni Association working in the college since 2002**
- **An Association of Retired Teachers from the college BALA (Brijindra Alumni Lecturers Association) was found during the year 2012.**

- Association of Old Students of Chemistry and Physics department named RE- ALLIANCE GROUP (RAG) is also working since 2012.

These associations honour and give awards to meritorious students in academics/ sports/ cultural activities. They also honour the retired teaching and non-teaching staff. These Alumini Associatons are always present to help the college and render support to the college in every circumstance.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution has a clear vision and mission and this is reflected in its governance Vision

- To empower the students with light of knowledge.
- Knowledge that is free from boundaries.
- Knowledge that provides the impetus to think and question.
- Knowledge that makes one worldly wise.
- Knowledge that lays the foundation of strong character.
- To make its students capable enough to play their part in making brand "india" a force to reckon with.

Mission

- To reach out less privileged, rural and backward students

and provide them opportunities to higher education.

- To shape up students as socially and morally responsible citizens of India. The institution considers it as its utmost responsibility to transform students as independent decision makers who are not influenced by dictums of caste, creed, gender, religion etc.
- To sharpen managerial skills and develop qualities such as Time Management and Team Work in students.
- To devise innovative teaching techniques from time to time to make learning synonymous with fun.
- To supplement the learning with relevant practical knowledge, thereby providing the students a solid ground in technical expertise.
- To bring about a holistic Development of students and encourage them to actively participate in sports, cultural and other co-curricular activities along with studies.
- To make the students self sufficient and versatile enough to survive the impending challenges. The college has an efficient staff for teaching the students as well as imparting social, ethical

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

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

Multilevel responsibilities are delegated to the principal, the staff and students of the college.Our College guarantees transparency, accountability and efficacy by maintaining a three tier system in the academic and administrative milieu.

- Principal: The Principal is the academic head of the College.
- Staff members:The staff performs academic as well as management duties with great efficiency
- Students: Students have participative managementin various committes and clubs

.Decentralization and participative management of the College is visible in all its administrative spheres. Multi-layered

transparent governance system is ensured through written policies, systems and procedures. There are well-structured committees for carrying out various administrative of works of the college. College has three types of committees:

Committees dealing with academic affairs.

- Time-Table Committee
- House Examination Committee.
- NAAC Committee.
- IQAC Committee.
- Research Committee 2.Committees dealing with administrative affairs:
- PTA
- Re-Admission Committee
- HEIS Committee
- UGC Committee
- RTI Committee
- RUSA Committee
- RTE Committee
- Prospectus Committee. 3.Committees dealing with student's welfare.
- Scholarship Committee
- Anti-Ragging Committee
- Anti-Sexual Harassment cell
- Student welfare Committee
- Hostel Management Committee
- Committee for protection of Rights of differently abled students
- Cultural Committee

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and action plan is designed by the institution in such a manner that this policy is deployed during every process. Each strategy is designed to develop competence to serve the ever changing needs of the society.

1. Applying innovative teaching learning methods such as Group discussions, Seminars, Guest lecture for students and Lab Demonstrations.
2. Arranging industrial visits for science and agriculture students.
3. Use of teaching aids such as Models, Multimedia Presentations, NPTEL video lectures.
4. Encouraging the faculty for research publications.
5. Establishing five NSS units every years and organizing various social activities through these units like planting trees and maintaining a plastic-free campus.
6. Establishing local unit of Guru Gobind Singh Study Circle for inculcating community and ethical values in students.
7. To implement Green Initiatives in the Campus, the entry of outside vehicles into the college campus has been restricted to maintain its eco-friendly campus status.
8. The college Career Guidance and Placement Cell prepares an Action Plan to motivate the students for further studies and competitive exams by organizing lectures on carrier counselling. The Action Plan includes conducting Group Discussion, Interviews, Preparation of list of Placement drives that can be brought to the campus and mapping the current position of pass out batch students.

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

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

The overall planning and development of the institution is done according to instruction of DPI Colleges Govt. of Punjab and Punjabi university Patiala.The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

- The Principal is the academic and administrative head, ensuring the proper conduct of all the academic, research and extension activities.

- The Bursar is responsible for all financial matters of the college.
- The academic council consists of the senior members of the college who strengthen the functioning of the College.

The executive leadership is shared with the

- The registrar of Examinations,
- the Research committee,
- IQAC Co-ordinator
- NAAC co-ordinator
- RUSA co-ordinator
- All the Heads of the Departments.

Besides there are various Committees, Cells and Associations focusing on academic, administrative activities and student welfare.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. **Medical leave**
2. **Medical Allowance**
3. **Maternity benefits as per norms**
4. **Child Care leave as per norms**
5. **All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.**

The following facilities are also provided to employees for efficient functioning :

1. **Yoga classes**
2. **24 hour power back-up (100%) through solar power plants**
3. **Wi-Fi facility.**
4. **Workspace**
5. **Computing facility**
6. **Identity cards**
7. **Sports facilities**

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

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

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

0

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

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

1

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

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

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

8

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

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

Teaching and Non-Teaching staff undergoes performance Appraisal as per guidelines of DPI Colleges Govt. of Punjab. Both Teaching and Non-Teaching staff has to fill their ACR (Annual Confidential Report). Then the Principal of the HEI finalizes the scores based upon the documental evidences submitted by the staff.

Teaching Staff: Based on API scores designed by UGC the faculty is encouraged to take up teaching learning, administrative works and more research initiatives in their respective areas of inclination and passion.

Non-Teaching Staff: The Principal directly monitors the non-teaching staff and regularly conducts meetings supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work. Based on guidelines issued by Govt. of Punjab, the non-teaching staff is accessed on the bases of administrative work performed by them.

Academic Audit: Every year an academic audit is conducted by the office of the DPI Colleges Govt. of Punjab. For this, expert committee constituting of the Principal/senior faculty of different colleges is constituted to inspect the HEIs. This

team assesses the performance of each department. An exit
meeting is also held in which the staff are intimated about
their shortfalls/gap if any and advised to improve further.
Principal has to submit action taken report on the remarks
pointed out the academic audit team to the office of the DPI
Colleges Govt. of Punjab.

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

6.4 - Financial Management and Resource Mobilization

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

Govt. Brijindra College regularly conducts internal and
external financial audits. It has a full-time Treasurer and
Accounts Department since inception to ensure maintenance of
annual accounts and audits.

External Audit is conducted by the following:

   1. Auditor General (AG) Punjab: AG, Punjab conducts
      statutory audit covering all financial and accounting
      activities of the Institute. This includes scrutiny of
      the following:

(a) all receipts from fee, donations, grants, contributions,
interest earned and returns on investments.

(b) all payments to staff, vendors, contractors, students and
other service providers.

All objections of AG are communicated through their report and
are examined by separate committees of the institute consisting
of Internal Auditor, concerned Head of the Department and any
other member nominated by the Principal. AG's audit for the
previous years have been completed and replies have been
submitted to their satisfaction. No serious objection/
irregularity is outstanding.

   1. Chartered Accountant of the Institute: Chartered

Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements upto 2020-21 have been certified by him.

Internal Audit is conducted by the Bursar of the college. Pre-audit of major receipts and payments and concurrent/post audit of all other receipts and payments is done by Deputy Controller Finance and Accounts. He also pre-checks salary fixations, pension and gratuity payments and final payments of GPF.

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

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)

0.55

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

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

Govt. Brijindra College Faridkot is known for its integrity and it maintains a transparent and accountable financial management system. The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for new programmes, research, extension, infrastructure, student's welfare, and staff career advancements. The College mobilises funds as per the policy and

procedure enacted by the Govt. of Punjab. The process is monitored by Bursar of the college under the guidance of the Principal. The College receives funds from the following sources.

- Fees collected from the students of both regular and self-financed streams
- Contribution made by the alumni, well-wishers and philanthropists
- Government Scholarships
- Funds from various bodies for extension activities
- Revenue earned from selling of commodities and products from agriculture farms. This fund is used for infrastructure augmentation such as
- construction and renovation of classrooms,
- installation of solar panels,
- waste management units,
- plantation of trees,
- laying of paver blocks,
- roads
- Hostel maintenance
- Library resources
- ICT improvement
- Software and equipment purchase
- Organizing Seminars, conferences, workshops, training programmes
- Career development programmes, faculty empowerment programmes to staff
- Endowment scholarships to empower and encourage the most deserving students.
- Organizing health camps to the rural neighbourhood
- Organizing veterinary camps in rural places for livestock management
- Organizing campaigns in familiarizing the government initiatives to the rural people
- Welfare measures to teaching and non-teaching staff
- Development of agriculture farm for training students

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

6.5 - Internal Quality Assurance System

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

Our college attempts to impart quality education to the students through its innovative, comprehensive measures. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The IQAC at Govt. Brijindra College, Faridkot was constituted on 04th January, 2004. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned.

2. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Boxes located at various places in college campus.

The Institute IQAC regularly meets. The Institute IQAC prepares, evaluates and recommends the following:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies.

(c) Stakeholder's feedback

(d) Process Performance & Conformity

(f) Action Taken Reports

3. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

The Institute IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Institute.

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

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 institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up. The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly is followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.
- Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.
- Group Mentors regularly interact with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses. Students are also free to approach the Principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Director, Dean Student Welfare, HODs and individual faculty members.
- The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken in the current session include the following:

• Automation of Admission Processes - Provision for online fee payment

• Automation of Examination Processes

• Green initiatives in Campus – tree plantation, Botanical Garden, Biogas plant, solar photovoltaic power plants etc.

- **Crops produced by Student are sold in the local market.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is making consistent efforts to sensitize students with issues related to gender eqality andwomen empowerment. The institution has taken following measures for promotion of gender equity:

1. The college as per guidelines issued by Government of Punjab has taken a step towards waiver of tuition fee for girl

students at the time of admission to any of the college academic programs offered. This has enhanced the gross enrolment ratio of girls in the institution.

2. The institution is actively involved in training of students by organisingextension activities to instil gender equity in the students. The college celebrates women's day and Girl child day where students are enlightened regarding gender equality.

3. The institution has constituted Anti Sexual Harassment Cell where students can complain regarding any untoward happening.Strict confidentiality is maintained by the Cell to encourage the complainant to lodge complaints without fear and it provides counselling to the complainants and the respondents independently.

4. To enhance safety & security on the campus CCTV cameras have been installled, round the clock security is provided by the security guards and Faculty has been directed to keep the door of the lecture hall open during classes.

5. A Complaint Box is placed outside in the girl's common room.

Besides the students, the institution also promotes gender equity by providing maternity leave, child care leave and leave on adoption of child as per the rules and regulations of the Punjab Government to the Female employees of the institution.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

The college takes measures to manage solid waste generated on campus by the method of segregation of waste at the source. Dustbins are placed at various places with the help of Lion's club,Faridkot. The bio degradable, non degradable and E-waste are kept in separate bins and there after the degradable waste is put in biocomposting pits in the college. Three biocomposting pits have been created and maintained by the college to protect the environment. These are situated at the botanical garden, guru nanak park,and in agriculture farm of the college.

Apart from this the college also has vermi-compost pit for green waste which is converted to manure.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	**A. Any 4 or All of the above**

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

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

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

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

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	C. Any 2 of the above

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

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

The institution has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities.

1. To promote gender equity,there is a fee concession for female students at the time of admission.

2. For the promotion of unity in diversity and tolerance and harmony the college organizes programs underEk Bharat Shrestha Bharatcampaign on the anniversary of Sardar Vallabhai Patel. The program aims at strengthening the bond between states to strengthen the unity and integrity of India. and also to help studentsfrom diverse regional and cultural background.

3. Every year NSS Cell conducts Special Camps in villages for

NSS volunteers. These camps are directed towards various social issues impacting the lives of the people in the community viz-a-viz instilling social and cultural values in the young students. The volunteers mainly undertake awareness generation activities with regard to the social issues.

4. Celebration of Hindi Diwas, English Language day and Punjabi bhasha promotion day.

5. Blood donation camp, Aids awareness camps, Extension lectures on Health and hygine are organised.

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

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. The Institute takes measures to sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen.

Values:

1.For instilling moral values in the students, the college collaborates with local unit of Guru Gobind Singh Study Circle and conducts 'Natik Siksha exam'. Free books on moral values are distributed to the students.

2. Akhand path is organised every year in the colege to instil religious harmony.

3. Celebration of women'sday, Girl child day, environment day, Van mahotsav, traffic safety week,etc.

Rights:

1. Legal Literacy Club is ther to make students aware of their legal rights.

2. Voters' day and constitution day is celebrated in the institution.

Duties and Responsibilities of citizents:NSS unit makes students aware of their duties by

1. Organising Swachh Bharat program with cleanliness drive in the college and the city.

2. Blood donation camp

3. Save the environment by planting trees, banning plastic and by not burning stubble.

4. Buddy groups are formed to make students realise their duty to create a drug addiction free society.

5. students and employees participation in Pulse Polio program.

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

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

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

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

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

National Festivals and days:National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Govt. Brijindra College, Faridkot celebrates these events with great enthusiasm. The Faculty, Staff and Students of the institution all come together to celebrate these occasions and spread the message of Unity, Peace, Love ,Happiness and ideology of our great National Leaders. .

1. Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

2. Independence Day is celebrated every year on 15th of August, flag hoisting is organized and is celebrated to mark freedom of India from British rule.

3. Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

4.National Voter Day is celebrated in the college campus on 25th January, every year to create awareness among voters to cast their votes without any fear or undue pressure.

5. Constitution day

6. Teachers' day

7. Hindi Diwas

8. Green Diwali

Internationaldays:

1. Yoga day is celebrated on 21st June every year, the students are given awareness to maintain their health.

2.World Cancer day

3. World Literacy day

4. International Environment Day

5. English language day

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

7.2 - Best Practices

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

1. Shri Akhand Path

The college hostel has Gurudwara sahib where a granti is appointed to perform the daily rituals with the help of students. A committee of teachers and students which looks after the maintenance and Maryada of Shri Gurudwara Sahib is constituted.Shri Akhand Path Sahib is organized at the college hostel at the end of each academic session to seek the blessings of the Lord. This practice inculcates the ethics of sharing, community inclusiveness and onesness of all human

beings. it helps in inculcating moral, religious and ethical values in the students. This practise also instils managerial skills as the entire expense of the langar is managed by the students.

2. Community Service

The college inculcates moral, and ethical values in the students along with nurturing the mental growth of the students by organising two community activities

Blood Donation Camp: the students are made aware of the importance of blood in saving lives. For this the college organises blood donation camp every year on 19th September. Apart from thismany other times also the blood donation camp is organised in the campus. this encourages students to stay healthy and stay away from any kind of addiction.

Book Fair: is organised from time to time in the college. this is done to encourage students to read more books and stay away from the social media.

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

7.3 - Institutional Distinctiveness

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

The vision of f the institution is to empower the students with not just education but impart them the light of knowledge which is free from boundaries and shackles. The Knowledge imparted should make the students worldly wise. This knowledge lays the foundation of strong character. The main thrust of the institution is to provide students the impetus to think and question and to make students capable enough to play their part in making brand "India" a force to reckon with.

The Institution makes effort to reach out to less privileged, rural and backward students and provide them opportunities to higher education.

The institution considers it as its utmost responsibility to

transform students as independent decision makers who are not influenced by dictums of caste, creed, gender, religion etc.

It also aims to sharpen managerial skills and develop qualities such as Time Management and Team Work in students. The staff makes every effort to devise innovative teaching techniques from time to time to make learning synonymous with fun. The priority of the institution is to bring about a holistic development of students and encourage them to actively participate in sports, cultural and other co-curricular activities along with studies. Thereby making sincere effort to make the students self-sufficient and versatile enough to survive the impending challenges.

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

7.3.2 - Plan of action for the next academic year

- To buy new server to update ICT facility in the college.
- To buy new computers to update computer labs
- To buy new water coolers for the students.
- To begin a new PG course (MA Music).
- To add new Subjects like Fine Arts, Psycology, computer Science , for BA classes.
- To begin new open learning courses.
- To make the campus more clean, green and environment friendly
- To buy new books for the library
- To update internet facility in the college
- To conduct more frequent campus placement camps and increasing job opportuniy for students.
- To implement academic calendar provided by IQAC.
- To Implement the time table as per the guidelines issued by Punjabi university, Patiala.
- To enrol students in five unit of N.S.S.
- To motivate and guide students to take part in inter zonal youth festival of Punjabi university, Patiala.
- To motivate the faculty members to take part in research
- To identify and respond to the special educational/ learning needs of advance learners.
- To seek feedback from all the stakeholders.
- To organise seminars, symposia, workshops and extension

lectures in different departments.
- To follow time bound schedule of syllabi for the smooth and in time completion of the course work including revision.
- To buy three-seater benches for students.
- To buy new Lecture Stands and black boards.
- To complete the construction of RUSA block.
- To carry out renovation of staff room.
- To make arrangements of online admissions
- To upgrade the science laboratories.