YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution Dasmesh Girls College, Chak Alla Baksh, G.T Road Mukerian

- Name of the Head of the institution Dr. Karamjeet Kaur

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 01883247895

- Mobile no 9417218653

- Registered e-mail dgc_chakallabaksh17@rediffmail.com

- Alternate e-mail dgc_iqac@rediffmail.com

- Address Dasmesh Girls College, Chak Alla Baksh, G.T Road Mukerian

- City/Town Mukerian

- State/UT Punjab

- Pin Code 144211

2. Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Women

- Location Semi-Urban

- Financial Status   **Self-financing**

- Name of the Affiliating University   **Panjab University, Chandigarh**

- Name of the IQAC Coordinator   **Dr. Meetu(Chief Co-ordinator), Mrs. Maninder Kaur(Co-ordinator)**

- Phone No.   **9417358776, 9465927706**

- Alternate phone No.   **01883247895**

- Mobile   **8146865249**

- IQAC e-mail address   **dgc_iqac@rediffmail.com**

- Alternate Email address   **dgc_chakallabaksh17@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   [www.dgcmukerian1.org (https://dgcmukerian1.org/popup/iqac/AQAR%20%20(Session%202019-20).pdf)](https://dgcmukerian1.org/popup/iqac/AQAR%20%20(Session%202019-20).pdf)

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

- if yes, whether it is uploaded in the Institutional website Web link: https://dgcmukerian1.org/popup/academic-calendar/20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.18**	**2016**	**19/01/2016**	**19/01/2021**

6.Date of Establishment of IQAC   **22/01/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0**	**0**

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

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

IQAC

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

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

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

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- ◆ If yes, mention the amount

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

IQAC of College organized One Week Interdisciplinary FDP for the Faculty of the College.

IQAC also encouraged all the Departments/ Committees/ NCC/ NSS/ Red Ribbon Club/ Buddy Group and Cells to organise different Online Extension Activities for the welfare of Society and Student Enrichment.

IQAC proposed different Preparatory measures for sanitization of the College and Institution during COVID-19.

IQAC also taken appropriate steps for Staff Welfare.

IQAC introduced Swachta Action Plan(SAP) in the Campus.

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
To establish linkage with various funding agencies like UGC for organizing various academic events	**All the Departments of the College regularly organized various student centric and academic activities such as Web Lectures, Interactive Sessions, Internships.**
Initiation of Skill based courses and workshops	**Under the guidance of IQAC, Career Guidance Cell had organized an Online Short Term Course for students. Art and Culture Society organized 3 Days Workshop for Faculty and Students. A Webinar on the 'Python Language' organized for Students.**
Use of ICT based, studentcentric teaching pedogogies by College teachers	**The Faculty Members participated in numerous Workshops, Faculty Developemnt Programs, Refresher Courses and Orientation/ Induction Programs to update and upgrade their teaching skills. The focus was to enrich the pedagogy of the teachers and make them ready for the new age digitally savvy students. In the wake of the impending crisis and a possible lockdown, the faculty members of dasmesh Girls College were given 6 Days training to develop e-content and use new technological advancements like Google Classroom, Zoom Application and Google Meet.**
To uplift the academic performance, placement and graduation outcome of students	**The students did exceedingly well in academics. Students have secured admission in the various prestigious Institutes Taranpreet Kaur(George Mason University,Virginia),Anjali(G.N.D.U Amritsar),Amarpreet Kaur(G.N.D.U Amritsar),Manpreet Kaur(G.N.D.U Amritsar),Anima**

	(L.P.UJalandhar),Chetna Bhardwaj(L.P.U Jalandhar),Sunanda Thakur(D.A.V University), Mahima Pathania(D.A.V University,Jalandhar)
One week interdisciplinary FDP exclusively for faculty of the College.	As a Learning initiative, the IQAC of the College organized a FDP on the topics of "Vedic Mathematics,Global Warming,Teachings Methods with Special Reference of Story Tellin,Marketing Mixed Blends of 7Ps,Healthy life Style From 15th to 20th March,2021. In this FDP a Special Guest Lecture was Arranged for the Staff Welfare,which was delivered by Dr. Kulwant Rana (Associate Professor in Department of Punjabi from D.A.V College,Hoshiarpur.

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

   - Name of the statutory body

Name	Date of meeting(s)
Sri Guru Gobind Singh Educational Trust	11/10/2021

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

Part A	
Data of the Institution	
1.Name of the Institution	Dasmesh Girls College, Chak Alla Baksh, G.T Road Mukerian
◆ Name of the Head of the institution	Dr. Karamjeet Kaur
◆ Designation	Principal
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◆ City/Town	Mukerian
◆ State/UT	Punjab
◆ Pin Code	144211
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◆ Affiliated /Constituent	Affiliated
◆ Type of Institution	Women
◆ Location	Semi-Urban
◆ Financial Status	Self-financing
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⬥ Upload latest notification of formation of IQAC	View File	

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	Kaur(G.N.D.U Amritsar),Manpreet Kaur(G.N.D.U Amritsar),Anima (L.P.UJalandhar),Chetna Bhardwaj(L.P.U Jalandhar),Sunanda Thakur(D.A.V University), Mahima Pathania(D.A.V University,Jalandhar)
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13. Whether the AQAR was placed before statutory body?	**Yes**

 - Name of the statutory body

Name	Date of meeting(s)
Sri Guru Gobind Singh Educational Trust	**11/10/2021**

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**13/01/2022**

15. Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**01**

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

2.Student

2.1 Number of students during the year	**1240**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**0**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**405**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**36**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**0**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**54 Classrooms and 1 Seminar Hall, 1 Conference Room**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**8620770.65**
4.3 Total number of computers on campus for academic purposes	**77**

Part B

CURRICULAR ASPECTS

- Curricular Planning and Implementation

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

Prospectus containing information regarding programmes and curriculum are uploaded on website and printed for circulation. Time table committee prepare time table keeping in view the university stipulations regarding number of hours required for the teaching learning process. Heads of Department hasgiven departmentalworkload as per the norms of the P.U chd. Teachers complete their lectures as per the teaching plan. Departement Meetings are held to review the completion of syllabus. The Principal conducts the meeting in coordination with the IQAC to review the progress as well as future plans of every department. Actual curriculum delivery is done with use of various teaching methods and teaching aids as well as practical session as per the timetable. Records of curriculum delivery are maintained by the teachers through academic diary. Remedial classes for slow learners are being conducted. We organize workshop, conference and seminars to update the knowledge and interact with experts in different fields. Faculties are encouraged to attend Orientation and Refresher courses, workshop and seminars organized by the university and other institutions to update the knowledge in respective subjects. Library resources with recent reference books ,periodicals , journals and e-resources have been used in effective curriculum delivery. Internet and other facilities are provided to the students and faculties. The college has Well Equipped ICT resources in Classrooms, Seminar Hall, Conference room and Multipurpose hallfor effective curriculum delivery as per the time table. Achievement of objective of curriculum are measured in terms of learning outcomes of the students and their performance in the final examination at U.G and P.G.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://dgcmukerian1.org/popup/prospectus/Prospectus20-21.pdf

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

To make it practice an Incharge of Academic Calendar with the consultant of Principal, IQAC Coordinator, Academic Council and Examination Committeeprepare the academic calendar in lieu with

HoD's well in advance before the commencement of the semester. The calendar outlines the internal examination schedule and schedule for continuous internal evolution methods adopted by college. The academic calendar is designed with the motive to accomplish the learning based objectives defined with each course of different programme and contains various events for this purpose . The organization always believes in effective time management and timeline. To achieve this, the constituted committee prepare academic calendar consisting the following:

- Working days (As per PU Guidlines or Calendar)
- Holidays (As per PU Guidlines or Calendar)
- Registration date (As per PU Guidlines or Calendar)
- Semester commencement date
- Seminars/ Workshops/Extensionlectures
- Examination
- Evaluation
- National festivals and days

The finalized academic calendar is displayed on the notice boards of the college and also in the institution website. Any changes in the academic calendar due to the unforeseen development are communicated to the students using notice or class wise whatsapp groups. Based on the academic calendar , all the faculty members prepare course files, topics to handled and ensure unit wise completion as per internal examination. Faculties must strictly adhere to the academic calendar according to Panjab Universit, Chandigarh.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://dgcmukerian1.org/popup/academic-calendar/20-21.pdf

- 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/

B. Any 3 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

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

- Academic Flexibility

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

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

0

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

- 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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

- Curriculum Enrichment

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

Gender Sensitization: The College has organized Extension lectures and seminars to create awareness about Gender issues like health and to promote gender equity by Women Development Cell and Internal Complaint Committee for Sexual Harassment for Women.

Environmental and sustainability: A qualifying and mandatory paper entitled "Environmental and Road Safety awareness" is mandatory for all the streams of undergraduate levels. This paper covers topics such as Renewable and Non Renewable resources, Environmental Pollution and its effects, Social issues, Environmental laws and Road Safety awareness.

SAP(Swachta Action Plan)Committee:The College has a SAP Committee that ensures to maintain the Polution free Lush Green Campus.

Moral and Ethical Values: Value added enrichment Programs offered for the holistic development of students are

1. NSS units nurture a spirit of social service and a sense of fellow feeling among the students.

2. NCC imparts military training and inculcates a sense of discipline in life.

3. Youth & Heritage Festivals organized by university every year to enrich the students with extracurricular opportunities.

4.Student Council of nominated students by per class are established by all departments which organizes various events for the department. Its helps to inculcate organizational and decision making ability, team work and team leader qualities.

5. Professional ethics into curriculum: To enrich the curriculum different departments of the college organize industrial visits,

workshops, seminars on communication skills, personality development and aptitude test.

6. Religious Education Cell: The College has well Dedicated Religious Education Cell who is responsible for enriching moral and ethical values in students time to time.

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

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

40

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

- **Feedback System**

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://dgcmukerian1.org/feedback-forms/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

- **Feedback process of the Institutionmay be classified as follows**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://dgcmukerian1.org/feedback-forms/

TEACHING-LEARNING AND EVALUATION

- **Student Enrollment and Profile**

    - **Enrolment Number Number of students admitted during the year**

- **Number of students admitted during the year**

1240

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

- 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)

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

611

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

- Catering to Student Diversity

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

The advanced learners are identified on the basis of internal assessment, university examination and class response. Such students are encouraged to be student leaders and active participants in extra mural activities. Students are also appointed as Class Representatives and Vice Class Representatives who encourage and guide the slow learner from time to time in case of need. The advanced learners participate in group discussion, online quiz, creative writing competitions, NSS activities, give presentations in classes etc. Various activities like Tree Plantation, Mother's Day, Painting Competition, Slogan Writing, Rangoli Competition, Poster Making Competition, Singing Competition, Photography, Collage, cartooning etc. They are also provided opportunities to develop their creativity by participating in inter-college competitions in order to give them exposure to the outside world as well. Besides brilliant students are encouraged to get university position by giving them notes and reference to additional books outside their curriculum. Two students have cleared the UGC/NET exam in the session 2020-2021 from the department of Commerce and Punjabi. To encourage the students, the photos of university rank holders are flashed in the college magazine 'Dharat', Prospectus and different newspaper and also on Merit holder's Display Boards.

The slow learner's academic performance is monitored in each class after their evaluation through class tests, house examinations and weak class response. Every subject teacher act as a mentor to the slow learners who provide them with easy notes in the language of their choice for example in case of their chosen language i.e., Hindi, English, Punjabi. Regular class tests of such students are conducted and their performance is communicated to their parents telephonically. Tough topics are revised as per the requisition of slow learners and sample question papers are discussed in classrooms, practical works, audio-visual aids are also used by teachersin order to make the learning process easy for advanced and slow learners.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/gallery/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1240	36

File Description	Documents
Any additional information	View File

- Teaching- Learning Process

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

Dasmesh Girls College always remain at the forefront to give opportunities to its students by using student centric methods such as experiential learning, participative learning and problem-solving methodologies. Project work, assignments, quiz, presentations, group discussion is an integral part of eachprogramme. Students of Commerce and Management present their Project Reports after a thorough preparation.Students of NSS, NCC and RED RIBBON CLUB are engaged in public awareness programs like Tree Plantation Drives in order to raise awareness among people and students about the conservation of ecological balance. Eco club has organised an online Quiz on Earth Day.A National Webinar on 'Legal Awareness, Protection from Violence and Abuse against

children was conducted in order to acquaint them about their legal rights. They were also shown National Youth Parliament Festival of 2021 to give them a peep of real debates from the central hall of Parliament. Besides Awareness campaigns on Covid-19 Vaccine, Pulse Polio Vaccination was also carried out.Different departments held extension lecture to benefits the student like 'concept of health for females', 'phonetics','Signs and symbols','Online Three-Day National Workshop', 'Samkalin Hindi Sahitya Ka VividhAyaym' etc. Teaching assignments were given to the students. An exhibition of teaching aids was held in which working and non-working models were displayed which were made by the students of B.A.B.Ed., a competition displaying the creative works of Fashion Designing Department like masks, Knotting Craft was also held to give the students an opportunity of experiential learning. The student editors from different sections of college magazine 'Dharat' edited their sections. Activities like Gatkaand Yoga were performed by the students of Department of Physical Education. Problem solving methods are used in student-centric activities so that they receive practical and direct experience of negotiating difficult situations in life and are trained to make them capable, competent and accomplished individuals. Leadership training is imparted by making advanced learner's leaders of group activities. Department of Education alsoorganized Mother's Day, Baisakhi Festival. Simple problems are given to the learners for clarifying concepts.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dgcmukerian1.org/

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

In Dasmesh Girls College,someof the classrooms and allthe computer labs are ICT enabled with projectors installed and the campus is enabled with high-speedWI-FI connection. The faculty at DGC use various ICT enabled tools to enhance the quality of teaching-learning like

1. Google classroom is used to manage and post course related information- learning material, quizand evaluations,assignments, etc.

2. Virtual labs are used to conduct labs through simulations.

3. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

4. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

5. The online learning environments are designed to train students in open problem-solving activity.

6. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

7. Lab manuals are mailed to students well in advance for the experiment to be conducted.

8. Online Quiz and Polls are regularly conducted to record the feedback of the students.

9. To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jam board in Google meet, etc.

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

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

- Number of mentors

41

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

- Teacher Profile and Quality

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

36

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

    - 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)

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

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

- Total experience of full-time teachers

270

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	File Deleted for Security purposes.

- Evaluation Process and Reforms

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

The College has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated to the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at the college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, and Seminars Presentation. House examinations are conducted regularly as per the schedule given in Academic Calendar. The weightage for the House examinations varies as per the concerned faculty. The performance of the students is communicated to them. Personal guidance is also given to the weak students. Students are asked to deliver the seminars of the concerned subject. Topics are given by theteachers to the students to prepare thepower point presentation. For transparent and robust evaluation processthe following mechanisms are conducted:Internal Examination Committee is appointed,· Question Paper Setting is done according to university pattern,Conduct of House Examination, Maintenance of Result Registers and· Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal/external assessment, the interest of the student towards learning and attending the classes has also been increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminars presentations improvethe communication skills of the students which is very essential to face the interviews. In this

way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://dgcmukerian1.org/examination-and-evaluation-process/

- Mechanism to deal with internal examination related grievances is transparent, time- boundand efficient

There is complete transparency in the internal assessment. The criterion is adopted as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessmentschedules are prepared as per the university and communicated to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process. The marked answer sheets are distributed to students for the verificationand any grievance is redressed immediately. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva-voce and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva-voce for laboratory courses. For the quality of the projects, the evaluation is done by the Project Guides. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. Redressal of grievances at institute level: Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, House examinations. College Level: The Institute appoints a Senior Supervisor for smooth conduction of examinations of Dasmesh Girls College. The queries related to results, corrections in mark sheets, other certificates issued by University are handled by Administrative office of the college. Students are allowed to apply for revaluation and recounting by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	View File
Link for additional information	https://dgcmukerian1.org/examination-and-evaluation-process/

- Student Performance and Learning Outcomes

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

Program Outcomes: The College is affiliated to Panjab University and follows the Programmes that the University has designed. Each Programme has specific objectives and the over-all design of the course ensures a certain set of skills and competence that the students graduating from the institution should gain at the end of the program. Some of the key attainments that are expected from students are knowledge, skill development, good communication skills, creative thinking, discipline, inculcation of moral and ethical values, ability to work in teams, and critical thinking. The Programmes are designed in such a manner that the students learn the importance on co-operative living and the feeling of togetherness. The course outcomes are prefaced to each syllabus and shared with students and faculty. All the courses/programs offered by the institution emphasize on academic quality. In general, the course outcomes of the institution focus on empowering the student for higher studies, research, employment/entrepreneurship and preparedness for competitive examinations.

Programme Outcomes (B.A/B.SC)

1 Understand and analyze the Socio-cultural aspects of society.

2 Take up higher studies followed by Research.

3 Learn the Origin and Etymology of different places.

4 Analyze political aspects related to various periods.

5 Learn historical aspects and multi culture of the world at large.

Program Specific Outcomes (PSOs) (BA/B.Sc)

1 Students understand the fabric of the society, its problems and possible

solutions.

2 The students are motivated to think independently; to understand social

challenges and to address the social needs.

3 Helps to get an awareness of the world/ and the knowledge of how

national and international affairs have a bearing on life in general.

4 Enhances experiential learning.

5 Enhances environmental awareness and problem solving skills.

Programme Outcomes (B.Com/BBA/BCA)

1 Inculcate managerial skills

2 Develops Business ethics

3 Develops innate knowledge about the economy

4 Understands the, trade, fiscal policies, taxation system etc.

Program Specific Outcomes:

1 Develop managerial skills.

2 Enriches the knowledge of business and trade, taxation, fiscal policies and accounts.

3 Motivates students to enter post-graduation and research field thereby to get good job.

4 To participate in various competitive examinations. ?????

Programme Outcomes (B.A. B.ED)

1 Equipped to work in various fields of Teaching.

2 Develop the skills and capacities to work in a multidisciplinary

team.

3 Inculcates inter personal skills

4 Enrich knowledge about the Psychological, Economical, Political and

Administrative aspects of the society.

Programme Specific Outcomes:

1. Enhances experiential learning through Teaching practice.
2. Enriches the knowledge of administration, social mobility.
3. Motivates students to enter post-graduation and research field.
4. Students can involve in various developmental activities.
5. Enhances problem solving skills in relation to the psycho-social problems of Individuals and groups as well as communities.
6. Develop inter personal skills

PROGRAMME OUTCOMES of POST GRADUATE PROGRAMS MCOM (Master of Commerce)

1 Understand role of accounting and finance in the present business

scenario.

2 Identify the latest trends in banking and finance.

3 Use wide varieties of tools and techniques to meet the emerging

opportunities and challenges

4 Become an entrepreneur based on the knowledge gained.

5 Strengthen the knowledge base to take up CA/ICWA/ICS and other

competitive examination

6 Acquire the ability to engage in independent & lifelong learning in the

broader context of social and technical changes.

7 Accept the challenges of business world.

8 Enhance logical thinking and decision making ability.

Programme Specific Outcomes:

1 Inculcate the knowledge of business and the techniques of managing the

Business with special focus on Accounting, finance, and financial services.

2 Identify knowledge based accounting principles and the latest application

oriented corporate accounting methods.

3 Develop decision-making skill through costing methods and practical

application of management accounting principles.

4 Enhance taxation skills

through a thorough understanding of tax laws.

Programme Outcomes (M.A-History/Pol Sci/ Hindi/Punjabi)

1. Take up higher studies followed by Research
2. Strengthen the knowledge base to take up UGC NET and other competitive examination
3. Acquire the ability to engage in independent & lifelong learning in the broader context of social and technical changes.
4. Analyze political aspects related to various periods.
5. Learn historical aspects and multi culture of the world at large.

Programme Specific Outcomes (M.A-History/Pol Sci/ Hindi/Punjabi)

1. **Helps to get an awareness of the world/ and the knowledge of how national and international affairs have a bearing on life in general.**
2. **To provide experiential learning.**
3. **Preparing the students for life challenges.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dgcmukerian1.org/program-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Programme Outcomes (POs) contain creating and developing among students aptitude/ skill/ ability/ capacity for I. Employment II. Research III. Critical thinking IV. Social Awareness and Interaction, V. Political Consciousness, VI. Ethics and Responsible Citizenship, and VII. Awareness of and Sensitivity to Environment and Sustainability, and VIII. Women Empowerment and Inclusive Education. Programme Specific Outcomes (PSOs) and Course Outcomes (COs) include producing among students: I. knowledge and skill of the subject II. awareness of and sensitivity to local, national and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices. III. interest and capacity for research and IV. employment capacity v Evaluation and the level of attainment : Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examinations and personal interaction. Attainment of these outcomes is excellent, with pass percentage ranging between 99% to 100% in the past 15 years. Dropout rate is low. In 90% programmes pass percentage is 100%. Majority students in Science, Commerce, and Education pass in first class (60%) and many with distinction (75%).

Most departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time.The awareness and sensitivity level is good,

gauged from the appreciable student participation in activities on these issues. Active participation of students in NSS, NCC,Red Ribbon Cluband activities of departments attests to their sense of ethical and responsible citizenship. The attainment is satisfactorily evidenced through their responsible contribution to Department activities. Many students are pursuing their post graduate course in the college. The number of alumni who qualify in various competitive examinations, or are employed in various organizations attests to accomplishment of the outcome of employability. Achievement level of Women Empowerment and Inclusive Education is excellent considering the100 percentage of women students in college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dgcmukerian1.org/annual-report/

   - Pass percentage of Students during the year

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

1227

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://dgcmukerian1.org/popup/academic/1624607032271_Annual%20Report%202020-21%20final-converted.pdf

- Student Satisfaction Survey

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

https://dgcmukerian1.org/popup/sss/Student_Satisfaction_Survey_2020-2021_.pdf

RESEARCH, INNOVATIONS AND EXTENSION

- Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

- Number of teachers recognized as research guides (latest completed academic year)

- Number of teachers recognized as research guides

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

- Innovation Ecosystem

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

The college has functional vermicomposting unit for organic manure production.This initiative was taken by college where main aim was to recycle Green Waste (i.e plant litter) generated in college campus into manure that could furtherbe utilizing for gardening purpose.Two vermi beds were prepared for the introduction of green waste mixed with cow dung in the proportion of 50:50 each. Eisenia foetida, commonly known as red worm was used for vermicomposting. Two kilograms of earthworms were inculated in each bed after 10 days of pre-decomposition. All the beds were covered on the top by a rice straw to protect the earthworms from the predators and to prevent moisture loss. The process of vermicomposting was carried out for a period of 30-40 days. The temperature and moisture content were maintained by sprinkling adequate quantity of water every day and upside down mixing of waste was done once daily. After the feed material got converted into loose, granular mounds, the entire material was collected from each bed. The cast was passed through the sieve and the earthworms were removed manually. The cast was air dried by spreading on a sheet. After sufficient moisture was lost, the vermicompost was stored in bags for further analysis.

We will reduce of energy consumption through management processes like keep our campus clean and green by planting more and more trees, separating waste (biodegradable and non-biodegradable), ban plastics use in campus, use LED bulbs and solar lights. Classrooms have windows to let a lot of natural light and there is less need to use of lights in day time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/popup/sap/SAP_Report_2021.pdf

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

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

- Research Publications and Awards

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

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

01

File Description	Documents
URL to the research page on HEI website	https://dgcmukerian1.org/books-chapters-edited/ https://dgcmukerian1.org/research-paper-of-faculty/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

08

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

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

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

10

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

- Extension Activities

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

Awareness-raising activities on various topics of our society-

Activities that have been carried out is the cleanliness and independence of India to the Awareness on how to keep the environment clean and green.

Activity organised on road safety ,Womens day, Life of Netaji Subash Chandra Bose,organised webinar on chid issues and also celebrate National and International Days like Voter Day, NCC Day and World Humans Rights Day etc.

Very much positive impact of these extension activities in sensitizing students to social issues and holistic devolment. After celebrating these events they come to know the life of our Leaders and their contribution in society

A seminar on the life of Guru Gobind Singh Ji was conducted by the Religious EducationCellin which our great Guru Gobind Singh Ji life and their teaching discussed for the growth of religious respect in the children.

Awareness-raising activities on various topics for our society by NSS

Sr.no

Activities

1

Swachh bharat mission grameen gandagi mukt bharat campaign

2

Celebration of independence day

3

Fit india campaign

4

U-report poll survey

5

Celebration of teacher's day

6

Webinar on creating awareness for national education policy 2020

7

Celebrated NSSday

8

Attended live webcast of NSSaward ceremony 2018-19

9

Celebrated 150th birth anniversary of mahatma gandhi ji

10

Celebrated daan utsav campaign targeting youth by distribution of re-useable face mask

11

Pledge ceremony against covid-19

12

Essay writing and poster making regarding vigilance awareness week

13

Celebrated national unity day

14

Campaign against stubble burning

15

Awareness campaign regarding pollution free diwali

16

Yuva pravasi bhartiya diwas

17

Watched national webinar on child issue

18

Watched national youth parliament festival

19

Communication on covid 19 vaccine roll out

20

Road safety awareness month

21

Awareness about pulse polio vaccination campaign

22

125th years birth anniversary of netaji subash chandra bose

23

Celebrated international women's day

24

Celebrated theme of postan abhiyaan

25

Vaccination awareness campaign on corona virus

26

Celebrated world environment day

27

Success stories on covid -19

28

Elimination of single use of plastic materials under the theme of 'swachhata hi sewa'

29

Celebrated international yoga day

30

Covid vaccination camp

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/religious-education-cell/
Upload any additional information	View File

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

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

01

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

- 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

- 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

51

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

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

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

7834

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

- Collaboration

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

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

04

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

- Physical Facilities

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

Under the able Guidance and Management of Sri Guru Gobind Singh Educational Trust, Dasmesh Girls College Mukerian, being self-financed institution has maintained the latest infrastructure for the Academic, Physical , Intellectual and Aesthetic development of students by providing them with modern Computer labs, Well Equipped laboratories, Sports Complex, Well furnished Library and Classrooms, Botanical Garden, Canteen, Common Room and Seminar Hall.In Every department one computer has been provided to make them efficient in terms of technology. The campus has well equipped playground, gymnasium, Xerox, Stationary Shop. In order to optimize the physical, mental and social health of the students, the college organizes different sports activities time to time and even provide students with sports equipments and sports kits etc. In order to test the psychological aspects like Interest, Attitude, Aptitude, General Mental Ability etc. of students the college has setup a Psychology lab. To develop and enhance the scientific temperament among students the college has setup well equipped Chemistry, Physics, Botany and Zoology labs to perform their practical knowledge of the concerned subject. To develop the reading habits among students a well equipped and well maintained library with open access system. Anumber of books, magazines, e-journals ,e-books and competitive books areavailable in the College Library. College also provides transport facilities to the students residing in rural areas. In addition to this college have Botanical Garden, Plant Nursery, Vermi Compost Pit, and clean drinking water with R-O system. To facilitate the parents and visitorscollege has a visitor room. Faculty house has been also established by the college to facilitate the faculty members coming from distant places.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/ , https://dgcmukerian1.org/library/

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

Dasmesh Girls College with its obligatory core courses and the continuous evaluation schemes, integrates sports and extra-curricular activities as an essential component. College has two big playgrounds with provision for Athletics, Badminton, Volley Ball, Kho-Kho and for others cultural events. Athletic Meet is celebrated every year in the institute. The college encourages the students to participate in Inter and Intra college sports and games. The college has also indoor game facilities for Chess, carom etc. A sophisticated gymnasium is also facilitated by the college for students to develop their physical strength and fitness. Students are especially trained for participation in Zonal and Inter- Zonal Youth Festivals organized by Panjab University. Students actively performed in all cultural events organized by different departments of the institutes with the objective to draw out the best from the child.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

- Expenditure, excluding salary for infrastructure augmentation during the year (INRin Lakhs)

- Expenditure for infrastructure augmentation, excluding salary during the year (INRin lakhs)

298026

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

- Library as a Learning Resource

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

· The library is the centre for intellectual and academic excellence. It is regarded as an essential instrument for putting progressive methods into practice. It is an abode of learning and aids in the holistic development of an individual. In the college library, Bibliosoft is used since 2013 as library software. The library is fully automated. The version of the library software is 3.00.001. OPAC (Online Public Access Catalogue) is very useful for students. With the help of OPAC students find out if the books are available in the library or not and students can also know the status of the books whether they are issued or on shelves. Students and faculty also use the Xerox/photocopying facility in the library.

Name of ILMS software: Bibliosoft

· **Nature of automation (fully or partially): Fully**

· **Version : 3.00.001**

· **Year of Automation: 2013**

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

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

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

28183

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

30

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

- IT Infrastructure

- Institution frequently updates its IT facilities including Wi-Fi

The plans for infrastructural development are given top priority as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

• At the beginning of the academic year need - assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer – student ratio, budget constraints , working condition of the existing equipment and also students grievances.

• Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.

• Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.

• Maintenance is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.

·Wifi Plan which we are currently using FIBRE_PREMIUM_PLUS/ upto 200 Mpbs till 3300 GB, upto 15 Mbps beyond/unlimited Calls.

·The Internet Service Provider (ISP) BSNL provides connectivity with high fault tolerance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/

- Number of Computers

77

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

- Bandwidth of internet connection inthe Institution   **A. ? 50MBPS**

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

- Maintenance of Campus Infrastructure

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

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

8322744.65

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate these, the College seeks and receives requisitions from the faculty and the students based on curricular requirements like laboratories, library, sports facilities, and classrooms. The College has an extensive IT infrastructure. The College assesses the equipments and infrastructure on a regular basis. The College hires external team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is also hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. The College has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the College facilitated Online Teaching and Learning by providing access to fast WIFI connection to avail online education to students. The College further facilitated several academic activities like online Workshops, webinars, extension Lectures through different online platforms. The College ensures that the Library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the Library and purchase of library resources, is appointed by the College. Library is equipped with the CCTV cameras to prevent pilferage and overall monitoring and surveillance The College provides several indoor and outdoor sports facilities to all its students. The College has a well-equipped Sports Complex comprising Fitness Centre, Badminton Courts, Walking Tracks and Playing Arena for students. The College has active student teams for different Sports that participate on a continual basis in national and international sports events. The College facilitates them by providing attendance waivers and holding special classes for them. To encourage student engagement with sports, the College has made Sports period compulsory for the First Year students. In addition, the College facilitates regular workshops on Self-Defense and First Aid through the Sports

Department.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://dgcmukerian1.org/clubs-and-committees/

STUDENT SUPPORT AND PROGRESSION

- Student Support

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

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

00

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

205

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://dgcmukerian1.org/short-term-courses/ https://dgcmukerian1.org/workshops-seminar-extension-lectures/ https://dgcmukerian1.org/department-of-english/ https://dgcmukerian1.org/department-of-political-science/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

11

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

11

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

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

A. All of the above

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

- Student Progression

- Number of placement of outgoing students during the year

- Number of outgoing students placed during the year

04

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

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

- **Number of outgoing student progression to higher education**

87

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

- **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)**

- **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**

07

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

- **Student Participation and Activities**

- **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

- 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.

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

- 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)

Student Representative Committee of the college is formed with the objective to provide students an opportunity to develop leadership qualities by carrying out various activities and for students welfare, under the guidance of college authorities.

Student Representative Committee of Dasmesh Girls College Mukerian is the representative body of entire student community. Student council of the college organized various meetings during the year in which Head Girl and Vice Head Girl of the college has been selected. Also CR's has been decided from different departments. In the meeting students are awarded with duties which they have to perform while organizing various Extra-curricular activities throughout the year in the college. The major activities pursued by the students council in 2020-2021 are played discipline role in the

1.Celebration of Guru Purab

2.Celebration of sports Day

3.organisation of seminars and workshops in the college

4.organisation of different activities done by NSS

5.organisation of different activities by NCC

6.organisation of different activities by Red Ribbon club & Buddy Programme

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/student-council/
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

- Alumni Engagement

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

College has a close connected network with the old students through Alumni Association. Though college has not a registered alumni association but wehave whatsapp groups of our Alumni in which we keep informing them regularly regarding various activities taking place in college. The groups are open for messaging for everyone and Alumni keep on informing us about their achievements also through these groups.

Every year at least one Alumni meet is organised by the college for proper interaction with them. During 2020-2021 session this

meet was organised on 4 th july 2021 at 11:00 am, through online mode due to covid-19 pandemic restrictions. We got overwhelming response by the old students. They shared their sweet memories related to college and also gave their valuable suggestions. College had also started the practice of holding meeting of old , as well as placed alumni with present batches of respective department with the title "Golden achievers". Such meeting have be found to be very fruitful as students get first hand information of present scenario in society. They get proper time to prepare themselves for the future challenges, while staying in college.

Feedback given by the alumni further helps the institution to regain its strength and to start new healthy practices. In this way the alumni contribution significantly in the growth of institution.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/alumni/
Upload any additional information	View File

- Alumni contribution during the year(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

- Institutional Vision and Leadership

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

Vision : With the purpose of emancipating women as also to educate them, Sri Guru Gobind Singh Educational Charitable Trust (Regd.), Chak Alla Baksh, Mukerian founded an institution, Dasmesh Girls College, Chak Alla Baksh, Mukerian, in the year 2001.Disseminating the philosophy of Guru Gobind Singh 'Shubh Karman te Kabhun na Tarun' (May I never refrain from the righteous acts), the college has a strong commitment to excel so that the leaders grow up to be fine human beings and are able to assume positive and fulfilling role in nation building and promoting a culture of peace and non-violence. Dasmesh Girls College is an institution where learning

is a religious habit. It aims at imparting value-based education. This seat of learning has been enunciating the gospels of Guru Gobind Singh in particular and the message of humanity in general. This institution is making every possible effort towards changing the life of poor and down-trodden of the area by educating their women folk.With its roots deeply couched in Sikh-Culture and Indian Tradition, the institution is receptive to the winds of change responsive to the regional, national and global aspirations. The college earnestly endeavours to enrich and empower all its beneficiaries through value-based, quality-education. Through positive and fertile teaching-learning environment, based on the principle of caring, it aims at sharing peaceful co-existence. The college is consistently engaged in the promotion and revival of Indian tradition, culture, heritage and spiritual philosophy through co- curricular, cultural activities, classroom presentations, learning discourses and awareness-raising programmes. The college envisions the creation of multi-dimensional Personality Development Programmes through college curriculum and to produce world class professionals.

Mission

To broaden horizon and enrich life of the women.

To develop cultural sensitivity and global understanding.

To make women competent professionals in the present cut – throat competition.

To compete effectively in today's environment for ensuing future.

To get job opportunities and earning potentials.

To be in the forefront of development of a nation.

To inculcate discipline and culture.

To enhance employability through innovative methods.

To inspire the students to imbibe the virtues of hard work, perseverance and to develop a positive attitude.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/about-us/vision-mission/
Upload any additional information	View File

- The effective leadership is visible in various institutional practices such as decentralizationand participative management.

Strategic Level: The Principal, academic coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules regulations pertaining to admission, discipline, grievances, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. : Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Principal is the sole authority of the institution. But all the members of staff play significant roles to participate in the decision making of the college under the guidance of Principal. For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others. Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities.

College has Student Council who has appointed CRs and VCRs for the proper functioning in the campus. CRs and VCRs maintain the discipline in the campus. The Head Girl and Vice Head Girl of the College actively take part in the activities of IQAC.

In the period of Covid-19, virtual mode has been used to run the institute smoothly and effectively at the various levels of management.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/about-us/ https://dgcmukerian1.org/clubs-and-committees/
Upload any additional information	View File

- Strategy Development and Deployment

- The institutional Strategic/ perspective plan is effectively deployed

Dasmesh Girls College executes the practice using perspective plan while performing all the activities for the overall development of institution. To implement the perspective plan and to achieve the desired results respective committees conduct different meetings and prepare supporting plans. Research work is one of the activity used as example.

Strategy Type

Details

Curriculum Development

As per Norms of Panjab University, Chandigarh.

Teaching and Learning

The academic calendar is prepared at the beginning of the session as per the norms of Panjab University, Chandigarh. Innovative methods are adopted for teaching and learning process. Healthy interaction between students and faculty goes beyond the classroom. Teachers with excellent Academic record are appointed annually as per the needs of the departments. Teachers are also given facilities to attend Workshops, Seminars and Faculty Development Programs.New books recommended by faculty members are introduced in the library every year. Student oriented methods are applied to educate the children. Student feedback form is used to take feedback from the students regarding the quality of teaching. Students are also encouraged to use library to inculcate the habit of reading. During COVID-19, the different teaching methods were used by the faculty for teaching i.e. Google Classroom, Google Meet, Webex Meet etc.

Examination and Evaluation

The College abides by the norms of Panjab University, Chandigarh with regards to semester examination. These include theory, practical, viva voce and project work. The examination and evaluation system includes Online Class Tests, Presentations, Formative and Summative Assessment, Sessional work, Continuous and comprehensive evaluation. Continuous internal assessment based on attendance, house tests, presentations, projects, assignments of students etc. The pattern of examination and papers is also explained by subject teachers in the classroom.

Research and Development

The Institution makes sustained efforts to develop and enhance research culture and research aptitude among faculty members and studentsto bring research to bear upon both teaching and learning. Faculty Members has provided duty leave to attend Seminars, Workshops, FDP etc. Faculty members also attended online webinars, GOC, Refresher Courses & different workshops. Project work is part of BBA, BCA, M.Com, where students works on their projects and write a report guided by faculty members. Institution organized online Webinars/Seminars, Workshops for the enrichment of faculty as well as students.

Library, ICT and Physical

Infrastructure / Instrumentation

The library and administrative block are computerized. Software DELNET is used in the library which is expeditious and user friendly.Advanced searching of books is done on various criteria. Different reference books, text books, journals and magazines are available in the library.

Human Resource Management

Teachers are assessed on the basis of self- appraisal, student feedback, contribution to extra-curricular activities, participation in seminars and conferences. Students feedback is analyzed and discussed confidentially by the Feedback Committee, Principal and IQAC. Suggestions regarding improvement are discussed. Student's involvement is ensured in decision making at different levels. Staff with distinguished achievements is facilitated in staff meetings. Faculty and staff are encouraged self development programs. The college always offers supports for infrastructural requirements.

Students Admission and Support

For constant support and assistance to the students community online tools are used to keep in touch and inform them about various notices time to time. Notices on the website and feedback forms are provided to the students. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities. The teaching faculty has also created Google Classrooms and Whatsapp groups to post andupdates thenews related to academic and official document. Admissions are done on the basis of norms laid down by the Panjab University, Chandigarh. Admission and Career Guidance Cell helps students to opt out for different Courses. For admission, Online Registration link is provided on college website.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[https://dgcmukerian1.org/strategic-plan-and-deployment/]()
Upload any additional information	[View File]()

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

The college is managed by the Local Management Committee named Sri Guru Gobind Singh Educational Trust (Regd.) which is registered under Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act 1957. Decisions are taken by the Sri Guru Gobind Singh Educational Trust (Regd.) in consultation with Principal and the members of the staff inducted in the Management committee. Decisions taken are then communicated to the faculty members and administrative staff so as to ensure their effective implementation.

1. Local Managing Committee: Local Management Committee includes 10 members, registered under Societies Registration Act (XXI of 1860). Management prepares annual budget and financial statements, discuss the academic progress of the college, and give suggestions to the Management for the up gradation of teaching- learning process. This body also recommends to the Management for filling the vacancies in teaching and non-teaching.

1. Principal and College Administrative Committees: Principal as a head of the administrative and teaching- learning process pays special attention for smooth functioning of administrative and academic activates. Heads of the all departments and Office Superintendent helps Principal in this matter. The college administrative looks into the work related to admission, examination, eligibility, maintaining the daily record, to interact with stake holders, University, Government offices, etc. The principal forms various committees for monitoring and facilitating several activities organized in the college

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://dgcmukerian1.org/about-us/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

- Faculty Empowerment Strategies

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

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

Welfare schemes for teaching staff :- Following welfare schemes and facilities are provided to teaching staff of the college

1. Leaves- Leave rules of the university are adhered to and employees are granted leaves as per their entitlement following leaves are granted to the faculty members

- Casual leaves- Casual leaves are granted to the facility as per university rule
- Duty leave- faculty members have provided duty leaves to attend seminars, workshops, FDP etc.
- Maternity leave- Maternity leave also provided to the faculty members as per the university rules.
- COVID-19 leaves- 15 days leaves provided to the faculty members, who suffered from COVID19 for the isolation process.

1. Employee Provident fund – Employees are covered under EPF schemes.
2. Group insurance scheme- GIS is available to all the faculty members.
3. Ward concession- The college provide the concession to the wards of faculty members.
4. Free bus service- The college provides free bus service to the faculty members.
5. Medical reimbursement- As per the guidelines after university and UGC , Medical reimbursements given to the employees.
6. Shagun Scheme:Shagun has given to the faculty members in their family functions.

Welfare schemes for non teaching staff:- Following welfare schemes and facilities are provided to the non teaching staff of the college:-

1. Group insurance scheme:- GIS is also available to all the nonteaching staff of the college.
2. Employee Provident fund- All the non teaching staff covered under the EPF scheme.
3. Free uniform:- Free uniform and allowance to wash uniform is also provided to the sub staff members.
4. Ward concession- The college provides fee concession to the wards of the sub staff members.
5. Medical reimbursement:- Medical facility is also provided to the facultyfor on duty miss happening.
6. Shagun Scheme:Shagun has given to the non-teaching staffin their family functions.
7. Refreshment:Two cups of tea is provided to sub staff members every day as refreshment.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1hsWuIs4cYGFD8w0eWuVi1iXoLE79vLS6?usp=sharing
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

- Number of professional development /administrative training programs organized bythe 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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

- 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

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

As per the provisions of the UGC regulations submission of Annual performance assessment report is mandatory for academic staff.Candidates may offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the

appropriate API system by submitting an application and the required PBAS (Performance Based Appraisal System) Performa (Old or Revised, as may be applicable time to time by the UGC) as per the UGC Career Advancement Scheme guideline. Performance of teachers is evaluated and assessed on the basis of Self Appraisal Performa filled by them every year towards the close of academic session. An internal self appraisal report is also filled by teachers at the end of every yeardesigned by the institute itself.

Teachers fill their Self Assessment Performa on the basis of following points:-

- Teachers' Personal Profile.
- Innovation in teaching learning methodologies.
- Updating of subject knowledge, courses taught and work load.
- Participation in co-curricular activities.
- Participation in seminars, workshops and conferences.
- Participation in Orientation Programmes/Refresher courses, etc.
- Research papers published indicating titles and names of Journals in which published.
- Examination duties performed.
- Contribution to various committees of the college.
- Performance of duties assigned by the Principal.
- Counselling to students.
- Use of audio-visual aids in teaching.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1tOPe-3azgUnsbRG109Gm-W5vchVh_4rc?usp=sharing
Upload any additional information	View File

- Financial Management and Resource Mobilization

- 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

The College follows a steady and consistent system of auditing. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities.

Institute maintains finance and accounts systematically. Ledger accounts, Cash Book and Trail Balance sheets are prepared to manage the finance. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities. The scope of the internal audit programme encompassed working of various compliances under appropriate laws and rules and regulations framed there under, sufficient systems and procedures are in place for adherence of institutional policies, physical verification of assets, proper books of accounts, vouchers along with supporting documents are maintained, confirmation of balances from debators, creditors and other parties are obtained periodically at the year end.

For External auditing, there is a CA appointed to do the required handling regarding financial management and resource mobilization. The institute also ensures timely submission of audited utilization certificate to various funding agencies.

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

- 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)

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution has a transparent and well planned financial management system.The mobilization of funds in the college focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized governing body coordinates and monitors the optimal utilization of the funds to promote learner-centric ecosystem, ensure growth and development in a planned and phased manner. The institution has following strategies for mobilisation and utilisation of funds.

- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes.
- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes.
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities.
- Scholarships and free ships to the deserving students.
- Employee Provident fund (EPF) and Employee State Insurance(ESI) benefits are provided to the staff members.
- Main Financial Resources of the institution is tuition fee.

Funds of the college are also utilized for

- community service

- purchase of books

- purchase and maintenance of apparatus

- sports

- youth festival

- salary of employees.

- Seminars, workshops, lectures, conferences and other events organized by the college.

- For making campus eco-friendly.

- improving the campus building

- purchase and Improvement of infrastructure

- electricity, water, internet website and telephone bills

For the smooth flow of finance the college, the administration reviews the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds to act accordingly for the betterment of students, faculty and non-teaching staff.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

- Internal Quality Assurance System

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

The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. The IQAC has regularly convened meetings; it has submitted the AQARs to NAAC in a timely manner; it has collected feedback in appropriate forms from different stakeholder categories, analyzed the same and used it for qualitative improvement; it has organized Academic and Administrative Audit and has initiated follow-up action as per the suggestions and recommendations of the eminent evaluators.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. Under the guidance of IQAC, the students are fully encouraged to keep in touch with their teachers in this online mode of teaching. To make the class interactive, there is questioning session at the end of every lecture. So that students can solve their quarries instantly. For same change in their regular and monotonous way of teaching, extension lectures and webinars are also added to the schedule.

IQAC has been promoting the quality culture in overall activities of the college. It was very clear fact that if we want the outcome based education then the quality of teachers should be upgraded. For this our institute organized various seminars, webinars, extension lectures, workshops, FDP's like one week FDP organized every year by well known personalities from education sector for

the Quality Enhancement of the faculty . Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work and performance such as Ph.D. research publication, FDPs, seminar participation and organization etc.The positive motivation from quality strategy of IQAC encouraged majority of the teachers to register for the Ph.D. and submit more and more research proposals to the various funding agencies. Now college has ten Ph.D holders, One Post Doctorate & seven pursuing Ph.D teachers.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/atr/
Upload any additional information	View File

- 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

PRACTICE 1:- STRUCTURED FEEDBACK SYSTEM PRACTICE

CIURRICULUM FEEDBACK is taken from:

- **FACULTY**

Feedback is obtained from the faculty members in our college on curriculum and other facilities.

The feedbacks are properly analyzed and revised to update the syllabus or enhance the infrastructure.

- **PARENTS**

Parents are important stake holders of this institution and play a key role in the feedback system.

Parents meeting is periodically conducted in the college at department level and their suggestions are

regularly obtained and analyzed.

- **STUDENTS**

Students' feedback on staff received after every academic session.

Students' feedback on curriculum is utilized while framing and revising the syllabus.

- ◆ ALUMNI

This college enjoys a strong and healthy association with the Alumni association

- ◆ EMPLOYER

Employer's feedback on Students those working under different employers received after academic session. Employer's feedback is utilized for framing and revising the syllabus as per the practical point of view.

- ◆ STUDENT SATISFACTORY SURVEY

Student satisfactory survey conducted to determine that how much students are satisfied with the teaching learning process of the college.

Practice 2 – Audit practices

College follows two internal audit practices once in a year. These two practices are:-

1. ACADEMIC AUDIT.

2. ADMINISTRATIVE AUDIT

Objective of the Academic Audit

The purpose of an academic audit is to evaluate and ensure the education quality processes, the activities required to produce, assure, and regularly improve the quality of teaching and learning. Audit is based on the analysis of document supporting different educational and other schemes supporting student growth.

1. CURRICULAR ASPECTS

2. ACADEMIC PROGRAMMES

3. TEACHING, LEARNING AND EVALUATION

4.RESEARCH, CONSULTANCY AND EXTENSION

5.STUDENT INVOLVEMENT IN EXTRA-CURRICULAR & CO- CURRICULAR ACTIVITIES

6.INFRASTRUCTURE IN COLLEGE

7.EXTENSION ACTIVITIES

8.NEWSLETTERS AND MAGAZINES

9.PLACEMENTS

ADMINISTRATIVE AUDIT

Objective of the Audit

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the departments are in compliance with the applicable regulations, policies and standards. During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/employer-feedback-form/, https://dgcmukerian1.org/alumni-feedback-form/, https://dgcmukerian1.org/parents-feedback-form/, https://dgcmukerian1.org/student-feedback-form/, https://dgcmukerian1.org/about-us/, https://dgcmukerian1.org/teachers-feedback-form/
Upload any additional information	View File

- 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)   **C. Any 2 of the above**

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://dgcmukerian1.org/page/naac/#lg=1&slide=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

- Institutional Values and Social Responsibilities

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

Gender equity is one of the key challenges facing society today. The college is a women's college and hence gender based issues do not arise. The institute imparts quality education to develop women leaders and professionals to be academically & technically competent with strong professional ethics. The majority Teaching and Non-Teaching faculty are women employees. Even then institute conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on the given topics which highlights the importance and contribution of women in the society. Women Development Cell of Dasmesh Girls College organized an online Extension Lecture on "Concept of Health for Females" in which Manpreet Dhaliwal, BHMS (Pb) share her valuable information regarding the health issues of women.

Safety and Security

- Security check points at all campus entries and exits.
- The College as good quality CCTV cameras installed all over the campus to track the activity of every student thus ensuring their safety inside the campus.
- Rotational duty by all faculty members for discipline and security.
- Strict implementation of Anti-Ragging, Anti-Smoking and

Mobile Free Campus.
- Awareness campaigns on women safety and gender sensitivity through rallies and camps by NSS and NCC volunteers.
- Eco-friendly crèche for wards of college staff with dedicated staff.
- Fire Extinguisher is very essential where student's gatherings are large. Labs are the places where a large number of students work with equipment's carrying a considerable amount of current and high voltages. To avoid damage to the equipment and to the furniture, firefighting equipment's should be placed at all the places where large gatherings are expected.
- All electrical wires protected by MCB and fuses. Voltage detectors, Short circuit kits, Surge Protector.

Counseling

- Formal and informal avenues for counseling students and staff for academic and other issues/problems.
- Career Guidance & Placement Cell is available for counseling of students.
- Grievance Redressal Committees for students.
- Gender sensitization workshops
- Campaigns against female foeticide.
- Psychological Counseling, Moral Counseling, Career Counseling, Village Counseling through camps.

Common Room

- The College has one common room and one multipurpose hall that facilitate the students.

Other Measures

Other measures of Gender Sensitization include –

1. Curriculum and Coursework.
2. Co-curricular activities.
3. 100%womenstaff for teaching

Dasmesh Girls College has been successful in caring for its diverse students and faculty do harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from different stakeholders i.e. students, parents, teachers and alumni.

Other Initiatives

Additional initiatives ensure active participation of students in co-curricular activities including sports, youth festival, NSS, NCC in all UG & PG programmes at university and inter-university levels.

Community Outreach

As part of NSS activities, free educational camps are organized fortnightly in neighboring villages, which help in transforming rural women in building awareness about health, hygiene, importance of child education and provide a launching pad to induct them into vocational skilling.

Name of the Programme

Date

No. of Participants

Seminar on "Concept of Health For Females"

28/02/2021

200

International Women's Day Celebrations

08/03/2021

100

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/11BnSPG3F1Tei_QYRUOi78ftTa68oeHMi?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/11BnSPG3F1Tei_QYRUOi78ftTa68oeHMi?usp=sharing

- The Institution has facilities for   **C. Any 2 of the above**

**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**

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

- 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 Institution has taken up various initiatives to maintain an environment friendly campus. The campus is full of greenery and is kept clean and tidy. The gardens, lawns and plantations inside the campus are maintained by a dedicated group of gardeners. The Institution implements effective waste management through waste segregation and recycling of the waste. Students and faculties were also actively involved by knowing their perspective about the waste management techniques in the campus.

SolidWaste:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, glass, green waste (plant litter), canteen waste, foods, etc. The College implements solid waste management by enforcing the waste segregation rules. The waste is segregated at each level and source. Dustbins are placed in all corridors of the classroom, laboratory, common room, and canteen and at different locations in the campus. Sweepers are allotted to each floor who manages all the waste generated in the campus. All waste/garbage from college is segregated at source and disposed of in a proper manner.

Liquid Waste Management System

RO (Reverse Osmosis) is a modern solution to waste water treatment. The College preserve waste water of RO in tanks and reusein washrooms.

Waste Recycling System

The main aim was to recycle green waste (i.e. plant litter) generated in college campus into manure that could further be utilized for gardening purpose. Thus, with this initiative, zero waste zones could be created in the college premises. Two vermi beds were prepared for the introduction of green waste mixed with cow dung in the proportion of 50:50 in each. Eisenia foetida, commonly known as red worm was used for vermicomposting. Two kilograms of earthworms were inoculated in each bed after 10 days of pre-decomposition. All the beds were covered on the top by a rice straw to protect the earthworms from the predators and to prevent moisture loss. The process of vermicomposting was carried out for a period of 30-40 days. The temperature and moisture content were maintained by sprinkling adequate quantity of water every day and upside down mixing of waste was done once daily. After the feed material got converted into loose, granular mounds, the entire material was collected from each bed. The cast was passed through the sieve and the earthworms were removed manually. The cast was air dried by spreading on a sheet. After sufficient moisture was lost, the vermicompost was stored in bags for further analysis.

Bottle garden:The College introduced the Bottle garden by use of discarded plastic bottles, old tyres, oil cans, paint boxes and other waste to grow plants.

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

- 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

B. Any 3 of the above

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

- **Green campus initiatives include**

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

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

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

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

- **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**   **D. Any 1 of the above**

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

- **The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage**   **B. Any 3 of the above**

**including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

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

- 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).

**College offers an inclusive environment for everyone with
tolerance and harmony towards cultural, regional, linguistic,
communal socio- economic and other diversities. Various sports and
cultural activities organized in the college to promote harmony
towards each other. Commemorative days like Yoga Day, AIDS Day,
NSS Day, Vigilance Awareness Week along with many regional
festivals like Basant Panchami , Guru Purab and Komantri Bhasha
Divas are also celebrated in the college. This establishes
positive interaction among people of different racial and cultural
backgrounds. In the college Student grievance cell is formed to
deal with grievances of students without hurtingtheir religious
and cultural sentiments. College has code of ethics for students
and a separate code of ethics for teachers and other employees
which have to be followed by each one of them irrespective of
their cultural, regional, linguistic, communal socioeconomic and
other diversities. Buses ply regularly to pickup the students from
their stopage. College NSS Unit, NCC Unit, Women Cell, Red Ribbon
Club used to organize different activities and camps to establish
harmony among students and spread awareness in the surrounding
society. All these facilitiesto the students are provided
irrespective of their caste, creed, colour, socioeconomic**

background.

S.No.

Title of the programme/Activity

Duration (from-to)

Number of participants

1.

Swachhta Pakhwada Week/Swachh Bharat Mission

8 August to 15 August2020

50

2.

AIDS Day

1 December, 2020

100

3.

NSS Day

24 September, 2020

35

4.

Vigilance Awareness Week

27 October to 02 November 2020

50

5.

Basant Panchami

17 February, 2021

150

6.

Vaisakhi Day

13 April 2021

50

7.

Sukhmani Sahib Path

30 October, 2020

70

8.

Komantri Bhasha Divas

22 February, 2021

100

9.

Polio Vaccination Campaign

17January to 31 January 2021

70

10.

Fit India Campaign

15 August to 02 October 2020

100

11.

Poshan Pakhwada week

16 March to 31 March 2021

100

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

Apart from preparing a sound academic foundation of the student, the college constantly works upon to develop them (students) as better citizens of the country. In this regard, the college, apart from imparting education, inculcates a feeling of oneness among the student through various practices and programs. Various facilities have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities.

Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

Constitutional Obligations

1. **The Faculty of various departments has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students have enthusiastically participated in various programs like: (a.) Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. (b.) Celebration of Road Safety day and Fit India Campaign to aware the students.**
2. **Dasmesh Girls College has organized student centric activities like paper, poster & essay competition etc. which have always received huge participation from the students and promoted their awareness about various aspects of**

citizenship. List of various activities conducted in the college for inculcating values for being responsible citizens are given below:

S.No

Title of the programme/Activity

Duration (from-to)

Number of participants

1.

Independence Day

15 Aug, 2020

100

2.

Constitutional Day

26 Nov, 2020

50

3.

Road Safety Day

24 Feb, 2020

100

4.

Parakram Diwas (Birth Anniversary of Neta ji Subash Chandra Bose)

23 Jan, 2021

100

5.

National Unity Day

31Oct, 2020

100

6.

Voters Day

25 Jan, 2021

200

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/drive/folders/1yCC0FlLWNuXpe_voNzozQhrUuGFYPvYf?usp=sharing
Any other relevant information	NIL

- 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

B. Any 3 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	View File
Any other relevant information	View File

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

Teachers Day: 05 September, 2020

Teacher's Day is celebrated to acknowledge the challenges, hardships, and the special role that teachers play in our lives. tudents of all departments organizes Teachers day and facilitate faculty members and conduct few events.

Gandhi Jayanthi: 02 October, 2020

Gandhi Jayanti is an event celebrated in India to mark the birthday of Mahatma Gandhi. It is celebrated annually on 2 October. Dasmesh Girls College celebrated Gandhi Jayanti to remember theMahatma Gandhi's role in Indian independence.

Dr. B. R. Ambedkar Jayanti: 14 April, 2021

Dr Bhimrao Ambedkar is known as the chief architect of the Indian Constitution. His birth anniversary is celebrated on14 Aprilas Ambedkar Jayanti or Bhim Jayanti to honour his countless contributions in the making of present-day Independent India.

World Earth Day: 22 April, 2021

Earth Day is an annual event celebrated around the world on April 22 to demonstrate support for environmental protection. The Department of Science organized Inter College Quiz competition to celebrate this day.

World No Tobacco DayMay 31 2021

Every year on 31st May, World NoTobacco Day is celebrated to

spread awareness about the risks of tobacco use and how we can make the world tobacco free. And the students of college took part in the Pledge Taking ceremony to eliminate the use of Tobacco.

World Environment Day: 05 June 2021

The day raises awareness about the environmental issues like global warming, marine pollution, human over-population, protection of wildlife, and sustainable consumption. It has spread so far and wide, that World Environment Day has become a global platform for countries to reach out to the public. So the Various students of the college actively took part in this activity.

National Sports Day: 29 August, 2021

The National Sports Day is celebratedevery year to spread awareness about the importance of sports and games in the life of every individual. The Day remembersthe national sports personality Dhyan Chand who was one of the greatest field hockey playerof all time. The Department of Physical Education organized various activities to celebrate this day.

World AIDS Day:1 December, 2021

Red Ribbon Club of the college is celebrated World AIDS dayto raise awareness, educate and improve the understanding of HIV as a global public health problem among the students and society.

World Human Rights Day: 10 December, 2021

Department of Political Science is celebrated World Human Rights Day on 10th Dec., 2021 to spread awareness about the human rights that are essential for every individual to live a healty life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

- Best Practices

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

Best Practices

- ◆ Green Initiatives
- ◆ Society Outreach Programme
- ◆ Online Notices

Green Initiatives

Context

Going green saves you from toxic products and environmental pollution. This helps us to live healthier lifestyle. A green life style focuses in reducing, reusing and recycling whenever possible.

Objective of the Practice

Green Initiatives to inculcate green consciousness in students and Plan action to save our environment and to be one with nature. SAP Committee of the institution plan various activities to perpetuate green consciousness in our students, with a belief that these activities will enhance their awareness and influence their independent thinking ability about our environment.

Practices

Institute has a compost waste where all wet waste from canteen /green waste is converted in manure and used in gardening. These initiatives demonstrate institutes commitment for environment sustainability and inspire students to take up responsible steps for better environment. Different committees under Swachtta Action Plan organized different activities to enlighten the students about to save nature and environment.

Society Outreach Programme

Context

The Social outreach programme proposes to equip the students for community upliftment work. It strives to prepare citizens who will make a marked difference in the society. The students are provided with numerous opportunities to build their knowledge and skills on the fundamental values of social fairness and compassion.

Objective of the Practice

To equip the students to learn to connect knowledge gained in classroom with real life situation by getting hands on experience through community services.

To engage student in social service.

To integrate academic learning and community engagement through practical field work.

To develop awareness, knowledge and skill for working with diverse groups in society.

Practices

- NSS Volunteers spread COVID-19 vaccination to general Public and distributed handmade masks to needy people.
- NSS organized awareness lecture on Healthy Life Style.
- NSS conducted two wheeler Rally on the theme Sadak Suraksha Jeevan Raksha.
- NCC Unit celebrated Swachhta Pakhwada.
- NCC Unit celebrated Independence Day.
- Buddy Group celebrates National Voters Day to spread Awareness of Right to Vote.
- Red Ribbon Club celebrated World Aids Day to spread awareness about AIDS.
- Red Ribbon Club celebrated International Day for Biological Diversity.

Digital Notices

Context

Digitalization is the process of converting information into a digital format. During COVID-19, digitalization is leading firms and educational institutions to shift to work from home. By this it is easy for the institutions to send information to students and faculty through messages and mails.

Objective

Through digital Notice all information is managed from a single central location and help to keep students and employees updated on upcoming events, opportunities, meetings, holidays as well as plans of lecture. It helps to share the emergency news with

students and teacher without wasting time.

Practices

During COVID-19, digital notices are sending to faculty and students through whatsapp messages, mails, college website and facebook. Information regarding online examination, evaluation etc. also send to students through e-mails. Class teachers send messages to students of every information.

Problems encountered and Resource Required

The main problem was encountered in bringing women out from their conservative and non supportive families required by a patriarchical mind-set.

File Description	Documents
Best practices in the Institutional website	https://dgcmukerian1.org/page/best-practices/
Any other relevant information	Nil

- Institutional Distinctiveness

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

The college was founded by Sardar Ravinder Singh Chak, a great visionary, philanthropist and a great social worker; who came together with the custodians of education of the area and materialized their dream of importing value-based and quality education to the girls of the rural area. It is an institution where learning is a religious habit. This seat of learning has been enunciating the gospels of Guru Gobind Singh in particular and the message of humanity in general. A majority of the college students are first generation learners from remote, rural areas of Mukerian. The Institution has earned its reputation for being a premier institution which is well known for academics, sports and other extra –curricular activities.

The location of the college is endowed with natural beauty, serenity and tranquility. The high ratio of female students enrolled and a large number of female staff recruited is a manifestation that women empowerment which is the need of the hour

is prevalent. College recruits and retains well qualified motivated faculty and staff and provides adequate infrastructure, equipment and machinery. To provide amenities and sports facilities in harmony with nature. Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. To provide holistic value based education and inculcate entrepreunal abilities so that the students are well groomed in knowledge, skills and values to have the ability to face the challenges of the corporate world and life. To recruit and retain well qualified motivated faculty and staff provide adequate infrastructure, equipment and machinery. College provide amenities and sports facilities in harmony with nature. College has also provided bus facility for staff and students.

Internal complaint committee has established to prevent sexual harassment. College provided students prerequisite training for building and developing competencies for the placement. Various personality development programs and health check-up camps are conducted under Women's Development Cell. College has provided career development services to students with respect to higher Education, opportunities for growth. College has provided user education and references service to the teachers in order to maximize the use of the resources of the Library.

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

Prospectus containing information regarding programmes and curriculum are uploaded on website and printed for circulation. Time table committee prepare time table keeping in view the university stipulations regarding number of hours required for the teaching learning process. Heads of Department hasgiven departmentalworkload as per the norms of the P.U chd. Teachers complete their lectures as per the teaching plan. Departement Meetings are held to review the completion of syllabus. The Principal conducts the meeting in coordination with the IQAC to review the progress as well as future plans of every department. Actual curriculum delivery is done with use of various teaching methods and teaching aids as well as practical session as per the timetable. Records of curriculum delivery are maintained by the teachers through academic diary. Remedial classes for slow learners are being conducted. We organize workshop, conference and seminars to update the knowledge and interact with experts in different fields. Faculties are encouraged to attend Orientation and Refresher courses, workshop and seminars organized by the university and other institutions to update the knowledge in respective subjects. Library resources with recent reference books ,periodicals , journals and e-resources have been used in effective curriculum delivery. Internet and other facilities are provided to the students and faculties. The college has Well Equipped ICT resources in Classrooms, Seminar Hall, Conference room and Multipurpose hallfor effective curriculum delivery as per the time table. Achievement of objective of curriculum are measured in terms of learning outcomes of the students and their performance in the final examination at U.G and P.G.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://dgcmukerian1.org/popup/prospectus/Prospectus20-21.pdf

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

To make it practice an Incharge of Academic Calendar with the consultant of Principal, IQAC Coordinator, Academic Council and Examination Committeeprepare the academic calendar in lieu with HoD's well in advance before the commencement of the semester. The calendar outlines the internal examination schedule and schedule for continuous internal evolution methods adopted by college. The academic calendar is designed with the motive to accomplish the learning based objectives defined with each course of different programme and contains various events for this purpose . The organization always believes in effective time management and timeline. To achieve this, the constituted committee prepare academic calendar consisting the following:

- ◆ Working days (As per PU Guidlines or Calendar)
- ◆ Holidays (As per PU Guidlines or Calendar)
- ◆ Registration date (As per PU Guidlines or Calendar)
- ◆ Semester commencement date
- ◆ Seminars/ Workshops/Extensionlectures
- ◆ Examination
- ◆ Evaluation
- ◆ National festivals and days

The finalized academic calendar is displayed on the notice boards of the college and also in the institution website. Any changes in the academic calendar due to the unforeseen development are communicated to the students using notice or class wise whatsapp groups. Based on the academic calendar , all the faculty members prepare course files, topics to handled and ensure unit wise completion as per internal examination. Faculties must strictly adhere to the academic calendar according to Panjab Universit, Chandigarh.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://dgcmukerian1.org/popup/academic-calendar/20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of	B. Any 3 of the above

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

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

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Gender Sensitization: The College has organized Extension lectures and seminars to create awareness about Gender issues like health and to promote gender equity by Women Development Cell and Internal Complaint Committee for Sexual Harassment for Women.

Environmental and sustainability: A qualifying and mandatory paper entitled "Environmental and Road Safety awareness" is mandatory for all the streams of undergraduate levels. This paper covers topics such as Renewable and Non Renewable resources, Environmental Pollution and its effects, Social issues, Environmental laws and Road Safety awareness.

SAP(Swachta Action Plan)Committee:The College has a SAP Committee that ensures to maintain the Polution free Lush Green Campus.

Moral and Ethical Values: Value added enrichment Programs offered for the holistic development of students are

1. NSS units nurture a spirit of social service and a sense of

fellow feeling among the students.

2. NCC imparts military training and inculcates a sense of discipline in life.

3. Youth & Heritage Festivals organized by university every year to enrich the students with extracurricular opportunities.

4.Student Council of nominated students by per class are established by all departments which organizes various events for the department. Its helps to inculcate organizational and decision making ability, team work and team leader qualities.

5. Professional ethics into curriculum: To enrich the curriculum different departments of the college organize industrial visits, workshops, seminars on communication skills, personality development and aptitude test.

6. Religious Education Cell: The College has well Dedicated Religious Education Cell who is responsible for enriching moral and ethical values in students time to time.

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

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

40

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://dgcmukerian1.org/feedback-forms/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://dgcmukerian1.org/feedback-forms/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1240

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

611

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

2.2 - Catering to Student Diversity

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

The advanced learners are identified on the basis of internal assessment, university examination and class response. Such students are encouraged to be student leaders and active participants in extra mural activities. Students are also

appointed as Class Representatives and Vice Class Representatives who encourage and guide the slow learner from time to time in case of need. The advanced learners participate in group discussion, online quiz, creative writing competitions, NSS activities, give presentations in classes etc. Various activities like Tree Plantation, Mother's Day, Painting Competition, Slogan Writing, Rangoli Competition, Poster Making Competition, Singing Competition, Photography, Collage, cartooning etc. They are also provided opportunities to develop their creativity by participating in inter-college competitions in order to give them exposure to the outside world as well. Besides brilliant students are encouraged to get university position by giving them notes and reference to additional books outside their curriculum. Two students have cleared the UGC/NET exam in the session 2020-2021 from the department of Commerce and Punjabi. To encourage the students, the photos of university rank holders are flashed in the college magazine 'Dharat', Prospectus and different newspaper and also on Merit holder's Display Boards.

The slow learner's academic performance is monitored in each class after their evaluation through class tests, house examinations and weak class response. Every subject teacher act as a mentor to the slow learners who provide them with easy notes in the language of their choice for example in case of their chosen language i.e., Hindi, English, Punjabi. Regular class tests of such students are conducted and their performance is communicated to their parents telephonically. Tough topics are revised as per the requisition of slow learners and sample question papers are discussed in classrooms, practical works, audio-visual aids are also used by teachersin order to make the learning process easy for advanced and slow learners.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/gallery/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1240	36

File Description	Documents
Any additional information	[View File]

2.3 - Teaching- Learning Process

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

Dasmesh Girls College always remain at the forefront to give opportunities to its students by using student centric methods such as experiential learning, participative learning and problem-solving methodologies. Project work, assignments, quiz, presentations, group discussion is an integral part of eachprogramme. Students of Commerce and Management present their Project Reports after a thorough preparation.Students of NSS, NCC and RED RIBBON CLUB are engaged in public awareness programs like Tree Plantation Drives in order to raise awareness among people and students about the conservation of ecological balance. Eco club has organised an online Quiz on Earth Day.A National Webinar on 'Legal Awareness, Protection from Violence and Abuse against children was conducted in order to acquaint them about their legal rights. They were also shown National Youth Parliament Festival of 2021 to give them a peep of real debates from the central hall of Parliament. Besides Awareness campaigns on Covid-19 Vaccine, Pulse Polio Vaccination was also carried out.Different departments held extension lecture to benefits the student like 'concept of health for females', 'phonetics','Signs and symbols','Online Three-Day National Workshop', 'Samkalin Hindi Sahitya Ka VividhAyaym' etc. Teaching assignments were given to the students. An exhibition of teaching aids was held in which working and non-working models were displayed which were made by the students of B.A.B.Ed., a competition displaying the creative works of Fashion Designing Department like masks, Knotting Craft was also held to give the students an opportunity of experiential learning. The student editors from different sections of college magazine 'Dharat' edited their sections. Activities like Gatkaand Yoga were performed by the students of Department of Physical Education. Problem solving methods are used in student-centric activities so that they receive practical and direct experience of negotiating difficult situations in life and are trained to make them capable, competent and accomplished individuals. Leadership training is imparted by making advanced learner's leaders of group activities. Department of Education alsoorganized

Mother's Day, Baisakhi Festival. Simple problems are given to the learners for clarifying concepts.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dgcmukerian1.org/

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

In Dasmesh Girls College,someof the classrooms and allthe computer labs are ICT enabled with projectors installed and the campus is enabled with high-speedWI-FI connection. The faculty at DGC use various ICT enabled tools to enhance the quality of teaching-learning like

1. Google classroom is used to manage and post course related information- learning material, quizand evaluations,assignments, etc.

2. Virtual labs are used to conduct labs through simulations.

3. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

4. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

5. The online learning environments are designed to train students in open problem-solving activity.

6. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

7. Lab manuals are mailed to students well in advance for the experiment to be conducted.

8. Online Quiz and Polls are regularly conducted to record the feedback of the students.

9. To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams,

Jam board in Google meet, etc.

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

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

2.3.3.1 - Number of mentors

41

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

270

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The College has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated to the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at the college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, and Seminars Presentation. House examinations are conducted regularly as per

the schedule given in Academic Calendar. The weightage for the House examinations varies as per the concerned faculty. The performance of the students is communicated to them. Personal guidance is also given to the weak students. Students are asked to deliver the seminars of the concerned subject. Topics are given by theteachers to the students to prepare thepower point presentation. For transparent and robust evaluation processthe following mechanisms are conducted:Internal Examination Committee is appointed,· Question Paper Setting is done according to university pattern,Conduct of House Examination, Maintenance of Result Registers and· Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal/external assessment, the interest of the student towards learning and attending the classes has also been increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminars presentations improvethe communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://dgcmukerian1.org/examination-and-evaluation-process/

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

There is complete transparency in the internal assessment. The criterion is adopted as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessmentschedules are prepared as per the university and communicated to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process. The marked answer sheets are distributed to students for the verificationand any grievance is redressed immediately. Day to

day performance of the students is assessed for every experiment which includes regularity, performance, viva-voce and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva-voce for laboratory courses. For the quality of the projects, the evaluation is done by the Project Guides. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. Redressal of grievances at institute level: Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, House examinations. College Level: The Institute appoints a Senior Supervisor for smooth conduction of examinations of Dasmesh Girls College. The queries related to results, corrections in mark sheets, other certificates issued by University are handled by Administrative office of the college. Students are allowed to apply for revaluation and recounting by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	View File
Link for additional information	https://dgcmukerian1.org/examination-and-evaluation-process/

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes: The College is affiliated to Panjab University and follows the Programmes that the University has designed. Each Programme has specific objectives and the over-all design of the course ensures a certain set of skills and competence that the students graduating from the institution should gain at the end of the program. Some of the key attainments that are expected from students are knowledge, skill development, good communication skills, creative thinking, discipline, inculcation of moral and ethical values, ability to work in teams, and critical thinking. The Programmes are designed in such a manner that the students learn the

importance on co-operative living and the feeling of togetherness. The course outcomes are prefaced to each syllabus and shared with students and faculty. All the courses/programs offered by the institution emphasize on academic quality. In general, the course outcomes of the institution focus on empowering the student for higher studies, research, employment/entrepreneurship and preparedness for competitive examinations.

Programme Outcomes (B.A/B.SC)

1 Understand and analyze the Socio-cultural aspects of society.

2 Take up higher studies followed by Research.

3 Learn the Origin and Etymology of different places.

4 Analyze political aspects related to various periods.

5 Learn historical aspects and multi culture of the world at large.

Program Specific Outcomes (PSOs) (BA/B.Sc)

1 Students understand the fabric of the society, its problems and possible

solutions.

2 The students are motivated to think independently; to understand social

challenges and to address the social needs.

3 Helps to get an awareness of the world/ and the knowledge of how

national and international affairs have a bearing on life in general.

4 Enhances experiential learning.

5 Enhances environmental awareness and problem solving skills.

Programme Outcomes (B.Com/BBA/BCA)

1 Inculcate managerial skills

2 Develops Business ethics

3 Develops innate knowledge about the economy

4 Understands the, trade, fiscal policies, taxation system etc.

Program Specific Outcomes:

1 Develop managerial skills.

2 Enriches the knowledge of business and trade, taxation, fiscal policies and accounts.

3 Motivates students to enter post-graduation and research field thereby to get good job.

4 To participate in various competitive examinations. ??????

Programme Outcomes (B.A. B.ED)

1 Equipped to work in various fields of Teaching.

2 Develop the skills and capacities to work in a multidisciplinary team.

3 Inculcates inter personal skills

4 Enrich knowledge about the Psychological, Economical, Political and

Administrative aspects of the society.

Programme Specific Outcomes:

1. Enhances experiential learning through Teaching practice.
2. Enriches the knowledge of administration, social mobility.
3. Motivates students to enter post-graduation and research field.
4. Students can involve in various developmental activities.
5. Enhances problem solving skills in relation to the psycho-social problems of Individuals and groups as well as communities.

6. Develop inter personal skills

PROGRAMME OUTCOMES of POST GRADUATE PROGRAMS MCOM (Master of Commerce)

1 Understand role of accounting and finance in the present business

scenario.

2 Identify the latest trends in banking and finance.

3 Use wide varieties of tools and techniques to meet the emerging

opportunities and challenges

4 Become an entrepreneur based on the knowledge gained.

5 Strengthen the knowledge base to take up CA/ICWA/ICS and other

competitive examination

6 Acquire the ability to engage in independent & lifelong learning in the

broader context of social and technical changes.

7 Accept the challenges of business world.

8 Enhance logical thinking and decision making ability.

Programme Specific Outcomes:

1 Inculcate the knowledge of business and the techniques of managing the

Business with special focus on Accounting, finance, and financial services.

2 Identify knowledge based accounting principles and the latest application

oriented corporate accounting methods.

3 Develop decision-making skill through costing methods and practical

application of management accounting principles.

4 Enhance taxation skills

through a thorough understanding of tax laws.

Programme Outcomes (M.A-History/Pol Sci/ Hindi/Punjabi)

1. Take up higher studies followed by Research
2. Strengthen the knowledge base to take up UGC NET and other competitive examination
3. Acquire the ability to engage in independent & lifelong learning in the broader context of social and technical changes.
4. Analyze political aspects related to various periods.
5. Learn historical aspects and multi culture of the world at large.

Programme Specific Outcomes (M.A-History/Pol Sci/ Hindi/Punjabi)

1. Helps to get an awareness of the world/ and the knowledge of how national and international affairs have a bearing on life in general.
2. To provide experiential learning.
3. Preparing the students for life challenges.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dgcmukerian1.org/program-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Programme Outcomes (POs) contain creating and developing among students aptitude/ skill/ ability/ capacity for I. Employment II. Research III. Critical thinking IV. Social Awareness and Interaction, V. Political Consciousness, VI. Ethics and Responsible Citizenship, and VII. Awareness of and Sensitivity to Environment and Sustainability, and VIII. Women Empowerment and Inclusive Education. Programme Specific Outcomes (PSOs) and Course Outcomes (COs) include producing among students: I. knowledge and skill of the subject II. awareness of and sensitivity to local, national and global problems related to deprivation, socio- political issues, gender, environment, and discriminatory and exclusionary practices. III. interest and capacity for research and IV. employment capacity v Evaluation and the level of attainment : Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examinations and personal interaction. Attainment of these outcomes is excellent, with pass percentage ranging between 99% to 100% in the past 15 years. Dropout rate is low. In 90% programmes pass percentage is 100%. Majority students in Science, Commerce, and Education pass in first class (60%) and many with distinction (75%).

Most departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time.The awareness and sensitivity level is good, gauged from the appreciable student participation in activities on these issues. Active participation of students in NSS, NCC,Red Ribbon Cluband activities of departments attests to their sense of ethical and responsible citizenship. The attainment is satisfactorily evidenced through their

responsible contribution to Department activities. Many students are pursuing their post graduate course in the college. The number of alumni who qualify in various competitive examinations, or are employed in various organizations attests to accomplishment of the outcome of employability. Achievement level of Women Empowerment and Inclusive Education is excellent considering the100 percentage of women students in college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dgcmukerian1.org/annual-report/

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

1227

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://dgcmukerian1.org/popup/academic/1624607032271_Annual%20Report%202020-21%20final-converted.pdf

2.7 - Student Satisfaction Survey

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

https://dgcmukerian1.org/popup/sss/Student Satisfaction Survey 2020-2021 .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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college has functional vermicomposting unit for organic manure production.This initiative was taken by college where main aim was to recycle Green Waste (i.e plant litter) generated in college campus into manure that could furtherbe utilizing for gardening purpose.Two vermi beds were prepared for the introduction of green waste mixed with cow dung in the proportion of 50:50 each. Eisenia foetida, commonly known as red worm was used for vermicomposting. Two kilograms of earthworms were inculated in each bed after 10 days of pre-decomposition. All the beds were covered on the top by a rice straw to protect the earthworms from the predators and to prevent moisture loss. The process of vermicomposting was carried out for a period of 30-40 days. The temperature and moisture content were maintained by sprinkling adequate quantity of water every day and upside down mixing of waste was done once daily. After the feed material got converted into loose, granular mounds, the entire material was collected from each bed. The cast was passed through the sieve and the earthworms were removed manually. The cast was air dried by spreading on a sheet. After sufficient moisture was lost, the vermicompost was stored in bags for further analysis.

We will reduce of energy consumption through management processes like keep our campus clean and green by planting more and more trees, separating waste (biodegradable and non-biodegradable), ban plastics use in campus, use LED bulbs and solar lights. Classrooms have windows to let a lot of natural light and there is less need to use of lights in day time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/popup/sap/SAP_Report_2021.pdf

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

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

01

File Description	Documents
URL to the research page on HEI website	https://dgcmukerian1.org/books-chapters-edited/ https://dgcmukerian1.org/research-paper-of-faculty/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

08

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

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

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

10

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

3.4 - Extension Activities

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

Awareness-raising activities on various topics of our society-

Activities that have been carried out is the cleanliness and independence of India to the Awareness on how to keep the environment clean and green.

Activity organised on road safety ,Womens day, Life of Netaji Subash Chandra Bose,organised webinar on chid issues and also celebrate National and International Days like Voter Day, NCC Day and World Humans Rights Day etc.

Very much positive impact of these extension activities in sensitizing students to social issues and holistic devolpment. After celebrating these events they come to know the life of our Leaders and their contribution in society

A seminar on the life of Guru Gobind Singh Ji was conducted by the Religious EducationCellin which our great Guru Gobind Singh Ji life and their teaching discussed for the growth of religious respect in the children.

Awareness-raising activities on various topics for our society by NSS

Sr.no

Activities

1

Swachh bharat mission grameen gandagi mukt bharat campaign

2

Celebration of independence day

3

Fit india campaign

4

U-report poll survey

5

Celebration of teacher's day

6

Webinar on creating awareness for national education policy 2020

7

Celebrated NSSday

8

Attended live webcast of NSSaward ceremony 2018-19

9

Celebrated 150th birth anniversary of mahatma gandhi ji

10

Celebrated daan utsav campaign targeting youth by distribution of re-useable face mask

11

Pledge ceremony against covid-19

12

Essay writing and poster making regarding vigilance awareness week

13

Celebrated national unity day

14

Campaign against stubble burning

15

Awareness campaign regarding pollution free diwali

16

Yuva pravasi bhartiya diwas

17

Watched national webinar on child issue

18

Watched national youth parliament festival

19

Communication on covid 19 vaccine roll out

20

Road safety awareness month

21

Awareness about pulse polio vaccination campaign

22

125th years birth anniversary of netaji subash chandra bose

23

Celebrated international women's day

24

Celebrated theme of postan abhiyaan

25

Vaccination awareness campaign on corona virus

26

Celebrated world environment day

27

Success stories on covid -19

28

Elimination of single use of plastic materials under the theme of 'swachhata hi sewa'

29

Celebrated international yoga day

30

Covid vaccination camp

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/religious-education-cell/
Upload any additional information	View File

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

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

01

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

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

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

51

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

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

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

7834

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

3.5 - Collaboration

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

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

04

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Under the able Guidance and Management of Sri Guru Gobind Singh Educational Trust, Dasmesh Girls College Mukerian, being self-financed institution has maintained the latest infrastructure for the Academic, Physical , Intellectual and Aesthetic development of students by providing them with modern Computer labs, Well Equipped laboratories, Sports Complex, Well furnished Library and Classrooms, Botanical Garden, Canteen, Common Room and Seminar Hall.In Every department one computer has been provided to make them efficient in terms of technology. The campus has well equipped playground, gymnasium, Xerox, Stationary Shop. In order to optimize the physical, mental and social health of the students, the college organizes different sports activities time to time and even provide students with sports equipments and sports kits etc. In order to test the psychological aspects like Interest, Attitude, Aptitude, General Mental Ability etc. of students the college has setup a Psychology lab. To develop and enhance the scientific temperament among students the college has setup well equipped Chemistry, Physics, Botany and Zoology labs to perform their practical knowledge of the concerned subject. To develop the reading habits among students a well equipped and well maintained library with open access system. Anumber of books, magazines, e-journals ,e-books and competitive books areavailable in the College Library. College also provides transport facilities to the students residing in rural areas. In addition to this college have Botanical Garden, Plant Nursery, Vermi Compost Pit, and clean drinking water with R-O system. To facilitate the parents and visitorscollege has a visitor room. Faculty house has been also established by the

college to facilitate the faculty members coming from distant places.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/ , https://dgcmukerian1.org/library/

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

Dasmesh Girls College with its obligatory core courses and the continuous evaluation schemes, integrates sports and extra-curricular activities as an essential component. College has two big playgrounds with provision for Athletics, Badminton, Volley Ball, Kho-Kho and for others cultural events. Athletic Meet is celebrated every year in the institute. The college encourages the students to participate in Inter and Intra college sports and games. The college has also indoor game facilities for Chess, carom etc. A sophisticated gymnasium is also facilitated by the college for students to develop their physical strength and fitness. Students are especially trained for participation in Zonal and Inter- Zonal Youth Festivals organized by Panjab University. Students actively performed in all cultural events organized by different departments of the institutes with the objective to draw out the best from the child.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/
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)

298026

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

4.2 - Library as a Learning Resource

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

· The library is the centre for intellectual and academic excellence. It is regarded as an essential instrument for putting progressive methods into practice. It is an abode of learning and aids in the holistic development of an individual. In the college library, Bibliosoft is used since 2013 as library software. The library is fully automated. The version of the library software is 3.00.001. OPAC (Online Public Access Catalogue) is very useful for students. With the help of OPAC students find out if the books are available in the library or not and students can also know the status of the books whether they are issued or on shelves. Students and faculty also use the Xerox/photocopying facility in the library.

Name of ILMS software: Bibliosoft

· **Nature of automation (fully or partially): Fully**

· **Version : 3.00.001**

· **Year of Automation: 2013**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

E. None of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

28183

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

30

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

4.3 - IT Infrastructure

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

The plans for infrastructural development are given top priority as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

• At the beginning of the academic year need – assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer – student ratio, budget constraints , working condition of the existing equipment and also students grievances.

• Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.

• Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.

• Maintenance is done at the beginning of the academic year for the deployed Software applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.

·Wifi Plan which we are currently using FIBRE_PREMIUM_PLUS/ upto 200 Mpbs till 3300 GB, upto 15 Mbps beyond/unlimited

Calls.

·The Internet Service Provider (ISP) BSNL provides connectivity with high fault tolerance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/infrastructure-2/

4.3.2 - Number of Computers

77

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

8322744.65

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate these, the College seeks and receives requisitions from the faculty and the students based on curricular requirements like laboratories, library, sports facilities, and classrooms. The College has an extensive IT infrastructure. The College assesses the equipments and infrastructure on a regular basis. The College hires external team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is also hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. The College has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the College facilitated Online Teaching and Learning by providing access to fast WIFI connection to avail online education to students. The College further facilitated several academic activities like online Workshops, webinars, extension Lectures through different online platforms. The College ensures that the Library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the Library and purchase of library resources, is appointed by

the College. Library is equipped with the CCTV cameras to prevent pilferage and overall monitoring and surveillance The College provides several indoor and outdoor sports facilities to all its students. The College has a well-equipped Sports Complex comprising Fitness Centre, Badminton Courts, Walking Tracks and Playing Arena for students. The College has active student teams for different Sports that participate on a continual basis in national and international sports events. The College facilitates them by providing attendance waivers and holding special classes for them. To encourage student engagement with sports, the College has made Sports period compulsory for the First Year students. In addition, the College facilitates regular workshops on Self-Defense and First Aid through the Sports Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dgcmukerian1.org/clubs-and-committees/

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

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

205

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

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

File Description	Documents
Link to Institutional website	https://dgcmukerian1.org/short-term-courses/ https://dgcmukerian1.org/workshops-seminar-extension-lectures/ https://dgcmukerian1.org/department-of-english/ https://dgcmukerian1.org/department-of-political-science/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

11

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

11

File Description	Documents
Any additional information	View File
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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

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

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

5.2.2.1 - Number of outgoing student progression to higher education

87

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

07

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

5.3 - Student Participation and Activities

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

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

`00`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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

Student Representative Committee of the college is formed with the objective to provide students an opportunity to develop leadership qualities by carrying out various activities and for students welfare, under the guidance of college authorities.

Student Representative Committee of Dasmesh Girls College Mukerian is the representative body of entire student community. Student council of the college organized various meetings during the year in which Head Girl and Vice Head Girl of the college has been selected. Also CR's has been decided from different departments. In the meeting students are awarded with duties which they have to perform while organizing various Extra-curricular activities throughout the year in the college. The major activities pursued by the students council in 2020-2021 are played discipline role in the

1.Celebration of Guru Purab

2.Celebration of sports Day

3.organisation of seminars and workshops in the college

4.organisation of different activities done by NSS

5.organisation of different activities by NCC

6.organisation of different activities by Red Ribbon club & Buddy Programme

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/student-council/
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

College has a close connected network with the old students through Alumni Association. Though college has not a registered alumni association but wehave whatsapp groups of our Alumni in which we keep informing them regularly regarding various activities taking place in college. The groups are open for messaging for everyone and Alumni keep on informing us about their achievements also through these groups.

Every year at least one Alumni meet is organised by the college for proper interaction with them. During 2020-2021 session this meet was organised on 4 th july 2021 at 11:00 am, through online mode due to covid-19 pandemic restrictions. We got overwhelming response by the old students. They shared their sweet memories related to college and also gave their valuable suggestions. College had also started the practice of holding meeting of old , as well as placed alumni with present batches of respective department with the title "Golden achievers". Such meeting have be found to be very fruitful as students get first hand information of present scenario in society. They get proper time to prepare themselves for the future challenges, while staying in college.

Feedback given by the alumni further helps the institution to regain its strength and to start new healthy practices. In this way the alumni contribution significantly in the growth of institution.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/alumni/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision : With the purpose of emancipating women as also to educate them, Sri Guru Gobind Singh Educational Charitable Trust (Regd.), Chak Alla Baksh, Mukerian founded an institution, Dasmesh Girls College, Chak Alla Baksh, Mukerian, in the year 2001.Disseminating the philosophy of Guru Gobind Singh 'Shubh Karman te Kabhun na Tarun' (May I never refrain from the righteous acts), the college has a strong commitment

to excel so that the leaders grow up to be fine human beings and are able to assume positive and fulfilling role in nation building and promoting a culture of peace and non-violence. Dasmesh Girls College is an institution where learning is a religious habit. It aims at imparting value-based education. This seat of learning has been enunciating the gospels of Guru Gobind Singh in particular and the message of humanity in general. This institution is making every possible effort towards changing the life of poor and down-trodden of the area by educating their women folk.With its roots deeply couched in Sikh-Culture and Indian Tradition, the institution is receptive to the winds of change responsive to the regional, national and global aspirations. The college earnestly endeavours to enrich and empower all its beneficiaries through value-based, quality-education. Through positive and fertile teaching-learning environment, based on the principle of caring, it aims at sharing peaceful co-existence. The college is consistently engaged in the promotion and revival of Indian tradition, culture, heritage and spiritual philosophy through co-curricular, cultural activities, classroom presentations, learning discourses and awareness- raising programmes. The college envisions the creation of multi-dimensional Personality Development Programmes through college curriculum and to produce world class professionals.

Mission

To broaden horizon and enrich life of the women.

To develop cultural sensitivity and global understanding.

To make women competent professionals in the present cut – throat competition.

To compete effectively in today's environment for ensuing future.

To get job opportunities and earning potentials.

To be in the forefront of development of a nation.

To inculcate discipline and culture.

To enhance employability through innovative methods.

To inspire the students to imbibe the virtues of hard work, perseverance and to develop a positive attitude.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/about-us/vision-mission/
Upload any additional information	View File

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

Strategic Level: The Principal, academic coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules regulations pertaining to admission, discipline, grievances, counseling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. : Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Principal is the sole authority of the institution. But all the members of staff play significant roles to participate in the decision making of the college under the guidance of Principal. For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others. Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities.

College has Student Council who has appointed CRs and VCRs for the proper functioning in the campus. CRs and VCRs maintain the discipline in the campus. The Head Girl and Vice Head Girl of the College actively take part in the activities of IQAC.

In the period of Covid-19, virtual mode has been used to run the institute smoothly and effectively at the various levels of

management.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/about-us/ https://dgcmukerian1.org/clubs-and-committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dasmesh Girls College executes the practice using perspective plan while performing all the activities for the overall development of institution. To implement the perspective plan and to achieve the desired results respective committees conduct different meetings and prepare supporting plans. Research work is one of the activity used as example.

Strategy Type

Details

Curriculum Development

As per Norms of Panjab University, Chandigarh.

Teaching and Learning

The academic calendar is prepared at the beginning of the session as per the norms of Panjab University, Chandigarh. Innovative methods are adopted for teaching and learning process. Healthy interaction between students and faculty goes beyond the classroom. Teachers with excellent Academic record are appointed annually as per the needs of the departments. Teachers are also given facilities to attend Workshops, Seminars and Faculty Development Programs.New books recommended by faculty members are introduced in the library every year. Student oriented methods are applied to educate the children. Student feedback form is used to take feedback from the students regarding the quality of teaching. Students are also encouraged to use library to inculcate the habit of reading. During COVID-19, the different teaching methods were used by

the faculty for teaching i.e. Google Classroom, Google Meet, Webex Meet etc.

Examination and Evaluation

The College abides by the norms of Panjab University, Chandigarh with regards to semester examination. These include theory, practical, viva voce and project work. The examination and evaluation system includes Online Class Tests, Presentations, Formative and Summative Assessment, Sessional work, Continuous and comprehensive evaluation. Continuous internal assessment based on attendance, house tests, presentations, projects, assignments of students etc. The pattern of examination and papers is also explained by subject teachers in the classroom.

Research and Development

The Institution makes sustained efforts to develop and enhance research culture and research aptitude among faculty members and studentsto bring research to bear upon both teaching and learning. Faculty Members has provided duty leave to attend Seminars, Workshops, FDP etc. Faculty members also attended online webinars, GOC, Refresher Courses & different workshops. Project work is part of BBA, BCA, M.Com, where students works on their projects and write a report guided by faculty members. Institution organized online Webinars/Seminars, Workshops for the enrichment of faculty as well as students.

Library, ICT and Physical

Infrastructure / Instrumentation

The library and administrative block are computerized. Software DELNET is used in the library which is expeditious and user friendly.Advanced searching of books is done on various criteria. Different reference books, text books, journals and magazines are available in the library.

Human Resource Management

Teachers are assessed on the basis of self- appraisal, student feedback, contribution to extra-curricular activities, participation in seminars and conferences. Students feedback is analyzed and discussed confidentially by the Feedback Committee, Principal and IQAC. Suggestions regarding

improvement are discussed. Student's involvement is ensured in decision making at different levels. Staff with distinguished achievements is facilitated in staff meetings. Faculty and staff are encouraged self development programs. The college always offers supports for infrastructural requirements.

Students Admission and Support

For constant support and assistance to the students community online tools are used to keep in touch and inform them about various notices time to time. Notices on the website and feedback forms are provided to the students. Besides that online messages and short messaging services are also used to inform and notify students about different academic and official activities. The teaching faculty has also created Google Classrooms and Whatsapp groups to post andupdates thenews related to academic and official document. Admissions are done on the basis of norms laid down by the Panjab University, Chandigarh. Admission and Career Guidance Cell helps students to opt out for different Courses. For admission, Online Registration link is provided on college website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dgcmukerian1.org/strategic-plan-and-deployment/
Upload any additional information	View File

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

The college is managed by the Local Management Committee named Sri Guru Gobind Singh Educational Trust (Regd.) which is registered under Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act 1957. Decisions are taken by the Sri Guru Gobind Singh Educational Trust (Regd.) in consultation with Principal and the members of the staff inducted in the Management committee. Decisions taken are then communicated to the faculty members and administrative staff so as to ensure their effective implementation.

1. Local Managing Committee: Local Management Committee

includes 10 members, registered under Societies Registration Act (XXI of 1860). Management prepares annual budget and financial statements, discuss the academic progress of the college, and give suggestions to the Management for the up gradation of teaching- learning process. This body also recommends to the Management for filling the vacancies in teaching and non-teaching.

1. Principal and College Administrative Committees: Principal as a head of the administrative and teaching- learning process pays special attention for smooth functioning of administrative and academic activates. Heads of the all departments and Office Superintendent helps Principal in this matter. The college administrative looks into the work related to admission, examination, eligibility, maintaining the daily record, to interact with stake holders, University, Government offices, etc. The principal forms various committees for monitoring and facilitating several activities organized in the college

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://dgcmukerian1.org/about-us/
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Welfare schemes for teaching staff :- Following welfare schemes and facilities are provided to teaching staff of the college

1. **Leaves- Leave rules of the university are adhered to and employees are granted leaves as per their entitlement following leaves are granted to the faculty members**

   - **Casual leaves- Casual leaves are granted to the facility as per university rule**
   - **Duty leave- faculty members have provided duty leaves to attend seminars, workshops, FDP etc.**
   - **Maternity leave- Maternity leave also provided to the faculty members as per the university rules.**
   - **COVID-19 leaves- 15 days leaves provided to the faculty members, who suffered from COVID19 for the isolation process.**

1. **Employee Provident fund – Employees are covered under EPF schemes.**
2. **Group insurance scheme- GIS is available to all the faculty members.**
3. **Ward concession- The college provide the concession to the wards of faculty members.**
4. **Free bus service- The college provides free bus service to the faculty members.**
5. **Medical reimbursement- As per the guidelines after university and UGC , Medical reimbursements given to the employees.**
6. **Shagun Scheme:Shagun has given to the faculty members in their family functions.**

Welfare schemes for non teaching staff:- Following welfare schemes and facilities are provided to the non teaching staff of the college:-

1. **Group insurance scheme:- GIS is also available to all the nonteaching staff of the college.**
2. **Employee Provident fund- All the non teaching staff covered under the EPF scheme.**

3. **Free uniform:-** Free uniform and allowance to wash uniform is also provided to the sub staff members.
4. **Ward concession-** The college provides fee concession to the wards of the sub staff members.
5. **Medical reimbursement:-** Medical facility is also provided to the facultyfor on duty miss happening.
6. **Shagun Scheme:**Shagun has given to the non-teaching staffin their family functions.
7. **Refreshment:**Two cups of tea is provided to sub staff members every day as refreshment.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1hsWuIs4cYGFD8w0eWuVi1iXoLE79vLS6?usp=sharing
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

As per the provisions of the UGC regulations submission of Annual performance assessment report is mandatory for academic staff.Candidates may offer themselves for assessment for

promotion, if they fulfill the minimum API scores indicated in the appropriate API system by submitting an application and the required PBAS (Performance Based Appraisal System) Performa (Old or Revised, as may be applicable time to time by the UGC) as per the UGC Career Advancement Scheme guideline. Performance of teachers is evaluated and assessed on the basis of Self Appraisal Performa filled by them every year towards the close of academic session. An internal self appraisal report is also filled by teachers at the end of every yeardesigned by the institute itself.

Teachers fill their Self Assessment Performa on the basis of following points:-

- Teachers' Personal Profile.
- Innovation in teaching learning methodologies.
- Updating of subject knowledge, courses taught and work load.
- Participation in co-curricular activities.
- Participation in seminars, workshops and conferences.
- Participation in Orientation Programmes/Refresher courses, etc.
- Research papers published indicating titles and names of Journals in which published.
- Examination duties performed.
- Contribution to various committees of the college.
- Performance of duties assigned by the Principal.
- Counselling to students.
- Use of audio-visual aids in teaching.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1tOPe-3azgUnsbRG109Gm-W5vchVh_4rc?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The College follows a steady and consistent system of auditing. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities. Institute maintains finance and accounts systematically. Ledger accounts, Cash Book and Trail Balance sheets are prepared to manage the finance. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities. The scope of the internal audit programme encompassed working of various compliances under appropriate laws and rules and regulations framed there under, sufficient systems and procedures are in place for adherence of institutional policies, physical verification of assets, proper books of accounts, vouchers along with supporting documents are maintained, confirmation of balances from debators, creditors and other parties are obtained periodically at the year end.

For External auditing, there is a CA appointed to do the required handling regarding financial management and resource mobilization. The institute also ensures timely submission of audited utilization certificate to various funding agencies.

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

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

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

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution has a transparent and well planned financial management system.The mobilization of funds in the college focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized governing body coordinates and monitors the optimal utilization of the funds to promote learner-centric ecosystem, ensure growth and development in a planned and phased manner. The institution has following strategies for mobilisation and utilisation of funds.

- **Funds are provided to meet the infrastructure requirement of the institution while starting new programmes.**
- **The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes.**
- **The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities.**
- **Scholarships and free ships to the deserving students.**
- **Employee Provident fund (EPF) and Employee State Insurance(ESI) benefits are provided to the staff members.**
- **Main Financial Resources of the institution is tuition fee.**

Funds of the college are also utilized for

- community service

- purchase of books

- purchase and maintenance of apparatus

- sports

- youth festival

- salary of employees.

- Seminars, workshops, lectures, conferences and other events organized by the college.

- For making campus eco-friendly.

- improving the campus building

- purchase and Improvement of infrastructure

- electricity, water, internet website and telephone bills

For the smooth flow of finance the college, the administration reviews the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds to act accordingly for the betterment of students, faculty and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

The IQAC has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. The IQAC has regularly convened meetings; it has submitted the AQARs to NAAC in a timely manner; it has collected feedback in appropriate forms from different stakeholder categories, analyzed the same and used it for qualitative improvement; it has organized Academic and Administrative Audit and has initiated follow-up action as per the suggestions and recommendations of the eminent evaluators.

The prime task of the IQAC is to develop a system for

conscious, consistent and catalytic improvement in the overall performance of institutions. Under the guidance of IQAC, the students are fully encouraged to keep in touch with their teachers in this online mode of teaching. To make the class interactive, there is questioning session at the end of every lecture. So that students can solve their quarries instantly. For same change in their regular and monotonous way of teaching, extension lectures and webinars are also added to the schedule.

IQAC has been promoting the quality culture in overall activities of the college. It was very clear fact that if we want the outcome based education then the quality of teachers should be upgraded. For this our institute organized various seminars, webinars, extension lectures, workshops, FDP's like one week FDP organized every year by well known personalities from education sector for the Quality Enhancement of the faculty . Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work and performance such as Ph.D. research publication, FDPs, seminar participation and organization etc.The positive motivation from quality strategy of IQAC encouraged majority of the teachers to register for the Ph.D. and submit more and more research proposals to the various funding agencies. Now college has ten Ph.D holders, One Post Doctorate & seven pursuing Ph.D teachers.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/atr/
Upload any additional information	View File

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

PRACTICE 1:- STRUCTURED FEEDBACK SYSTEM PRACTICE

CIURRICULUM FEEDBACK is taken from:

- ◆ FACULTY

Feedback is obtained from the faculty members in our college on curriculum and other facilities.

The feedbacks are properly analyzed and revised to update the syllabus or enhance the infrastructure.

- ◆ PARENTS

Parents are important stake holders of this institution and play a key role in the feedback system.

Parents meeting is periodically conducted in the college at department level and their suggestions are

regularly obtained and analyzed.

- ◆ STUDENTS

Students' feedback on staff received after every academic session.

Students' feedback on curriculum is utilized while framing and revising the syllabus.

- ◆ ALUMNI

This college enjoys a strong and healthy association with the Alumni association

- ◆ EMPLOYER

Employer's feedback on Students those working under different employers received after academic session. Employer's feedback is utilized for framing and revising the syllabus as per the practical point of view.

- ◆ STUDENT SATISFACTORY SURVEY

Student satisfactory survey conducted to determine that how much students are satisfied with the teaching learning process of the college.

Practice 2 – Audit practices

College follows two internal audit practices once in a year. These two practices are:-

1. ACADEMIC AUDIT.

2. ADMINISTRATIVE AUDIT

Objective of the Academic Audit

The purpose of an academic audit is to evaluate and ensure the education quality processes, the activities required to produce, assure, and regularly improve the quality of teaching and learning. Audit is based on the analysis of document supporting different educational and other schemes supporting student growth.

1. CURRICULAR ASPECTS

2. ACADEMIC PROGRAMMES

3. TEACHING, LEARNING AND EVALUATION

4. RESEARCH, CONSULTANCY AND EXTENSION

5. STUDENT INVOLVEMENT IN EXTRA-CURRICULAR & CO- CURRICULAR ACTIVITIES

6. INFRASTRUCTURE IN COLLEGE

7. EXTENSION ACTIVITIES

8. NEWSLETTERS AND MAGAZINES

9. PLACEMENTS

ADMINISTRATIVE AUDIT

Objective of the Audit

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the departments are in compliance with the applicable regulations, policies and standards. During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies.

File Description	Documents
Paste link for additional information	https://dgcmukerian1.org/employer-feedback-form/, https://dgcmukerian1.org/alumni-feedback-form/, https://dgcmukerian1.org/parents-feedback-form/, https://dgcmukerian1.org/student-feedback-form/, https://dgcmukerian1.org/about-us/, https://dgcmukerian1.org/teachers-feedback-form/
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://dgcmukerian1.org/page/naac/#lg=1&slide=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is one of the key challenges facing society

today. The college is a women's college and hence gender based issues do not arise. The institute imparts quality education to develop women leaders and professionals to be academically & technically competent with strong professional ethics. The majority Teaching and Non-Teaching faculty are women employees. Even then institute conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on the given topics which highlights the importance and contribution of women in the society. Women Development Cell of Dasmesh Girls College organized an online Extension Lecture on "Concept of Health for Females" in which Manpreet Dhaliwal, BHMS (Pb) share her valuable information regarding the health issues of women.

Safety and Security

- Security check points at all campus entries and exits.
- The College as good quality CCTV cameras installed all over the campus to track the activity of every student thus ensuring their safety inside the campus.
- Rotational duty by all faculty members for discipline and security.
- Strict implementation of Anti-Ragging, Anti-Smoking and Mobile Free Campus.
- Awareness campaigns on women safety and gender sensitivity through rallies and camps by NSS and NCC volunteers.
- Eco-friendly crèche for wards of college staff with dedicated staff.
- Fire Extinguisher is very essential where student's gatherings are large. Labs are the places where a large number of students work with equipment's carrying a considerable amount of current and high voltages. To avoid damage to the equipment and to the furniture, firefighting equipment's should be placed at all the places where large gatherings are expected.
- All electrical wires protected by MCB and fuses. Voltage detectors, Short circuit kits, Surge Protector.

Counseling

- Formal and informal avenues for counseling students and staff for academic and other issues/problems.
- Career Guidance & Placement Cell is available for counseling of students.
- Grievance Redressal Committees for students.

- Gender sensitization workshops
- Campaigns against female foeticide.
- Psychological Counseling, Moral Counseling, Career Counseling, Village Counseling through camps.

Common Room

- The College has one common room and one multipurpose hall that facilitate the students.

Other Measures

Other measures of Gender Sensitization include –

1. Curriculum and Coursework.
2. Co-curricular activities.
3. 100%womenstaff for teaching

Dasmesh Girls College has been successful in caring for its diverse students and faculty do harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from different stakeholders i.e. students, parents, teachers and alumni.

Other Initiatives

Additional initiatives ensure active participation of students in co-curricular activities including sports, youth festival, NSS, NCC in all UG & PG programmes at university and inter-university levels.

Community Outreach

As part of NSS activities, free educational camps are organized fortnightly in neighboring villages, which help in transforming rural women in building awareness about health, hygiene, importance of child education and provide a launching pad to induct them into vocational skilling.

Name of the Programme

Date

No. of Participants

Seminar on "Concept of Health For Females"

28/02/2021

200

International Women's Day Celebrations

08/03/2021

100

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/11BnSPG3F1Tei_QYRUOi78ftTa68oeHMi?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/11BnSPG3F1Tei_QYRUOi78ftTa68oeHMi?usp=sharing

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	View File

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

The Institution has taken up various initiatives to maintain an environment friendly campus. The campus is full of greenery and is kept clean and tidy. The gardens, lawns and plantations inside the campus are maintained by a dedicated group of gardeners. The Institution implements effective waste

management through waste segregation and recycling of the waste. Students and faculties were also actively involved by knowing their perspective about the waste management techniques in the campus.

SolidWaste:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, glass, green waste (plant litter), canteen waste, foods, etc. The College implements solid waste management by enforcing the waste segregation rules. The waste is segregated at each level and source. Dustbins are placed in all corridors of the classroom, laboratory, common room, and canteen and at different locations in the campus. Sweepers are allotted to each floor who manages all the waste generated in the campus. All waste/garbage from college is segregated at source and disposed of in a proper manner.

Liquid Waste Management System

RO (Reverse Osmosis) is a modern solution to waste water treatment. The College preserve waste water of RO in tanks and reusein washrooms.

Waste Recycling System

The main aim was to recycle green waste (i.e. plant litter) generated in college campus into manure that could further be utilized for gardening purpose. Thus, with this initiative, zero waste zones could be created in the college premises. Two vermi beds were prepared for the introduction of green waste mixed with cow dung in the proportion of 50:50 in each. Eisenia foetida, commonly known as red worm was used for vermicomposting. Two kilograms of earthworms were inoculated in each bed after 10 days of pre-decomposition. All the beds were covered on the top by a rice straw to protect the earthworms from the predators and to prevent moisture loss. The process of vermicomposting was carried out for a period of 30-40 days. The temperature and moisture content were maintained by sprinkling adequate quantity of water every day and upside down mixing of waste was done once daily. After the feed material got converted into loose, granular mounds, the entire material was collected from each bed. The cast was passed through the sieve and the earthworms were removed manually. The cast was air dried by spreading on a sheet. After sufficient moisture was

lost, the vermicompost was stored in bags for further analysis.

Bottle garden:The College introduced the Bottle garden by use of discarded plastic bottles, old tyres, oil cans, paint boxes and other waste to grow plants.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

College offers an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio- economic and other diversities. Various sports and cultural activities organized in the college to promote harmony towards each other. Commemorative days like Yoga Day, AIDS Day, NSS Day, Vigilance Awareness Week along with many regional festivals like Basant Panchami , Guru Purab and Komantri Bhasha Divas are also celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. In the college Student grievance cell is formed to deal with grievances of students without hurtingtheir religious and cultural sentiments. College has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. Buses ply regularly to pickup the students from their stopage. College NSS Unit, NCC Unit, Women Cell, Red Ribbon Club used to organize different activities and camps to establish harmony among students and spread awareness in the surrounding society. All these facilitiesto the students are provided irrespective of their caste, creed, colour, socioeconomic background.

S.No.

Title of the programme/Activity

Duration (from-to)

Number of participants

1.

Swachhta Pakhwada Week/Swachh Bharat Mission

8 August to 15 August2020

50

2.

AIDS Day

1 December, 2020

100

3.

NSS Day

24 September, 2020

35

4.

Vigilance Awareness Week

27 October to 02 November 2020

50

5.

Basant Panchami

17 February, 2021

150

6.

Vaisakhi Day

13 April 2021

50

7.

Sukhmani Sahib Path

30 October, 2020

70

8.

Komantri Bhasha Divas

22 February, 2021

100

9.

Polio Vaccination Campaign

17January to 31 January 2021

70

10.

Fit India Campaign

15 August to 02 October 2020

100

11.

Poshan Pakhwada week

16 March to 31 March 2021

100

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

Apart from preparing a sound academic foundation of the student, the college constantly works upon to develop them (students) as better citizens of the country. In this regard, the college, apart from imparting education, inculcates a feeling of oneness among the student through various practices and programs. Various facilities have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities.

Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

Constitutional Obligations

1. The Faculty of various departments has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students have enthusiastically participated in various programs like: (a.) Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. (b.) Celebration of Road Safety day and Fit India Campaign to aware the students.

2. Dasmesh Girls College has organized student centric activities like paper, poster & essay competition etc. which have always received huge participation from the students and promoted their awareness about various aspects of citizenship. List of various activities conducted in the college for inculcating values for being

responsible citizens are given below:

S.No

Title of the programme/Activity

Duration (from-to)

Number of participants

1.

Independence Day

15 Aug, 2020

100

2.

Constitutional Day

26 Nov, 2020

50

3.

Road Safety Day

24 Feb, 2020

100

4.

Parakram Diwas (Birth Anniversary of Neta ji Subash Chandra Bose)

23 Jan, 2021

100

5.

National Unity Day

31Oct, 2020

100

6.

Voters Day

25 Jan, 2021

200

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/drive/folders/1y CC0FlLWNuXpe_voNzozQhrUuGFYPvYf?usp=shari ng
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 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	View File
Any other relevant information	View File

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

Teachers Day: 05 September, 2020

Teacher's Day is celebrated to acknowledge the challenges, hardships, and the special role that teachers play in our lives. tudents of all departments organizes Teachers day and facilitate faculty members and conduct few events.

Gandhi Jayanthi: 02 October, 2020

Gandhi Jayanti is an event celebrated in India to mark the birthday of Mahatma Gandhi. It is celebrated annually on 2 October. Dasmesh Girls College celebrated Gandhi Jayanti to remember theMahatma Gandhi's role in Indian independence.

Dr. B. R. Ambedkar Jayanti: 14 April, 2021

Dr Bhimrao Ambedkar is known as the chief architect of the Indian Constitution. His birth anniversary is celebrated on14 Aprilas Ambedkar Jayanti or Bhim Jayanti to honour his countless contributions in the making of present-day Independent India.

World Earth Day: 22 April, 2021

Earth Day is an annual event celebrated around the world on April 22 to demonstrate support for environmental protection. The Department of Science organized Inter College Quiz competition to celebrate this day.

World No Tobacco DayMay 31 2021

Every year on 31st May, World NoTobacco Day is celebrated to spread awareness about the risks of tobacco use and how we can make the world tobacco free. And the students of college took part in the Pledge Taking ceremony to eliminate the use of Tobacco.

World Environment Day: 05 June 2021

The day raises awareness about the environmental issues like global warming, marine pollution, human over-population, protection of wildlife, and sustainable consumption. It has spread so far and wide, that World Environment Day has become a global platform for countries to reach out to the public. So the Various students of the college actively took part in this activity.

National Sports Day: 29 August, 2021

The National Sports Day is celebratedevery year to spread awareness about the importance of sports and games in the life of every individual. The Day remembersthe national sports personality Dhyan Chand who was one of the greatest field hockey playerof all time. The Department of Physical Education organized various activities to celebrate this day.

World AIDS Day:1 December, 2021

Red Ribbon Club of the college is celebrated World AIDS dayto raise awareness, educate and improve the understanding of HIV as a global public health problem among the students and society.

World Human Rights Day: 10 December, 2021

Department of Political Science is celebrated World Human Rights Day on 10th Dec., 2021 to spread awareness about the human rights that are essential for every individual to live a healty life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices

- **Green Initiatives**
- **Society Outreach Programme**
- **Online Notices**

Green Initiatives

Context

Going green saves you from toxic products and environmental pollution. This helps us to live healthier lifestyle. A green life style focuses in reducing, reusing and recycling whenever possible.

Objective of the Practice

Green Initiatives to inculcate green consciousness in students and Plan action to save our environment and to be one with nature. SAP Committee of the institution plan various activities to perpetuate green consciousness in our students, with a belief that these activities will enhance their awareness and influence their independent thinking ability about our environment.

Practices

Institute has a compost waste where all wet waste from canteen /green waste is converted in manure and used in gardening. These initiatives demonstrate institutes commitment for environment sustainability and inspire students to take up

responsible steps for better environment. Different committees under Swachtta Action Plan organized different activities to enlighten the students about to save nature and environment.

Society Outreach Programme

Context

The Social outreach programme proposes to equip the students for community upliftment work. It strives to prepare citizens who will make a marked difference in the society. The students are provided with numerous opportunities to build their knowledge and skills on the fundamental values of social fairness and compassion.

Objective of the Practice

To equip the students to learn to connect knowledge gained in classroom with real life situation by getting hands on experience through community services.

To engage student in social service.

To integrate academic learning and community engagement through practical field work.

To develop awareness, knowledge and skill for working with diverse groups in society.

Practices

- NSS Volunteers spread COVID-19 vaccination to general Public and distributed handmade masks to needy people.
- NSS organized awareness lecture on Healthy Life Style.
- NSS conducted two wheeler Rally on the theme Sadak Suraksha Jeevan Raksha.
- NCC Unit celebrated Swachhta Pakhwada.
- NCC Unit celebrated Independence Day.
- Buddy Group celebrates National Voters Day to spread Awareness of Right to Vote.
- Red Ribbon Club celebrated World Aids Day to spread awareness about AIDS.
- Red Ribbon Club celebrated International Day for Biological Diversity.

Digital Notices

Context

Digitalization is the process of converting information into a digital format. During COVID-19, digitalization is leading firms and educational institutions to shift to work from home. By this it is easy for the institutions to send information to students and faculty through messages and mails.

Objective

Through digital Notice all information is managed from a single central location and help to keep students and employees updated on upcoming events, opportunities, meetings, holidays as well as plans of lecture. It helps to share the emergency news with students and teacher without wasting time.

Practices

During COVID-19, digital notices are sending to faculty and students through whatsapp messages, mails, college website and facebook. Information regarding online examination, evaluation etc. also send to students through e-mails. Class teachers send messages to students of every information.

Problems encountered and Resource Required

The main problem was encountered in bringing women out from their conservative and non supportive families required by a patriarchical mind-set.

File Description	Documents
Best practices in the Institutional website	https://dgcmukerian1.org/page/best-practices/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The college was founded by Sardar Ravinder Singh Chak, a great visionary, philanthropist and a great social worker; who came together with the custodians of education of the area and

materialized their dream of importing value-based and quality education to the girls of the rural area. It is an institution where learning is a religious habit. This seat of learning has been enunciating the gospels of Guru Gobind Singh in particular and the message of humanity in general. A majority of the college students are first generation learners from remote, rural areas of Mukerian. The Institution has earned its reputation for being a premier institution which is well known for academics, sports and other extra –curricular activities.

The location of the college is endowed with natural beauty, serenity and tranquility. The high ratio of female students enrolled and a large number of female staff recruited is a manifestation that women empowerment which is the need of the hour is prevalent. College recruits and retains well qualified motivated faculty and staff and provides adequate infrastructure, equipment and machinery. To provide amenities and sports facilities in harmony with nature. Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. To provide holistic value based education and inculcate entrepreunal abilities so that the students are well groomed in knowledge, skills and values to have the ability to face the challenges of the corporate world and life. To recruit and retain well qualified motivated faculty and staff provide adequate infrastructure, equipment and machinery. College provide amenities and sports facilities in harmony with nature. College has also provided bus facility for staff and students.

Internal complaint committee has established to prevent sexual harassment. College provided students prerequisite training for building and developing competencies for the placement. Various personality development programs and health check-up camps are conducted under Women's Development Cell. College has provided career development services to students with respect to higher Education, opportunities for growth. College has provided user education and references service to the teachers in order to maximize the use of the resources of the Library.

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

7.3.2 - Plan of action for the next academic year

Implementation of ground water harvesting systemthrough Pit methods- Ground water is one of the important sources of water in urban areas. With increasing urbanization, underground water has been indiscriminately exploited, causing depletion in water table and water availability. It is very evident from the number of failing borewells/Open wells that it is unsustainable to pump out water from wells without recharging the same from the rain water. To reverse the trend or to reduce the effect of over exploitation, ground water recharge needs to be taken up on a large scale at residential and institutional buildings.

Solar Panel - Implementation of roof top solar panel on Administrative Block

Preparation for nursery with special emphasizes on fruit & Medicinal plants- Nursery is a place where planting material, such as seedlings, saplings, cuttings, etc., are raised, propagated and multiplied under favourable conditions for transplanting in prepared beds. Setting up of a nursery is a long-term venture, and requires planning and expertise. In a nursery, plants are nurtured by providing them with optimum growing conditions to ensure germination. Nursery saves considerable time for the raising of the next crop.

To Promote Reserach Work - Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies. Develop a research proposal and has taken initiative for conducting more seminars, extension lectures,workshops every year to promote research.