YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution　　GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA

- Name of the Head of the institution　　Dr. Kusum Lata

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　01752220493

- Mobile no　　9501030599

- Registered e-mail　　gbcpatiala1@gmail.com

- Alternate e-mail　　vaneeta142@gmail.com

- Address　　Lehal Colony

- City/Town　　Patiala

- State/UT　　Punjab

- Pin Code　　147001

2.Institutional status

- Affiliated /Constituent　　Affiliated

- Type of Institution　　Co-education

- Location　　Urban

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

- Name of the Affiliating University   **Punjabi University, Patiala**

- Name of the IQAC Coordinator   **Dr. Vaneeta Rani**

- Phone No.   **01752220493**

- Alternate phone No.   **01752220493**

- Mobile   **9417976419**

- IQAC e-mail address   **gbcpatiala1@gmail.com**

- Alternate Email address   **vaneeta142@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://gbcpatiala.ac.in/images/Aqar_2020-21.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: http://gbcpatiala.ac.in/images/2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**82.5**	**2005**	**21/09/2005**	**21/09/2010**

6.Date of Establishment of IQAC   **20/03/2006**

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
0	**0**	**0**	**0**	**0**

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

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   `2`

- 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)

`1QAC being a pivotal part in developing a system for consistent and continuous improvement in the overall performance of the College. It facilitates the staff members to get better and enhance their skills by promoting participation in various programs. During the session (2021-22), Gross Enrollment Ratio (GER) of Bikram college students increased and an additional unit of BCOM-1 was added. All teachers were deputed catchment areas and faculty covered their respective schools and apprised the school students about the courses taught in Bikram College. IQAC ensures quality education to the students. For this the cell in collaboration with cultural committee of the college organized a Nukkad Natak on the theme of Corruption and Braindrain for the students on 22-April-2022. IQAC organized webinar on the commemoration of 75th anniversary of India's freedom in befitting manner at national and international level entitled "Second world war and its impact on Indian National movement" for teachers and students. Celebrated national constitution day on 26th November 2021 and organized quiz competition and declamation contest for the students.`

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
1. Transparent, merit based smooth admissions of the students keeping in mind the reservation policy of the Punjab Govt. and norms fixed by Punjabi University, Patiala.	1. Hassel Free Admission of the students on merit basis. The institution filled the seats allotted as per the merit and reservation policy in a fair and transparent manner.
2. Special attention was paid to increase the number of students through catchment area drive; Faculty of the institution covered the visit of respective schools to apprise school students about various running courses in the college.	2. Gross Enrollment ration (GER) was increased with the inclusion of one additional unit of B.Com-I during this session.
3. Collaboration with Jagat Guru Nanak Dev Open University to start the certificate courses for enhancing the skills of students.	3. (a) Retail and Sales Management Skills Certificate course (b) Business and Professional Etiquettes Certificate Course (c) IT Enabled Certificate Course has been started.
4. Providing Conductive and Congenial environment for holistic Development of students.	4. No case of Ragging and Sexual Harassment was reported. Students organized fresher and farewell parties.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A
Data of the Institution

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	10/01/2022

15.Multidisciplinary / interdisciplinary

Multidisciplinary education is the need of the hour. Our college is already providing learning in various fields such as course in computers and certificate courses in business etiquettes and professionalism, IT Enabled Services and Retail and Sales Management.

16.Academic bank of credits (ABC):

Academic bank of credit is a good initiative taken by the higher education institutes under NEP 2020. Under this our colleges students are getting registered on the www.abc.gov.in 70% of students have already registered for the same and rest are under process.

17.Skill development:

Our college students enrolled for office management vocational course go for one month training. Members gave the viewpoints so that students can get internship that will boost up their moral.

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

1. Courses in Indian Languages: - Our College is Government College and is affiliated with Punjabi University, Patiala. The College is offering courses like B.Com, M.Com and B.C.A. as per the norms of Punjabi University, Patiala students can opt for Punjabi or English as medium of their study in undergraduate commerce courses.
2. Embedding Indian knowledge system in curriculum: - The curriculum is decided by the members in the meeting of Board of Studies Punjabi University, Patiala.

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

Members of the IQAC are in favor of adoption of guidelines of NHQEF and curriculum and credit framework for undergraduate programmes as it provides comprehensive framework that will be comparable with international quality standard. This will definitely change the face of Indian education system through experiential and skill based learning.

20.Distance education/online education:

Open distance learning and online programmes: - The College is fully prepared for online learning programmes. The students are guided about various e-resources. Teachers are also attending

online FDPs from time to time.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	05

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1223

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	652

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	399

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	29

File Description	Documents
Data Template	View File

| 3.2

Number of sanctioned posts during the year	**25**

File Description	Documents
Data Template	View File

4.Institution

| 4.1

Total number of Classrooms and Seminar halls	**28**
4.2

Total expenditure excluding salary during the year (INR in lakhs) | **165680** |
| 4.3

Total number of computers on campus for academic purposes | **112** |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As the college is affiliated to Punjabi University, Patiala.The curriculum prescribed by the university is followed by the faculty and students.The whole course class wise is introduced to the students at the beginning of the session.Semester wise time table is drafted and uploaded on the college website to facilitate ease of access the student.The curriculum is divided into parts and these parts are covered and completed within time in an effective way. Beside it, co-curricular activities like debates, declamation, lectures of experts, seminars, workshops etc. make the curriculum rich and interesting.To carry out examination and evaluation,the schedule and instruction laid down by Punjabi university are followed.The students are informed about the date sheet and schedule of the exam through whats-app groups, college notice board ,college website and university link.All the required

information regarding the examination is provided to the student in advance to enable them make their preparation for university exam Three certified courses are run by college with the collaboration of Jagat Guru Nanak Dev Punjab State Open University, Patiala. The staff is encouraged to attend research programs like workshops, conferences, seminars, extension lectures.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.punjabiuniversity.ac.in/indexSyllabi.aspx

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

Our institution adheres to the academic calendar including the conduct of CIE and is committed to provide quality education with the academic calendar of the affiliating university. Every academic year begins with an orientation program for the benefit of the first-year students to walk them through college rules, time table, examination schedule and assessment procedure etc. All examinations related notice are displayed on college notice board, college website. College conduct class test, tutorials, seminars, project works, practical examinations etc. While 40% of the assessment is based on midterm internal examination, 40% is based on assignment and the remaining 20% is based on attendance and extra-curricular activities. Criteria of 75% attendance of student is a precondition to appear in the semester examination. Answer sheets shared with students after evaluation. Award lists are prepared and submitted to the examination branch. All the records pertaining in internal examination question papers, evaluated answer sheets\ copies summary of the mark sheet are documented. Provisions are also made for absentees, with genuine reason, to reappear in the special test.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

02

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

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

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

03

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

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

270

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

1.3 - Curriculum Enrichment

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

The college has a holistic approach on contemporary issues.Institution focuses on inculcating a sense of ethics in personal and professional lives. Holistic education programme is designed imparting human values by NSS units striving to inculcate moral,disciplinary, patriotic and ethical values. Environment Education is a mandatory subject at under graduate level. Celebrations like Environment Day, International Yoga Day, Van Mahotsav, Pollution Prevention Day, Road Safety week, Flowering Plants distributiondrive etc. are celebrated every year. The Environment Society of the college organizes tree-plantation drives. Herbal Garden is maintained by the students and they are urged to maintain a plastic free campus

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

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

01

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

48

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1223

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

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

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

652

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

2.2 - Catering to Student Diversity

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

The teachers of our institution appreciate/ assess the distinctive abilities of various students. Advanced learners are acknowledged and applauded. They are prompted to access advancedstudy material, e-content, reference books and journals, youtube videos and quizzes to enhance their overall learning experience. The practice of connecting curriculum with real life issues is instilled in advanced learners so that they become valuable human resources to the nation. The slow learners are identified based on their class performance and given special attention. Moreover, to facilitate better understanding by them, both English and Punjabi languages are used while teaching. They are encouraged to share and clear their doubts in one-to-one interactive sessions. Apart from personal attention by subject teachers, examination oriented notes, classroom recording of lectures for easy reference, repetition of concepts and topics and individual attention beyond the classroom during free periods are the few practices that help in improving pedagogy for the slow learners as well.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/infrastructure.html
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1223	**29**

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

We encourage the students to become actively involved in the learning process by employing dialectic and analytical methods of teaching. Learning by doing concept is promoted by providing opportunities to students for conducting field work, surveys on real life issues, practical training, video making in labs/ college events, making business plans, hands-on training etc. Students are accompanied to educational tours. However, during Covid 19 pandemic, many events and activities were conducted online. In order to enhance the overall learning experience, intra-college competitions like poster making, slogan writing, collage making, essay writing, declamation, debate etc. are conducted from time to time. The class is divided into groups and team assignments, role play, group discussions, subject quizzes, educational games, case studies, news reporting, presentations and flipped classrooms are deliberated to boost the participative learning. The students are sensitized about social issues and are promoted to gauge various issues at the global level. Our teaching-learning techniques are inclined to connect academic learning to real life issues which raises students' awareness and sense of responsibility.

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

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

Various platforms like Microsoft Teams, Google Meet, Zoom are used for online classes and sharing the e-Contents. ICT tools available: Smart Classrooms Interactive Panels Laptops

Desktops

ICT enabled Seminar and Conference Rooms

E-resources and techniques used:

College Website, http://gbcpatiala.ac.in/

Facebook Page, https://www.facebook.com/GBCPATIALAMV/

Google Meet

Powerpoint Presentations for various subjects are shared with students

INFLIBNET

Online Lectures/ webinars/ workshops organized at college level

Online Quizzes/ Competitions conducted at college level

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

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

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
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

29

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

318

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

2.5 - Evaluation Process and Reforms

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

The college follows a strong and transparent mechanism for evaluating the internal assessment of the students. It is calculatedfor every theory and practical subject as per the Punjabi University syllabi guidelines. A College Examination Committee headed by the college registrar follows a well-structured method to conduct the examinations and record the assessment. The internal assessment is based on the students' performance in mid-semester examination as well as the class performance. To perpetuate transparency, following steps are adopted: The Institutional Academic Calendar is displayed on College Website. The syllabus of each course can be accessed on Punjabi university website. The rules for calculating the assessment are given in Prospectus. The weightage of internal assessment for each course/ subject is included in the syllabus. The date sheet for mid-semester examinations is displayed on the college website and notice boards. The answer sheets of the mid-semester examination are evaluated by the teachers and the same are shown to the students. The award lists are submitted in the examination branch.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://puexams.pupexamination.ac.in/

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

The college has a well-defined, highly efficient and transparent system of grievance redressal of internal examination. The student can approach the teachers, college Registrar and Principal to redress the examination related grievance.

Redressal of grievances at Department Level:

The students are free to approach their subject teachers for any query/issue. After the conduct of internal exams, the answer sheets are evaluated by the concerned subject teacher within the stipulated time. The same are then distributed amongst the students for their perusal and any discrepancy in distribution of marks or totaling is addressed in the classroom by the teacher immediately.

Redressal of grievances at College Level:

The students can easily approach the examination branch of the college for any kind of examination related grievances/issues. There is a Student Suggestion/Happiness/Grievances Box in the college, in which students can put their suggestions or grievances in the written form and the same are addressedregularly by the designated committee. The students can also directly submit their grievances to the College Principal. Redressal of grievances at University Level: The college sends the soft copies and hard copies of internal assessment of all subjects to Punjabi University, Patiala.

File Description	Documents
Any additional information	View File
Link for additional information	http://gbcpatiala.ac.in/grievance.html

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.

The college offers following UG/ PG Programmes in Commerce and Computer Science:

Master's Degree Programmes in 02 subjects,

PG Diploma Programme in 01 subjects,

Bachelor's Degree Programmes in 02 subjects

At the time of admission, the subject teachers counsel the students by discussing the future opportunities and prospects of the various courses. Various stakeholders namely teachers, students and parents can access course outcomes through college website. Periodically, the programme and course outcomes are also discussed by the concerned teachers in the regular classes and tutorials as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gbcpatiala.ac.in/outcomes.html
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.

The programme or course outcomes of students are evaluated through several modes such as assignments, classroom tests, viva voce, presentations, conducting practical and subjective examinations, to assess the capabilities of the students in attaining knowledge of the course content. For instance, Internal assessment is calculated based on their performance in mid semester exams, assignments and class performance. Mid semester exams serve as the most effective tool to evaluate the performance of the students. Final evaluation of a student's academic performance is done through Punjabi University theory and practical semester examinations. Every year, the teachers are communicated about the results of the students taught by them along with university pass percentage for comparison. Finally, the overall outcome of the course/programme is evident from the successful progression of students in terms of higher education or placement.

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

2.6.3 - Pass percentage of Students during the year

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

399

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

2.7 - Student Satisfaction Survey

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

http://gbcpatiala.ac.in/stu_feedback.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)

nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

03

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

00

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

3.2 - Innovation Ecosystem

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

The placement, training and career guidance cell inspires the students to float their own business/ventures through various seminars and workshops.Eminent industrialists and budding entrepreneurs are often invited to motivate the young students to make oneself sustainable towards ATMA NIRBHAR BHARAT. The succeessful aluminie of our college pursuing the entrepreneual route also encourage our students through frequent interactions. Moreover, the faculty members regularly upgrade themselves through various seminars and lecture series. Faculty members are granted leave and provided financial support to attend academic activity.The placement, training and career guidance cell aims at streamlining and strengthing the innovation and entrepreneurial eco system in campus and promoting a strong intra and inter Institutional partnership with different industries.

other initiatives includes:

1) To start certified 6 months courses

2) Various Skill development, training and programmes

3) Signing various MOUs with industries and academic organisation

4) Plants various type of herbal plants with SBI bank in campus

5) Plantation activity in college campus with Municipal Corporation

6) Celebrated Earth day in college with students

7) On Jan 2022 college library name has been changed into famous poetess name as "AMRITA PRITAM LIBRARY"

8) Books exibition has been conducted in college campus time to time

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://meet.google.com/yxv-kaop-qba

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

00

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

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

16

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

13

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

3.3.3 - 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

11

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

The college organized various extension activity under various

departments, societies as well as NSS wing. These activities try to improve and enhance quality such as fraternity,sportsman spirit,mental and physical strength and infuses responsibility and love towards the development of society. Various departments and societies in the college conducted webinar by various organisations as well as eminent dignitaries to educate the students on burning issues of today. College conducted various activities time to time in order to sensitize students to further spread awareness in community, a stepping stone towards holistic development and garments and sanitary pads were distributed to homeless and needy people in slum area.

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

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

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

2

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

3.4.3 - 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

16

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

3460

File Description	Documents
Report of the event	**No File Uploaded**
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

48

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	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

8

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.

Effective teaching and learning process requires certain physical amenities like building, well-furnished classrooms, library, computer laboratories, sports equipment for teaching and learning etc. The college provides all the essential physical facilities required for quality education. Presently the total area under possession of the college is 4.14 Acres. The college building comprises of MultiPurpose Hall, smart classrooms, classrooms including P.T.A. Block and computer block, library, computer labs, vocational lab, language lab, Registrar Examinations room, gymnasium, administrative office, staff room, girls common room, N.C.C. room, NSS room, RUSA room, IQAC room, Departmental rooms, Career Counseling and Placement Cell, Bursar room and Canteen.

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

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

Cultural Activities: Our college students regularly take part in the cultural activities under the guidance of Coordinator, Youth Welfare and won prizes. Every year, our students participate with full fervor and zeal in all activities like giddha, group shabad, group song, folk song, quiz, debate, elocution, poetical recitation, fine arts (painting, poster making, collage etc.) and music competitions at the Zonal Youth Festivals of different Universities.

Sports: Ours is a professional institute and there is no teaching subject as Physical Education and hence there is no teacher/Director of Physical Education. However, physical facilities of Gymnasium for the general fitness of sports persons, indoor games and playgrounds for outdoor games are available in the college and sports activities are organized under the supervision of a teacher. The college encourages sports persons to participate in University, Inter-varsity and National competitions in the Indoor games of chess, body-building, power-lifting, weight-lifting and outdoor games of cricket, badminton, athletics, cross country, cycling and volley-ball. Annual Sports meet is organized during every Academic Session. Yoga Day is celebrated every year on Yoga Day i.e. 21 June.

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

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

10

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

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)

165680

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

4.2 - Library as a Learning Resource

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

The Library of Govt. Bikram college of Commerce, a Professional College is situated in a separate Building. It covers the area of 3200 sq.ft. (297 sq. mts.) Library has a collection of 18,037 books. It subscribes 10 newspapers (English, Hindi and Punjabi),25 Journals related to Commerce and Management, Economics, Computer Science, Higher Education and 16 General and Competitive magazines.

Library has a seating capacity of 80 students. Library is partially automated with the Software SOUL 2.0 from INFLIBNET (an Inter-University Centre of UGC) SOUL 2.0 upgraded with KOHA Software and data of 18,037 books integrated. Most of the Collection is computerized .OPAC (Online public access catalogue) is available for searching the books.Llibrary subscribes to E-

resources through N-List Programme of INFLIBNET which provide access to about 8 Lacs e-books and 6000+ e-journals. For remote access of N-LIST passwords are issued to Faculty and Students .Internet and reprographic services are also available in the Library.

- Book bank
- Reader's Club

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 | B. Any 3 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)	No File Uploaded

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)

82009

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

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

1250

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

4.3 - IT Infrastructure

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

All departments of the institution have internet facility and Wi-Fi connectivity inside the campus.

? The institution adopts ICT enabled teaching learning process.

? Well equipped English language lab with Internet facility is established for the benefit of students to develop the fluency and accuracy of their communication Skills.

? Our College has a well equipped centralized Internet lab for the needs of students and faculty members.

? Computer laboratories consist of advanced Software.

? All the departments, Principal Office, Administration office, IQAC/RUSA Dept., Commerce Dept., Economics Dept. , Language Dept. , Examination Cell , Language Lab , Carrier Counseling Cell , College library , Seminar Room , Multipurpose Hall and Higher Education Institute Society Office are provided with well equipped internet connections through Fiber lines.

? Computer lab provides other facilities like Typing, Printing, Scanning and CD/DVD writing also.

? Library is equipped with INTERNET, OPAC and INFLIBNET services.

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

4.3.2 - Number of Computers

112

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

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

File Description	Documents
Upload any additional Information	<u>View File</u>
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

7344864

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

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

Various committees have been formed for purchase, repair and upkeep .

1. Infrastructure: the construction, maintenance and repair of physical infrastructure of institution is done by PWD, Govt. of Punjab. Whenever, a grant is

received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly.

2. Laboratory: Laboratories are upgraded and maintained by the Higher Education Institute Society (HEIS) periodically.

3. Library: Each student is eligible to borrow 2 books and 3 books and Post Graduation. Books are issued for 14 days after which delay fine @ Rs.1/ per day per volume is charged. The students and Staff are provided with ID and Passwords for accessing E-resources from N-List .Links for more E-resources are also provided time to time during Covid period.

4. Computers: Recognizing the importance of IT as complementary process in education, the college is committed to upgrade the IT infrastructure and associated facilities on regular basis. The purchase of hardware and up gradation of software is need based.

5. Class rooms: Regular monitoring of cleaning , maintenance ,electrical and fixtures is done and repaired immediately by Water and Electricity committee of the college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students 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

1033

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

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

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

0

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

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

File Description	Documents
Link to Institutional website	http://gbcpatiala.ac.in/cimage.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

621

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

621

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

124

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

16

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

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

The college does not have a student council or any similar body as university does not permit. But there is proper representation of students in various academic and administrative committees.

Students form an integral part of the various Societies as their Presidents, Secretaries and Members. The student editors of the College Magazine help the teachers in the compilation process of college magazines. Students organize Fresher party, Fair well party, Teachers day celebration and NSS Camp organizing.

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

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

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

37

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

5.4 - Alumni Engagement

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

The Alumni Association of the college also known as Bikram Alumni(Global) Association is a registered body, with the Principal as its chief Patron. It functions to forge a strong bond between the college and its old students. The Governing body of the association comprises the president, the general secretary and the treasurer. Other members of the faculty, who are also old students of the college, are its active members. The Governing body holds meetings from time to time, evolves policies regarding the working of the association. They are also encouraged to make

valuable contribution to the association by interacting with the students and the new pass outs. They are also sensitized to the needs of the institution and are made aware of their responsibility towards their almamatter. On 26-02-2022 Bikram Alumni (Global) Association's annual get together,"Home Comming" was organised with full fervour and bikramites from school teaching faculty was held under theme "Nivekali Sananz" on 1-03-2022.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to materialize the motto "Education for total formation". The college aims to orient the young minds towards, academic excellence, holistic personality development & social orientation to enable them to cope with the contemporary global scenario. The college aims to mould the student community hailing not only from urban but also from rural & weaker sections of the society into better individuals and guide them to contribute constructively towards the nation. Our mission is to nurture skills and knowledge in the field of Commerce that will facilitate the students to excel in Academic, Technological and Social pursuits. The college strives to serve the nation by developing competitive pool of scholars in Academia, industry and Business with Determination, Dedication and Devotion. The college is committed to offer quality education in commerce and computer to its students and to assist them in discovering their professional qualities and to fulfil their educational goals. All decisions regarding governance are carried out with the

participation of the faculty in various committees. Academic calendar is also prepared for the session. The IQAC assists the principal in preparing policies to make sure the college imparts quality education.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/visionandmission.html
Upload any additional information	View File

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

The Principal of the institute is the over-all head of the institution, and is assisted by, Vice-Principal, College Advisory Committee and the Staff of the college. The governance assembly of the institution enables participative management in all the activities. The heads of the departments take decision concerning academic innovations and further associated activities in discussion with the members of staff. Faculty members contribute in all academic planning through planning of Academic calendar, Date sheet for MSTs, etc. Office staff is involved in executing support services for faculties and students. Principal along with the faculty members decides about the calendar of events, curricular, co-curricular and extra-curricular activities. HODs are answerable for the uneven functioning and completion of the syllabus, internal assessments, and seminars of the students. A decentralized working mechanism authorizes the departments to function with better flexibility and at the same time stake the responsibilities. The heads of various departments also delegate work to their colleagues to certify smooth accomplishment of work. For the smooth functioning of the institution, several committees have been designed and the Committee members are authorized to take appropriate actions. The college reassures participative management practices by constituting various committees and clubs as uploaded in the file.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/images/2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional standpoint plan brings into line with the vision and mission of the institution which are the constant motivating factors for refining academic quality policies and strategies. At GBCC, Holistic Development Motto is the guiding principle behind our effort to strive, outshine and achieve distinction. One such broad area in which the institutional perspective and strategic plan has been successfully implemented was in Teaching and Learning during this session after COVID-19 PANDEMIC. Teachers used I.C.T. for effective teaching with e-Learning resources using Google Meet, Zoom and other platforms. Through ICT, the college is able to create its existence on social media platforms like, Instagram, YouTube, Face book, Twitter. Continuous internal evaluation was done following different methods such as tests, assignments and presentations. During the latter part of academic sessions, classes were being conducted in hybrid mode for certificate courses. Teachers paid full attention on students for their overall development to cope up themselves in post COVID phase. The students were made aware regarding the vaccination.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[http://gbcpatiala.ac.in/infrastructure.html]()
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 organizational structure of the college comprises of the Principal, its teaching and non-teaching staff and students.

For the effective planning and implementation of programmes, regular Staff meetings are held in the field of teaching, learning, academic administration, curricular and extracurricular activities.

The College also has Internal Quality Assurance Cell (IQAC) which works in the direction of realization of the goals of quality

improvement and enhancement.

Tutors meets are held regularly to address the student related issues and organizing extra-curricular activities.

Several College Committees are constituted for the planning, groundwork and execution of academic, administrative and extracurricular purposes. Each committee consists of its Convenorand members.

To impart holistic training, the college undertook various extension activities through Two Units of NSS in the college.

The College has Career Counselling and Placement Cell, Anti Ragging Committee, Anti-sexual Harassment committee which work effectively in their respective fields.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/cimage.pdf
Link to Organogram of the institution webpage	http://gbcpatiala.ac.in/images/organo.pdf
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 College implements several policies to support the welfare of its teaching and non-teaching staff. Besides the Welfare Schemes available for teaching and non- teaching staff as per the University norms, the college provides a number of amenities to its faculty.

- A fully functional pantry is available for the staff. Microwave and refrigerator for staff is also available in the staff room.
- To administer healthy and affordable quality atmosphere, dedicated departmental rooms, well furnished staff room and multipurpose hall is available for the faculty.
- Internet facility, INFLIBNET is also is available for the faculty members.
- Regular RT-PCR Tests have been conducted to safeguard employees post Covid19-pandemic.
- The college campus is being frequently sanitized and foot sanitizers have been placed in the staff room, office for the protection of the staff and the students.
- Additional benefits like Maternity leave, Paternity leave, Ex-India leave, Child-Care leave, Half-Pay leave, Earned leave, Medical leave, Study leave/Academic leave and duty leave for attending conferences, FDPs etc. , Casual leave, Leave Travel Concession (LTC) and GPF withdrawal scheme are made available to create favorable working conditions. Employees can avail GPF withdrawal scheme.
- First Aid box is available for the students and staff.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/ccimage.pdf
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	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

1

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

13

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

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

The institute has well-structured performance appraisal system for Teaching as well as Non-Teaching staff. Self-appraisal form, prescribed by Higher Education Department, Govt. of Punjab, filled by the concerned teaching staff. It is evaluated by Principal of the College. This is further reviewed by the Director Higher Education and accepted by the Education Secretary.

The non-teaching and office staff are also assessed on their work performance and contribution at par with other working Staff of the college, where they have to fill a Self-Appraisal Form. This assessment form consists of data mentioning their Personal details, duties assigned to them, performance report, and evaluation report by Superintendent and also the comments of the Reviewing Officer.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The audit for Government funds/grants is conducted by

AG, Punjab. If there is any objection raised, the concerned department is responsible for resolving it and furnishing reply along with appropriate documents. In case of lapse, department/ official concerned provides the required clarification and similarly in case of overdraft, there is a provision of recovering appropriate amount from the salary of the concerned official.If the amount exceeds 500/- there is a stipulation to take quotations. Every transaction is supported by original bills. Last external audit was carried out for the period January 2020. The College Bursar carries out the internal audit for various expenses done in the college. Physical Stock Verification of all the Departments was done during the session 2021-22. Funds received by NSS, PTA, HEIS, RUSA and other societies of the college are audited by a Chartered Accountant every year.

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

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

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

0

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

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

Financial planning serves as the main tool for setting up an organization's goals, moving along with the objectives of the institution taking into consideration of financial requirements. As the college is a Govt. institution, so is not allowed to acquire funds from any other private sources except those

collected in the form of fees from the Students during semester admissions as per Punjab govt. and Punjabi University Rules. These funds fall under various categories such as college development fund, Red-Cross fund, Environment fund, Health fund, College Sports fund, NSS fund, Dilapidation fund, Amalgamated Fund, Student Fund, Magazine Fund, Id Card Fund, House Examination Fund, Building Fund, Library Development Fund, Electricity Water Fund. These funds collected under different Heads/ Accounts are further mobilized for its best possible utilization in the wellbeing of college students (in excursion trips, various cultural and co-curricular activities, extension activities, refreshment for students and purchase for various department equipment, etc.) and for the overall growth of our College. In the session 2021-22, all the activities have been accomplished after taking due precautions keeping in mind the post COVID challenges.

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

Feedback is regularly collected from students and teachers to establish the level of satisfaction about the infrastructure and learning resources available in the college. Google forms are uploaded on the college website and also circulated through Whatsapp. The feedback is analyzed by the college IQAC team.

The most important responsibility of IQAC is to commence, plan and manage various activities which are required to improve quality education imparted in the college. Continuous efforts in formulation of strategies and policies, facing post Covid-19 challenges and completion of projects initiated earlier are undertaken to improve the system for academic excellence.

- During this session, the college ensured precautions for improvisation of the system for Academic Excellence. To maintain better health and hygiene conditions among students, measures like Thermal screening, installing foot sanitizing machines, wearing masks mind, social distancing, conducting of RT-PCR test and awareness among students

regarding vaccination have been highly promoted. A vaccination camp was organized in the premises of college on 3/07/2021 for students, staff and general public in which 96 people got vaccinated.

- University Semester examinations have been effectively conducted online. (Odd semester Examinations) as well as offline (even semester Examinations).
- Creation of the mentor-mentee group is a practice initiated by the IQAC of the college to train the teachers to become mentors for the well being of the students.
- The tutors ensure dissemination of information among students on all crucial issues through personal meetings, zoom meetings and whatsapp groups.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/vaccination.pdf
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

The prime concern of IQAC is to implement practices, which will endow with quality education to the students through an effective teaching-learning process.

IQAC suggests innovative pedagogical methodologies like Power-Point presentations, use of Projectors, in addition to the completion of curriculum through Google classroom, online assignments, tests and tutorials etc.

Various Online FDPS , webinars/workshops have been attended by various departments' faculty.

The college has a total number of 112 computers. The institution adopts ICT enabled teaching learning process where all the departments have internet facility and Wi-Fi connectivity inside the campus.

Smooth Conduct of Online (Odd semester Examinations) as well as Offline (Even semester Examinations) with the help of college examination team. The evaluation work was performed by the faculty at the college level during online examination. The assessment

(internal and external awards) has been uploaded on the university portal by the concerned faculty members.

File Description	Documents
Paste link for additional information	http://gbcpatiala.ac.in/images/rooms%20pics.pdf
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	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college pays special attention to the issues of Gender Sensitization and Gender Equity. The college campus has been under CCTv surveillance for the safety and security of the female students and teachers. Girls have a separate common room.

The following programs were organized for the promotion of Gender Sensitization and Gender Equity.

? Security cameras are installed for safety and security of everyone in and around the campus.

? Provision of common room for girl students.

? A female attendant is appointed outside the girls' common room.

? Provision of hostel for girl students

? International Women's Day is held to awaken girl students about the women empowerment.

? There are special counseling sessions by women staff.

? Academic and personal counseling of girl students by their mentors.

? Provision of incinerator.

? Nukkar Natak highlighting about what girls can do was played by Punjabi University students.

? The teacher hold special talks with girl students about Rights of women, Self –defence, Health and hygiene of young girls. ? Special sessions are held to strengthen the girls psychologically and mentally.

? Talent Hunt Programs organized for the students

Special facilities provided for women in terms of (a)safety and security CCTv cameras (b)counseling Mentors / Tutors (c)common rooms Yes (d)daycare centre for young children No (e) any other relevant information ? A female attendant ? Nukkar natak, ? Special talks, ? Celebration of special days.

File Description	Documents
Annual gender sensitization action plan	http://gbcpatiala.ac.in/7.1.1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[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

Awareness about waste pollution and difficulties in disposing it are spread among students talks on environment conservation and they are encouraged to create least waste and to dispose it properly. The common solid waste is leaf litter , which is decomposed in pits to enrich the soil quality . Other regular solid waste is collected in dustbins located at different places, which is periodically collected and disposed off. Sanitary napkins are disposed off through an incinerator. E-waste is sold periodically if not useable or repairable to scrap dealers for safe recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

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

The GBC conducts various programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. There is a provision for free education to girl students. For the promotion

of unity in diversity, an Ek Bharat Shreshth Bharat (EBSB) Club has been formed. This club organizes programs on the anniversary of Sardar Valabh Bhai Patel. The program aims at strengthening the bonds of unity and integrity. Communal harmony week is observed every year from 19.11.2021 to 25.11.2021. Its objective is to sensitize stakeholders about the importance of communal harmony, National integration and fraternity. The NSS department organizes camps which are directed towards various social issues including social and cultural values. The NSS volunteers undertake awareness generation activities with regard to the social issues. The college students participate in various cultural programs at Youth Festivals to celebrate the cultural diversity. To cater to the linguistic diversity Maat Bhasha Divas (21 February) is observed every year. The institute provides an eminent inclusive environment for both students and the faculty. National festivals like Independence Day and Republic Day are celebrated by hoisting the National Flag.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Sensitization of students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens is done through various programs organized from time to time. Every year Independence Day and Republic day is celebrated to highlight the freedom struggle and the importance of Indian Constitution. Constitution Day is celebrated on 26 November every year by reading out the Preamble as stated in constitution of India. Observance of Vigilance Awareness Week (19 November to 25 November) every year to encourage all stakeholders to collectively participate in the prevention and fight against corruption and to raise public awareness about it. Voters Day is observed on 25 January every year to sensitize the students and faculty about their Right to Vote and the power of their vote. National Flag Day is observed every year on 7th December to express gratitude to both veteran and current military personnel of the country and to pay homage to those who died in service.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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	A. All of the above

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

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

The institution organizes and celebrates a number of National and International commemorative days, events and festivals such as:

? Republic Day (26th January)

? Maat Bhasha Divas(21st February)

? International Women Day (8th March)

? Ambedkar Jayanti (14th April)

? World Environment Day (5th June)

? International Yoga Day(21st June)

International Youth Day(12th August)

? Independence Day(15th August)

? Sadhbhawna Divas (20th August)

? Teachers Day(5th September)

? International Day of Non-Violence(2nd October)

? National Unity Day (31st October)

? National Integration Day(19th November)

? World AIDS Day(1st December)

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

7.2 - Best Practices

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

? Title of Best Practice-

Students Support ? The Context Students Support Programs are designed to support the transition and engagement and their families to the academic, cultural and social environment of the institution and to initiate the process of higher learning. Support may be provided through online resources, contact with tutor or mentors who have a specific responsibility to support a particular group of students. ? Objectives of this practice1. To

conduct student orientation programs. 2. To provide support in the form of mentorship and counseling so that the students can adjust to the new environment. 3. To conduct seminars, workshops and guest lectures.

Title of Best Practice

:Participative Governance ? The contextGBC believes in an inclusive system of Governance in which all stakeholders including Students, Teachers , Alumni, Parents , Professional bodies and the industry is involved in the decision making process ? Objectives of this practice1. To ensure that all stakeholders feel involved with administrative decisions. 2. To ensure that a wide range of suggestions are welcome in order to make the best decisions. 3. To ensure that there exists a sense of satisfaction among the students, teachers , alumni, parents , professional bodies and the industry

File Description	Documents
Best practices in the Institutional website	http://gbcpatiala.ac.in/7.2.1.pdf
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

GBC excels in imparting value based and career oriented education for the Holistic development of the students. The institution besides having carved a niche in academics and taking education to the far off areas of this region, considers its prime and moral responsibility to impart ethical values and help the youth imbibe them. The college organizes an orientation program for the new students to help them become familiar with the new environment. The welcome and the farewell parties are arranged to make the students feel their importance the institution. The NSS Camps organized in and outside the campus make the students aware of the current burning issues and through the students awareness is spread in the society. The MOUs signed with different industries facilitates the institution in organizing seminars, workshops and placement drives which provides the students with more opportunities and a wider exposure to the outer world, thus helping them in securing a better future. To groom the students

and make them stand out amidst the crowd, various programs are organized.Lecture on traffic rules awareness are conducted in coordination with the RTO's.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To materialize our mission providing better educational opportunities to the students.

2. Introduction of new certificate courses

3. Encourage staff members to participate in UGC funded research projects.

4. To increase the number of MOUs

5. To emphasize skills and knowledge in the field of commerce.

6. Curriculum improvements through meetings with university officials.

7. More expert talks in the contemporary field of economics, commerce and management.

8. To digitalize the library.

9. To organize more social outreach programs.

10. To allow the faculty members to attend the FDPs.

11. Installation of Open Gym for students.

12. Upgradation of administrative block and library.

13. Beautification of College campus