# YEARLY STATUS REPORT - 2022-2023

## 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 / Constitution Colleges  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 e-mail address          **vaneeta142@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**          http://gbcpatiala.ac.in/2021-22_.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/academic_calender.html

**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** |
| **Cycle 2** | **B++** | **2.84** | **2024** | **14/02/2024** | **13/02/2029** |

**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**     `07`

- 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     [View File](#)

**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 (2022-23), Gross Enrollment Ratio (GER) of Bikram college students increased. 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. 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. Repair of roof top, renovation of rooms, and paint of college building was completed. College organized inter house athletic meet, convocation, NSS camp and celebrated different National Days.`

**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 |
|---|---|
| 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. | 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. |
| Repair of roof top, renovation of rooms, and paint of college building will be done. | Repair of roof top, renovation of rooms, and paint of college building was completed. |
| College will organize inter house athletic meet, convocation, NSS camp and celebrat different National Days. | College organized inter house athletic meet, convocation, NSS camp and celebrated different National Days. |
| Providing Conductive and Congenial environment for holistic Development of students. | 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

| 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 / Constitution Colleges | 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 e-mail address | **vaneeta142@gmail.com** |

| | |
|---|---|
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | http://gbcpatiala.ac.in/2021-22_.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/academic_calender.html |

**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** |
| **Cycle 2** | **B++** | **2.84** | **2024** | **14/02/2024** | **13/02/2029** |

| | |
|---|---|
| **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** | **07** |
| • Were the minutes of IQAC meeting(s) | **Yes** |

| | | |
|---|---|---|
| and compliance to the decisions have been uploaded on the institutional website? | | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| **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)**

lQAC 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 (2022-23), Gross Enrollment Ratio (GER) of Bikram college students increased. 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. 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. Repair of roof top, renovation of rooms, and paint of college building was completed. College organized inter house athletic meet, convocation, NSS camp and celebrated different National Days.

**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 |
|---|---|
| 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. | 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. |
| Repair of roof top, renovation of rooms, and paint of college building will be done. | Repair of roof top, renovation of rooms, and paint of college building was completed. |
| College will organize inter house athletic meet, convocation, NSS camp and celebrat different National Days. | College organized inter house athletic meet, convocation, NSS camp and celebrated different National Days. |
| Providing Conductive and Congenial environment for holistic Development of students. | 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

| Year | Date of Submission |
|---|---|
| 2022-23 | 23/02/2024 |

## 15.Multidisciplinary / interdisciplinary

Multidisciplinary education is the need of the hour. GBC is affiliated to Punjabi University, Patiala, as and when university provides curriculum for Multidisciplinary/interdisciplinary structure of new education policy, GBC will abide by it. 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 credits (ABC) is a good initiative taken by the higher education institutes under NEP 2020. Under this our students are getting registered on the www.abc.gov.in. 90% of students have already registered for the same. The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, Punjab. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again.

## 17. Skill development:

Keeping in view the growing demand of Skilled work force in both public and private sector, Higher education institutions are framing their curriculum accordingly. Need of the hour is to produce young generation obtaining degrees in their choice of subjects and additional skill course that will help them to start their own entrepreneurship after leaving the college. The Institution is providing the skillbased certificate courses in business etiquettes and professionalism, IT enabled services and retail and sales management as designed by Jagat Guru Nanak Dev Open University, Patiala. The college has already been running B. Com with vocational subject Office Management.

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

•College strives to incorporate elements of Indian knowledge system in the pedagogical approaches. •Knowledge imparted through mother tongue; choice in choosing medium of examination. •Historical context, philosophy and scientific temperament associated with various scientific discoveries and inventions are explained. •Programs conducted under "Ek Bharat Shreshtha Bharat" to improve knowledge and awareness •Activities are held throughout the year to instill knowledge of India's rich and diverse culture.

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

•Main focus is to prepare students for future jobs. •Departments focus on developing skills related to relevant fields, linking

the learning process with outcomes. •The end goal is to equip students with industry relevant skills so that they can earn their living. •Emphasis on skills like communication, working in teams, time management etc.

**20.Distance education/online education:**

•Distance education not offered. •Online mode started during COVID and is being continued. •Tools like WhatsApp, Zoom, Google meet etc. being used. •Students are engaged fully through implementation of ICT.

# Extended Profile

**1.Programme**

| 1.1 Number of courses offered by the institution across all programs during the year | 03 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

**2.Student**

| 2.1 Number of students during the year | 1332 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 240 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | 351 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 | **26** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 | **29** |
|---|---|
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 | **28** |
|---|---|
| Total number of Classrooms and Seminar halls | |
| 4.2 | **3387334.00** |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | **116** |
| Total number of computers on campus for academic purposes | |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

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

**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)

1. 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 documents | [View File](View_File) |
| Link for Additional information | http://gbcpatiala.ac.in/academic_calender.html |

**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](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 | View File |
| 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)

**04**

| 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

**126**

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

**126**

| 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

**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 | 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

01

| 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 | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

50

| 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**

B. Any 3 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://gbcpatiala.ac.in/feedback.html |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

507

| 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

204

| 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, econtent, reference books and journals, youtube videos and quizzes to enhance their overall learning experience. The practice ofconnecting 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 |
| --- | --- |
| 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 |
| --- | --- |
| **1318** | **26** |

| 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 thelearning process by employing dialectic and analytical methods ofteaching. Learning by doing concept is promoted by providingopportunities to students for conducting field work, surveys on reallife issues, practical training, video making in labs/ college events, making business plans, hands-on training etc. Students areaccompanied to educational tours.In order toenhance the overall learning experience, intra-college competitionslike 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, groupdiscussions, subject quizzes, educational games, case studies, newsreporting, presentations and flipped classrooms are deliberated toboost the participative learning. The students are sensitized aboutsocial issues and are promoted to gauge various issues at the globallevel. Our teaching-learning techniques are inclined to connectacademic learning to real life issues which raises students'awareness and sense of responsibility.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | http://gbcpatiala.ac.in/student-centric-methods.html |

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 | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://gbcpatiala.ac.in/student-centric-methods.html |

## 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

**26**

| 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

**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 | 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

**13**

| 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

**347**

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

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 | Nil |
| Upload COs for all courses (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 | [View File](#) |
| 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

379

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | Nil |

## 2.7 - Student Satisfaction Survey

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

[http://gbcpatiala.ac.in/stu_feedback.pdf](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) | <u>View File</u> |

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

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

**NIL**

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

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

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

**12**

| 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 |

## 3.2 - Research Publications and Awards

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

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

0

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

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

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

04

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

## 3.3 - Extension Activities

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

The college 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 | http://gbcpatiala.ac.in/Report%20for%20each%20extension%20and%20outreach%20program%202022-23.pdf |
| Upload any additional information | View File |

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

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

03

| 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 | No File Uploaded |

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

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

53

| 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 last year (Data Template) | View File |

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

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

`1400`

| 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 |

**3.4 - Collaboration**

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

`50`

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

07

| 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.

Infrastructure:The Infrastructure of the institution is to ensure adequate facilities to provide conducive academic environment for effective teaching-learning and holistic development of students, strengthening its infrastructural facilities according to the functional and growing needs of the institution. Being a Government College, the Government has been constantly infusing adequate capital to support teaching learning process.

1. Classroom Facilities

- 22 well-furnished, spacious classrooms including 11 ICT facility which are also well illuminated.
- In addition, 5 laboratories also serve the dual purpose of lab as well as classroom for small student strengths, all of which are ICT enabled.

2.Library

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books & journals.

3.Cultural Activities

Besides academic pursuit, we encourage students to achieve all round personality development.

**4.Sports**

**The Indoor and Outdoor facilities are available in college campus.**

**5.Computing Laboratories**

**The college has three fully equipped modern Wi-Fi Computer Labs consisting of 124 computers with ICT facilities as well as internet speed of 200 mbps data 3300 GB Bharat Fiber FTTH Plans (BSNL). Every department has separate computer systems with Wi-Fi facility.**

**6.Vocational Lab**

**7.Language Lab**

**8.Multipurpose and Seminar Halls**

**9.Other Amenities**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [http://gbcpatiala.ac.in/infrastructure.html](http://gbcpatiala.ac.in/infrastructure.html) |

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

**Besides academic pursuit, we encourage students to achieve all round personality development. The college has a cultural committee.Every year, our students participate with full fervour 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 Youth Festivals of different Universities.**

**Sports**

**The following Indoor and Outdoor facilities are available in college campus.**

**Play Ground**

**Open Gym**

**Basketball Court, Volleyball Court, Table Tennis Tables etc.**

1. **Tie-up with Govt. State College of Education, Patiala, cricket and other sporting activities.**

**The students are encouraged to practice and participate in inter-collegiate, inter-university, State level and National level competitions. The mega sports event Annual Sports event is conducted in the institute where several teams participate**

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

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

**9**

### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

**9**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://gbcpatiala.ac.in/infrastructure.html |
| 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)

**3387334.00**

| 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) | View File |

## 4.2 - Library as a Learning Resource

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

**The library at Govt. Bikram College of Commerce is a vital resource, housed in a spacious building dedicated to facilitating learning. With a collection of 18,037 books covering various subjects and subscriptions to 10 newspapers and 25 journals, it serves as a treasure trove of knowledge. The library offers seating for 80 students and is partially automated, allowing for efficient cataloging and access through OPAC. Students can borrow books through a barcoding system, and there's a special book bank for those in need. Additionally, access to e-resources via the N-List Programme broadens academic horizons, with internet and reprographic services available. Initiatives like the Reader's Club promote reading habits, and a 'Best Library User Award' recognizes student engagement. BALA work enhances learning environments, while amenities like Wi-Fi and a competitive exam section further support academic pursuits. Overall, the college library is an integral part of the institution, facilitating knowledge acquisition and academic excellence.**

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

## 4.2.2 - The institution has subscription for the  A. Any 4 or more of the above

**following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

| 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)

**135962**

| 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) | 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

**7470**

| 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

**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
- 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.

- During 2022-23 following computer are updated

Item

Configuration

Number

Configuration

Number

Computer

Acer : Intel (R) Pentium(R) IV CPU 3.06 GHz 3.06 GHz, 248 MB of RAM Physical Address Extension, Microsoft Windows XP Professional version 2002 Service Pack 2, 80 GB HDD, BENQ CD-ROM 652M, USB Keyboard, PS/2 Mouse, LAN Card, 15" Color Monitor.

36

HP: Intel(R) Core(TM) i5-10500 CPU @ 3.10GHz 3.10 GHz, 64-bit operating system ,RAM 8.00 GB (7.83 GB usable),Window 10 Pro , HDD :1 TB & 256 SSD , USB Keyboard & Optical Mouse , 19" Color Monitor .

42

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

## 4.3.2 - Number of Computers

**42**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Student – computer ratio | **No File Uploaded** |

## 4.3.3 - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

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

**6836144.50**

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

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

**The institution has standard procedure for maintenance and utilization of physical, academic and administrative facilities. Various committees have been formed for purchase, repairand upkeep of infrastructure.**

**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. Routine repair work is done by committee formed by principal out of funds in the college.**

**2. Laboratory**

**3. Library**

**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. The college administration, in co-ordination with HEIS committee of the college, makes plans and decides strategies regarding this matter.**

**5. Class rooms: Class rooms are assigned in the time-table according to class strength by time-table incharge. Regular cleaning and maintenance of Class rooms is carried out so as to provide effective learning environment to the students. Regular monitoring of electrical and fixtures is done and repaired immediately by Water and Electricity committee of the college.**

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

## 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**

**1200**

| 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**

**6**

| 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) | 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 | **Nil** |
| 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**

**920**

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

**900**

| 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 | 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

**09**

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

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

## 5.2.2.1 - Number of outgoing student progression to higher education

**138**

| 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**

10

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

**5.3 - Student Participation and Activities**

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

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

33

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/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 | [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

**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 contributionto 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 10-12-2022 Bikram Alumni (Global) Association's annual get together,"Home Comming"**

**was organised with full fervour.**

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

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

| 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

**The vision and mission statement of the college endorses and accentuates the strategic working in terms of governance, participation, and perspective plans and policies deployed at the college level. 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 and social orientation to enable them to cope with the contemporary global scenario. Our mission is to nurture skills and knowledge in the field of commerce and Computer Science 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. Attainment of vision and mission is visible in various institutional practices for sustained institutional growth. The college leadership through its meetings with different stakeholders seeks to reinforce excellence in academics, cultural and co-curricular fields. The college is committed to offer quality education to its students and to assist them in discovering their professional qualities. The college is prepared for NEP implementation as when our affiliating Punjabi University Patiala is going to adopt it. The college has been successful in meeting the aspirations of the students by imparting affordablequality higher 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.

**Decentralization is reflected in the top administration of the College as the Principal is assisted by College Council and IQAC of the college. The Internal Quality Assurance Cell (IQAC) assists the principal in preparing policies to make sure that the college imparts quality education. IQAC provides guidelines and maintains quality in all aspects of the activities. Every year, administrative committees are constituted. All decisions are carried out with the participation of the faculty in various committees. Academic calendar is also prepared by IQAC for the session.The meetings of the PTA, IQAC, HEIS, Alumni, College Council and staff are held periodically to look into the matters of the students and afterwards action plans are formulated accordingly. The heads of the departments take decisions related to academic innovations and other associated activities after discussion with the staff members. Faculty members contribute in academic planning, curricular, co-curricular and extracurricular activities through academic calendar. Office staff is involved in executing support services for the faculty and students. The college enhances self-confidence, high self-esteem and societal skills in the students through different student centric activities like talent hunt, sports meet, educational tours, organizing freshers and farewell parties, NSS camps, celebration of important days and festivals, Mentor-Mentee meets, selection of student ambassadors and buddy groups.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/academic_calender.html |
| 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 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. Teachers used I.C.T. for effective teaching with e-Learning resources using Google Meet, Zoom and other platforms for open courses collaborated with Jagat Guru Nanak Dev Open University, Patiala. Through ICT, the college is able to create its existence on social media platforms like, Instagram, YouTube, Face book, Twitter. Continuous internal evaluation is being done through different methods such as tests, assignments and presentations. Teachers give full attention on students for their overall development to cope up themselves towards New Education Policy. Faculty members contributein all academic planning through planning of Academic calendar, Date sheet for MSTs, etc. Office staff is involved in executingsupport services for faculties and students.The Heads of the Departments keep regular contact with the faculty, students and other stakeholders and their suggestions are noted and utilized for the implementation and improvement of the policies and plans.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | http://gbcpatiala.ac.in/criterion-6.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 college is governed by the Principal in the administrative setup and under the guidance of Directorate of Higher Education, Punjab. The teaching staff in each department is headed by the senior most faculty member who is HOD. Library Advisory Committee plays a crucial role in the development of library. The institution is using e-office under E-Governance Project of Punjab Government. Non-teaching staff members discharge their duties in the establishment section, accounts section and library. Establishment section is run by superintendent, junior assistant,

clerk and steno. Library restorer comes in group C while Group D employees include watchman, gardener and sweepers who bestow their duties diligently. Besides this hierarchical set up, there are numerous committees headed by a convener to support the college operations.

The recruitment of permanent teaching faculty is by Punjab Public Service Commission and permanent non-teaching staff is by Punjab Subordinate Service Selection Board. The service rules of the teaching and non-teaching staff are reflected in CSR and by regulatory bodies of the Government. The service rules are pre-defined and are applicable for any cadre or post. For teaching staff, UGC regulations are applicable in addition to state regulations and for non-teaching staff state regulations are applicable.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | http://gbcpatiala.ac.in/Appointment%20services%20rules.pdf |
| Link to Organogram of the Institution webpage | http://gbcpatiala.ac.in/6.2.1_AI_organogram.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 interfaces | 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

**As the college is a Govt. College so all the welfare schemes in the institute for teaching and non-teaching staff are as per Punjab Government guidelines from time to time. These schemes include new pension scheme (NPS), general provident fund (GPF), general insurance scheme (GIS), leave travel concession, medical reimbursement, loan from banks, dearness allowance, child care leave, travelling allowance, house rent allowance, medical insurance/allowance, mobile allowance, duty leave, earned leave, half pay/medical leave, paternity leave, maternity leave, gratuity, pension, loan from G.P.F. Besides this any medical facility covered under any govt. scheme is also available.Moreover, different types of leaves can also be availed as and when required in accordance with the rules. To administer healthy and affordable quality atmosphere dedicated departmental rooms and well-furnished staff room is available for the faculty. Internet facility, INFLIBNET is also is available for the faculty members. Open gym facility, use of refrigerator, microwave ovens and pantry is also kept at the disposal of teaching and non-teaching staff. Celebration of Women's Day in Shaheed Bhagat Singh Hall infuses the spirit of women empowerment where the women staff which is 90% of the total staff is felicitated by the Principal.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/csr.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) | 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**

25

| 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

**The institute has well-structured performance appraisal system for teaching as well as non-teaching staff. For permanent teaching staff Self-Appraisal Form prescribed by Directorate of Higher Education Department, Govt. of Punjab is filled by them. It is evaluated by Principal of the college. This is further reviewed by the Director Higher Education and accepted by the Education Secretary. College is following the PBAS- Performance Based Appraisal system laid down by UGC. PBASfocuses on teaching, learning and evaluation, co-curricular, extension and professional development, research publications and academic contribution related activities. Academic performance index (API) scores are calculated for each category by faculty members for submission of their cases for next grade which are further evaluated by Directorate of Higher Education, Punjab in coordination with concerned university. The faculty members also submit self-appraisal report in the form of Annual performance report (APR's) in the prescribed proforma at the end of every academic year which is evaluated by the Principal of the college and later on the same is reviewed by the higher authorities.The APIscores are considered for clearing probation as well as for next placement of the faculty. 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 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 | http://gbcpatiala.ac.in/csr.pdf |
| 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 Institution conducts internal and external financial auditsregularly. Punjab Govt. Financial Rules are strictly followed and expenditure is incurred in a transparent manner. All the purchases above Rs. 50,000 are made through E- tendering/ GeM/ DGSD.The financial transactions are cashless because payment is made through cross cheques, bank drafts, RTGS, NEFT and PFMS. The concerned committees ensure utilization of sanctioned grants for different projects as per the codal procedures. The bursar of college conducts internal audit of the college funds and other grants received from time to time. Stock registers and cash books are properly maintained. Physical stock verification of all the departments is also done at the end of the year.The external audit of all government grants or other grants along with audit for all the students' funds is carried out by the Auditors of Finance Department, Govt. of Punjab from time to time. The last audit was done in the year 2020. The College complies with all the suggestions/objections of the auditors. Approval of executive committee is a pre-requisite for the utilization of PTA and HEIS funds. The College gets statutory audit of all PTA funds, HEIS funds, RUSA grants and UGC grants by chartered accountant.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://gbcpatiala.ac.in/criterion-6.html |
| 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)

**111380**

| 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

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. The college has well established mechanism for mobilization and optimal utilization of its financial resources. The means for financial resources include Budget Grant, Fee and funds from students. Infrastructure Grant under RUSA scheme, Financial support from UGC, Grant from Higher Education Department under various components. and Rent received. Budget to the college is allocated by the Director, Higher Education under different heads like salaries, medical reimbursement, electricity charges, office expenses, telephones expenses, domestic travel expenses, other charges etc. The college collects fees from students during semesteradmissions as per Punjab govt. and Punjabi University Rules. Thesefunds fall under various categories such as college developmentfund, Red-Cross fund, Environment fund, Health fund, CollegeSports 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 furthermobilized for its best possible utilization in the wellbeing ofcollege students. andfor the overall growth of our College.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/criterion-6.html |
| 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. The Internal Quality Assurance Cell of the college is pivotal in planning and execution of different action plans and has contributed significantly in improving the teaching learning environment along with overall grooming of students by taking new initiatives as well as refining the existing practices. Feedback collected from students, staff, alumni and other stake holders is analysed. The overall impact of all such steps has helped the students in getting the top positions in university merit list. IQAC has initiated various practices to maintain college campus eco-friendly through different activities like tree plantation, plastic eradication, clean and lush green campus (Bikram phulwari), save energy (25KW solar power plant), awareness programme on renewable energy (replacing bulbs with LEDs), waste management (pits and best use of waste furniture).**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/feedback.html |
| 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 116 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 and Offline (Odd semester and Even semester Examinations) with the help of college examination team. The evaluation work was performed by the faculty at the college level assigned by university during final examination. The assessment (internal and external awards) has been uploaded on the university portal by the concerned faculty members well in time.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://gbcpatiala.ac.in/lecture_workshop_seminar.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)**

A. All of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://gbcpatiala.ac.in/iqac_meetings.html |
| 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 | View File |
| Geo tagged photographs of the facilities | **Nil** |
| Any other relevant information | 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**

**E. None 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:**

**A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly  pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Any other relevant documents | [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 | **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**

**A. Any 4 or all of the above**

**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**

| 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 | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**The institution is committed to sensitize its students and**
**employees about the values, rights, duties and responsibilities as**
**envisaged in the constitution. The NSS units of GBC are actively**
**working aiming to bring forth the leadership potential, the life**
**skills through NSS camps(one day , seven days and day and night**
**camps), Community service programs, adoption of village and**
**Cleanliness Drives, Awareness Rallies and Seminars on related**
**issues are organized to reinforce the equal rights given in the**
**constitution.**

**National Voters' Day is observed by motivating students to become**
**a part of the political process. Constitution Day, Republic Day,**
**Independence Day are celebrated by unfurling the Tri-color Flag.**
**The Preamble is read out to the students. A pledge is taken by the**
**staff and the students to abide by the Constitution of India.**
**National Flag Day marks the distribution of flag tickets to the**
**college students. The fund so collected is deposited to the**
**concerned department. Unity Day, Harmony Week is made a part of**
**academic calendar to spread National Integration, Harmony and to**

instill the feelings of patriotism and nationalism. World Earth Day-This day creates awareness among students through poster making and slogan writing competitions. Environment Day GBC marks this day by planting saplings. Poster making competition on Global Warming was held. Water feeding pots for the birds were placed on 05.06.2022.

| 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 | View File |

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

National Voters' Day is observed by motivating students. Constitution Day, Republic Day, Independence Day are celebrated. A pledge is taken by the staff and the students to abide by the Constitution of India. National Flag Day marks the distribution of flag tickets to students. Unity Day, Harmony Week is celebrated to spread National Integration, Harmony and to instill the feelings nationalism. World Earth Day is observed to spread awarenessthrough poster making and slogan writing competitions.

Bhagat Singh Jayanti: A' Run for Unity,'. Ambedkar Jayanti, Swami Vivekanand Jayanti is observed by paying floral tributes to the National heroes. Gandhi Jayanti. Sketch making, Essay Writing and Slogan writing competition was held .150th birth anniversary of Mahatma Gandhi was celebrated . Ek Bharat Shereshath Bharat Club (EBSB): aims to promote mutual understanding. Poster making, essay writing, declamation competitions are held to foster the feelings of unity in diversity. Bikram Helping Hands donates shoes, blankets and woolens to the Rajindra Sewa Orphan house.

Blood Donation camps were organized by the NSS and Red Ribbon Club ./These camps aim to educate aspects of blood donation. Educational Trips improve the students'observational skills. Freshers' and Farewell Parties provide opportunities for making connections. GBC organizes Swachhata Pakhwara to promote the idea of cleanliness. Annual Prize Distributuion, Annual Sports Day, Alumni Meet, Convocation are held.

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

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

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

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

National Voters' Day is observed by motivating students. Constitution Day, Republic Day, Independence Day are celebrated. A pledge is taken by the staff and the students to abide by the Constitution of India. National Flag Day marks the distribution of flag tickets to students. Unity Day, Harmony Week is celebrated to spread National Integration, Harmony and to instill the feelings nationalism. World Earth Day is observed to spread awarenessthrough poster making and slogan writing competitions.

Bhagat Singh Jayanti: A' Run for Unity,'. Ambedkar Jayanti, Swami

Vivekanand Jayanti is observed by paying floral tributes to the National heroes. Gandhi Jayanti. Sketch making, Essay Writing and Slogan writing competition was held .150th birth anniversary of Mahatma Gandhi was celebrated . Ek Bharat Shereshath Bharat Club (EBSB): aims to promote mutual understanding. Poster making, essay writing, declamation competitions are held to foster the feelings of unity in diversity. Bikram Helping Hands donates shoes, blankets and woolens to the Rajindra Sewa Orphan house.

Blood Donation camps were organized by the NSS and Red Ribbon Club ./These camps aim to educate aspects of blood donation. Educational Trips improve the students'observational skills. Freshers' and Farewell Parties provide opportunities for making connections. GBC organizes Swachhata Pakhwara to promote the idea of cleanliness. Annual Prize Distributuion, Annual Sports Day, Alumni Meet, Convocation are held.

| 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 | **No File Uploaded** |
| 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 Practice –I: Participative Management

Objectives:

Participative management and decentralization form the core of college activities and are among the best practices of the institution. The basic purpose is to achieve cooperation in the working of the Principal, college administration, faculty, students and non-teaching staff and to develop an efficient, transparent work culture.

Best Practice –II: Holistic Development

Objective

Government Bikram College of Commerce, Patiala is working with the aim of the holistic development of students to groom them as socially conscious, professionally oriented citizens. The basic aim of all core activities of the college is to provide them facilities and opportunities not only related with academics but also with co-curricular/extra-curricular, activities. The college makes sincere efforts in devising ways and means to develop confidence in them to enable them to confront most challenges of life. Thus, they are able to move forward in productive manner to achieve their set goals.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

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

Broadening student's Educational Experience

The institution focus on the vision of the college that aims to orient the student's towards academic excellence, holistic personality development and social orientation. Hence the institution has made a conscious effort to broaden the students educational experience.

The institution offers skill oriented Add on courses for the students.

The college follows the practice of participative management.

The College has signed 09 MOU's with different firms to assist the students for campus placements.

Different cells and units like Training, Placement and Career Guidance Cell, NSS, Divine club, Red Cross society, Red ribbon club, Voters' club, Buddy group, Eco club, EBSB, Deaf and Dumb club etc. conducts wide range of activities for holistic development of students.

The informative College website, the feedback mechanism, an active Grievance Redressal Committee are instrumental in ensuring transparency in college functioning.

The classrooms and computer labs are upgraded to facilitate teaching through modern technology.

An open Gym has been built keeping in view the health and fitness of the students.

The ever increasing numbers of applications received for admission and an increased cut off % for admission are an example showing the success of this institutional distinctiveness of broadening student's educational experience.

# 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)

1. **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 documents | View File |
| Link for Additional information | http://gbcpatiala.ac.in/academic_calender.html |

| | |
|---|---|
| **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 | View File |
| 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)

**04**

| 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

**126**

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

**126**

| 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

**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 | 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

**01**

| 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 | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

**50**

| 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** | **B. Any 3 of the above** |

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

| **1.4.2 - Feedback process of the Institution may be classified as follows** | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://gbcpatiala.ac.in/feedback.html |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of sanctioned seats during the year

507

| 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

204

| 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, econtent, reference books and journals, youtube videos and quizzes to enhance their overall learning experience. The practice ofconnecting 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 |
|---|---|
| Link for additional Information | [http://gbcpatiala.ac.in/infrastructure.html](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 |
|---|---|
| 1318 | 26 |

| 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 thelearning process by employing dialectic and analytical methods ofteaching. Learning by doing concept is promoted by providingopportunities to students for conducting field work, surveys on reallife issues, practical training, video making in labs/ college events, making business plans, hands-on training etc. Students areaccompanied to educational tours.In order toenhance the overall learning experience, intra-college competitionslike 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, groupdiscussions, subject quizzes, educational games, case studies, newsreporting, presentations and flipped classrooms are deliberated toboost the participative learning. The students are sensitized aboutsocial issues and are promoted to gauge various issues at the globallevel. Our teaching-learning techniques are inclined to connectacademic learning to real life issues which raises students'awareness and sense of responsibility.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Link for additional information | [http://gbcpatiala.ac.in/student-centric-methods.html](http://gbcpatiala.ac.in/student-centric-methods.html) |

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 | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://gbcpatiala.ac.in/student-centric-methods.html |

## 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

**26**

| 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

**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 | [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**

13

| 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**

347

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

**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 | **Nil** |
| Upload COs for all courses (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 | View File |
| 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

379

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

## 2.7 - Student Satisfaction Survey

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

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) | View File |

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

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

**NIL**

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

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

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

**12**

| 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 |

**3.2 - Research Publications and Awards**

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

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

0

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

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

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

04

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

**3.3 - Extension Activities**

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

**The college 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 | http://gbcpatiala.ac.in/Report%20for%20each%20extension%20and%20outreach%20program%202022-23.pdf |
| Upload any additional information | View File |

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

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

**03**

| 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 | No File Uploaded |

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

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

**53**

| 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 last year (Data Template) | View File |

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

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

1400

| 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 |

**3.4 - Collaboration**

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

50

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

07

| 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.

**Infrastructure:The Infrastructure of the institution is to ensure adequate facilities to provide conducive academic environment for effective teaching-learning and holistic development of students, strengthening its infrastructural facilities according to the functional and growing needs of the institution. Being a Government College, the Government has been constantly infusing adequate capital to support teaching learning process.**

**1. Classroom Facilities**

- **22 well-furnished, spacious classrooms including 11 ICT facility which are also well illuminated.**
- **In addition, 5 laboratories also serve the dual purpose of lab as well as classroom for small student strengths, all of which are ICT enabled.**

**2.Library**

**The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books & journals.**

**3.Cultural Activities**

**Besides academic pursuit, we encourage students to achieve all round personality development.**

**4.Sports**

**The Indoor and Outdoor facilities are available in college campus.**

**5.Computing Laboratories**

**The college has three fully equipped modern Wi-Fi Computer Labs consisting of 124 computers with ICT facilities as well as internet speed of 200 mbps data 3300 GB Bharat Fiber FTTH Plans (BSNL). Every department has separate computer systems with Wi-Fi facility.**

**6.Vocational Lab**

**7.Language Lab**

**8.Multipurpose and Seminar Halls**

**9.Other Amenities**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | http://gbcpatiala.ac.in/infrastructure.html |

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

**Besides academic pursuit, we encourage students to achieve all round personality development. The college has a cultural committee.Every year, our students participate with full fervour 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 Youth Festivals of different Universities.**

**Sports**

**The following Indoor and Outdoor facilities are available in college campus.**

**Play Ground**

**Open Gym**

**Basketball Court, Volleyball Court, Table Tennis Tables etc.**

1. **Tie-up with Govt. State College of Education, Patiala, cricket and other sporting activities.**

**The students are encouraged to practice and participate in inter-collegiate, inter-university, State level and National level competitions. The mega sports event Annual Sports event is conducted in the institute where several teams participate**

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

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

**9**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**9**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://gbcpatiala.ac.in/infrastructure.html |
| 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)

**3387334.00**

| 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) | View File |

## 4.2 - Library as a Learning Resource

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

**The library at Govt. Bikram College of Commerce is a vital resource, housed in a spacious building dedicated to facilitating learning. With a collection of 18,037 books covering various subjects and subscriptions to 10 newspapers and 25 journals, it serves as a treasure trove of knowledge. The library offers seating for 80 students and is partially automated, allowing for efficient cataloging and access through OPAC. Students can borrow books through a barcoding system, and there's a special book bank for those in need. Additionally, access to e-resources via the N-List Programme broadens academic horizons, with internet and reprographic services available. Initiatives like the Reader's Club promote reading habits, and a 'Best Library User Award' recognizes student engagement. BALA work enhances learning environments, while amenities like Wi-Fi and a competitive exam section further support academic pursuits. Overall, the college library is an integral part of the institution, facilitating knowledge acquisition and academic excellence.**

| 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**

`A. Any 4 or more 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)**

`135962`

| 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) | 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**

`7470`

| 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

**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**
- **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.**

- **During 2022-23 following computer are updated**

**Item**

**Configuration**

**Number**

**Configuration**

**Number**

**Computer**

**Acer : Intel (R) Pentium(R) IV CPU 3.06 GHz 3.06 GHz, 248 MB of RAM Physical Address Extension, Microsoft Windows XP Professional version 2002 Service Pack 2, 80 GB HDD, BENQ CD-ROM 652M, USB Keyboard, PS/2 Mouse, LAN Card, 15" Color Monitor.**

**36**

**HP: Intel(R) Core(TM) i5-10500 CPU @ 3.10GHz 3.10 GHz, 64-bit operating system ,RAM 8.00 GB (7.83 GB usable),Window 10 Pro , HDD :1 TB & 256 SSD , USB Keyboard & Optical Mouse , 19" Color**

**Monitor .**

**42**

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

## 4.3.2 - Number of Computers

**42**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Student – computer ratio | **No File Uploaded** |

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

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

**6836144.50**

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

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

**The institution has standard procedure for maintenance and utilization of physical, academic and administrative facilities. Various committees have been formed for purchase, repairand upkeep of infrastructure.**

**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. Routine repair work is done by committee formed by principal out of funds in the college.**

**2. Laboratory**

**3. Library**

**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. The college administration, in co-ordination with HEIS committee of the college, makes plans and decides strategies regarding this matter.**

**5. Class rooms: Class rooms are assigned in the time-table according to class strength by time-table incharge. Regular cleaning and maintenance of Class rooms is carried out so as to provide effective learning environment to the students. Regular monitoring of electrical and fixtures is done and repaired immediately by Water and Electricity committee of the college.**

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

**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**

**1200**

| 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**

**6**

| 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) | [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 | **Nil** |
| 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**

**920**

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

**900**

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

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

**A. All of the above**

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| 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

**09**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | **No File Uploaded** |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

**138**

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

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

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

**10**

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

**5.3 - Student Participation and Activities**

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

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

**33**

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

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 | 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

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 contributionto 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
10-12-2022 Bikram Alumni (Global) Association's annual get
together,"Home Comming" was organised with full fervour.

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

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

| 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

The vision and mission statement of the college endorses and
accentuates the strategic working in terms of governance,
participation, and perspective plans and policies deployed at
the college level. 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 and social orientation to enable them
to cope with the contemporary global scenario. Our mission is
to nurture skills and knowledge in the field of commerce and

**Computer Science 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. Attainment of vision and mission is visible in various institutional practices for sustained institutional growth. The college leadership through its meetings with different stakeholders seeks to reinforce excellence in academics, cultural and co-curricular fields. The college is committed to offer quality education to its students and to assist them in discovering their professional qualities. The college is prepared for NEP implementation as when our affiliating Punjabi University Patiala is going to adopt it. The college has been successful in meeting the aspirations of the students by imparting affordablequality higher 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.

**Decentralization is reflected in the top administration of the College as the Principal is assisted by College Council and IQAC of the college. The Internal Quality Assurance Cell (IQAC) assists the principal in preparing policies to make sure that the college imparts quality education. IQAC provides guidelines and maintains quality in all aspects of the activities. Every year, administrative committees are constituted. All decisions are carried out with the participation of the faculty in various committees. Academic calendar is also prepared by IQAC for the session.The meetings of the PTA, IQAC, HEIS, Alumni, College Council and staff are held periodically to look into the matters of the students and afterwards action plans are formulated accordingly. The heads of the departments take decisions related to academic innovations and other associated activities after discussion with the staff members. Faculty members contribute in academic planning, curricular, co-curricular and extracurricular activities through academic calendar. Office staff is involved in executing support services for the faculty and students. The college enhances**

self-confidence, high self-esteem and societal skills in the students through different student centric activities like talent hunt, sports meet, educational tours, organizing freshers and farewell parties, NSS camps, celebration of important days and festivals, Mentor-Mentee meets, selection of student ambassadors and buddy groups.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/academic_calender.html |
| 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 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. Teachers used I.C.T. for effective teaching with e-Learning resources using Google Meet, Zoom and other platforms for open courses collaborated with Jagat Guru Nanak Dev Open University, Patiala. Through ICT, the college is able to create its existence on social media platforms like, Instagram, YouTube, Face book, Twitter. Continuous internal evaluation is being done through different methods such as tests, assignments and presentations. Teachers give full attention on students for their overall development to cope up themselves towards New Education Policy. Faculty members contributein all academic planning through planning of Academic calendar, Date sheet for MSTs, etc. Office staff is involved in executingsupport services for faculties and students.The Heads of the Departments keep regular contact with the faculty, students and other stakeholders and their suggestions are noted and utilized for the implementation and improvement of the policies and plans.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://gbcpatiala.ac.in/criterion-6.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 college is governed by the Principal in the administrative setup and under the guidance of Directorate of Higher Education, Punjab. The teaching staff in each department is headed by the senior most faculty member who is HOD. Library Advisory Committee plays a crucial role in the development of library. The institution is using e-office under E-Governance Project of Punjab Government. Non-teaching staff members discharge their duties in the establishment section, accounts section and library. Establishment section is run by superintendent, junior assistant, clerk and steno. Library restorer comes in group C while Group D employees include watchman, gardener and sweepers who bestow their duties diligently. Besides this hierarchical set up, there are numerous committees headed by a convener to support the college operations.

The recruitment of permanent teaching faculty is by Punjab Public Service Commission and permanent non-teaching staff is by Punjab Subordinate Service Selection Board. The service rules of the teaching and non-teaching staff are reflected in CSR and by regulatory bodies of the Government. The service rules are pre-defined and are applicable for any cadre or post. For teaching staff, UGC regulations are applicable in addition to state regulations and for non-teaching staff state regulations are applicable.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/Appointment%20services%20rules.pdf |
| Link to Organogram of the Institution webpage | http://gbcpatiala.ac.in/6.2.1_AI_organogram.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 interfaces | 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

As the college is a Govt. College so all the welfare schemes in the institute for teaching and non-teaching staff are as per Punjab Government guidelines from time to time. These schemes include new pension scheme (NPS), general provident fund (GPF), general insurance scheme (GIS), leave travel concession, medical reimbursement, loan from banks, dearness allowance, child care leave, travelling allowance, house rent allowance, medical insurance/allowance, mobile allowance, duty leave, earned leave, half pay/medical leave, paternity leave, maternity leave, gratuity, pension, loan from G.P.F. Besides this any medical facility covered under any govt. scheme is also available.Moreover, different types of leaves can also be availed as and when required in accordance with the rules. To administer healthy and affordable quality atmosphere dedicated

departmental rooms and well-furnished staff room is available for the faculty. Internet facility, INFLIBNET is also is available for the faculty members. Open gym facility, use of refrigerator, microwave ovens and pantry is also kept at the disposal of teaching and non-teaching staff. Celebration of Women's Day in Shaheed Bhagat Singh Hall infuses the spirit of women empowerment where the women staff which is 90% of the total staff is felicitated by the Principal.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/csr.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) | 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**

**25**

| 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

**The institute has well-structured performance appraisal system for teaching as well as non-teaching staff. For permanent teaching staff Self-Appraisal Form prescribed by Directorate of**

Higher Education Department, Govt. of Punjab is filled by them. It is evaluated by Principal of the college. This is further reviewed by the Director Higher Education and accepted by the Education Secretary. College is following the PBAS- Performance Based Appraisal system laid down by UGC. PBASfocuses on teaching, learning and evaluation, co-curricular, extension and professional development, research publications and academic contribution related activities. Academic performance index (API) scores are calculated for each category by faculty members for submission of their cases for next grade which are further evaluated by Directorate of Higher Education, Punjab in coordination with concerned university. The faculty members also submit self-appraisal report in the form of Annual performance report (APR's) in the prescribed proforma at the end of every academic year which is evaluated by the Principal of the college and later on the same is reviewed by the higher authorities.The APIscores are considered for clearing probation as well as for next placement of the faculty. 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 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 | http://gbcpatiala.ac.in/csr.pdf |
| 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 Institution conducts internal and external financial auditsregularly. Punjab Govt. Financial Rules are strictly followed and expenditure is incurred in a transparent manner. All the purchases above Rs. 50,000 are made through E-tendering/ GeM/ DGSD.The financial transactions are cashless because payment is made through cross cheques, bank drafts, RTGS, NEFT and PFMS. The concerned committees ensure utilization of sanctioned grants for different projects as per the codal procedures. The bursar of college conducts internal

audit of the college funds and other grants received from time to time. Stock registers and cash books are properly maintained. Physical stock verification of all the departments is also done at the end of the year.The external audit of all government grants or other grants along with audit for all the students' funds is carried out by the Auditors of Finance Department, Govt. of Punjab from time to time. The last audit was done in the year 2020. The College complies with all the suggestions/objections of the auditors. Approval of executive committee is a pre-requisite for the utilization of PTA and HEIS funds. The College gets statutory audit of all PTA funds, HEIS funds, RUSA grants and UGC grants by chartered accountant.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://gbcpatiala.ac.in/criterion-6.html |
| 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)**

111380

| 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

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. The college has well established mechanism for mobilization and optimal utilization of its financial resources. The means for financial resources include Budget

Grant, Fee and funds from students. Infrastructure Grant under RUSA scheme, Financial support from UGC, Grant from Higher Education Department under various components. and Rent received. Budget to the college is allocated by the Director, Higher Education under different heads like salaries, medical reimbursement, electricity charges, office expenses, telephones expenses, domestic travel expenses, other charges etc. The college collects fees from students during semesteradmissions as per Punjab govt. and Punjabi University Rules. Thesefunds fall under various categories such as college developmentfund, Red-Cross fund, Environment fund, Health fund, CollegeSports 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 furthermobilized for its best possible utilization in the wellbeing ofcollege students. andfor the overall growth of our College.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/criterion-6.html |
| 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. The Internal Quality Assurance Cell of the college is pivotal in planning and execution of different action plans and has contributed significantly in improving the teaching learning environment along with overall grooming of students by taking new initiatives as well as refining the existing practices. Feedback collected from students, staff, alumni and other stake holders is analysed. The overall impact of all such steps has helped the students in getting the top positions in university

merit list. IQAC has initiated various practices to maintain college campus eco-friendly through different activities like tree plantation, plastic eradication, clean and lush green campus (Bikram phulwari), save energy (25KW solar power plant), awareness programme on renewable energy (replacing bulbs with LEDs), waste management (pits and best use of waste furniture).

| File Description | Documents |
|---|---|
| Paste link for additional information | http://gbcpatiala.ac.in/feedback.html |
| 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 116 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 and Offline (Odd semester and Even semester Examinations) with the help of college examination team. The evaluation work was performed by the faculty at the college level assigned by university during final examination. The assessment (internal and external awards) has been uploaded on the university portal by the concerned faculty members well in time.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://gbcpatiala.ac.in/lecture_workshop_seminar.pdf |
| Upload any additional information | View File |

| **6.5.3 - Quality assurance initiatives of the** | A. All of the above |
|---|---|

| | |
|---|---|
| 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) | |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://gbcpatiala.ac.in/iqac_meetings.html |
| 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 | View File |
| Geo tagged photographs of the facilities | **Nil** |
| Any other relevant information | 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** | **E. None 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:**<br><br>  1. **Restricted entry of automobiles**<br>  2. **Use of Bicycles/ Battery powered vehicles** | **A. Any 4 or All of the above** |

3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

The institution is committed to sensitize its students and employees about the values, rights, duties and responsibilities as envisaged in the constitution. The NSS units of GBC are actively working aiming to bring forth the leadership potential, the life skills through NSS camps(one day , seven days and day and night camps), Community service programs, adoption of village and Cleanliness Drives, Awareness Rallies and Seminars on related issues are organized to reinforce the equal rights given in the constitution.

National Voters' Day is observed by motivating students to become a part of the political process. Constitution Day, Republic Day, Independence Day are celebrated by unfurling the Tri-color Flag. The Preamble is read out to the students. A pledge is taken by the staff and the students to abide by the Constitution of India. National Flag Day marks the distribution of flag tickets to the college students. The fund so collected is deposited to the concerned department. Unity Day, Harmony Week is made a part of academic calendar to spread National Integration, Harmony and to instill the feelings of patriotism and nationalism. World Earth Day-This day creates awareness among students through poster making and slogan writing competitions. Environment Day GBC marks this day by planting saplings. Poster making competition on Global Warming was held. Water feeding pots for the birds were placed on 05.06.2022.

| 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 | View File |

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

**National Voters' Day is observed by motivating students. Constitution Day, Republic Day, Independence Day are celebrated. A pledge is taken by the staff and the students to abide by the Constitution of India. National Flag Day marks the distribution of flag tickets to students. Unity Day, Harmony Week is celebrated to spread National Integration, Harmony and to instill the feelings nationalism. World Earth Day is observed to spread awarenessthrough poster making and slogan writing competitions.**

**Bhagat Singh Jayanti: A' Run for Unity,'. Ambedkar Jayanti, Swami Vivekanand Jayanti is observed by paying floral tributes to the National heroes. Gandhi Jayanti. Sketch making, Essay Writing and Slogan writing competition was held .150th birth anniversary of Mahatma Gandhi was celebrated . Ek Bharat Shereshath Bharat Club (EBSB): aims to promote mutual understanding. Poster making, essay writing, declamation competitions are held to foster the feelings of unity in diversity. Bikram Helping Hands donates shoes, blankets and woolens to the Rajindra Sewa Orphan house.**

**Blood Donation camps were organized by the NSS and Red Ribbon Club ./These camps aim to educate aspects of blood donation. Educational Trips improve the students'observational skills. Freshers' and Farewell Parties provide opportunities for making connections. GBC organizes Swachhata Pakhwara to promote the idea of cleanliness. Annual Prize Distributuion, Annual Sports Day, Alumni Meet, Convocation are held.**

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

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

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

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

**National Voters' Day is observed by motivating students. Constitution Day, Republic Day, Independence Day are celebrated. A pledge is taken by the staff and the students to abide by the Constitution of India. National Flag Day marks the distribution of flag tickets to students. Unity Day, Harmony Week is celebrated to spread National Integration, Harmony and to instill the feelings nationalism. World Earth Day is observed to spread awarenessthrough poster making and slogan writing competitions.**

Bhagat Singh Jayanti: A' Run for Unity,'. Ambedkar Jayanti, Swami Vivekanand Jayanti is observed by paying floral tributes to the National heroes. Gandhi Jayanti. Sketch making, Essay Writing and Slogan writing competition was held .150th birth anniversary of Mahatma Gandhi was celebrated . Ek Bharat Shereshath Bharat Club (EBSB): aims to promote mutual understanding. Poster making, essay writing, declamation competitions are held to foster the feelings of unity in diversity. Bikram Helping Hands donates shoes, blankets and woolens to the Rajindra Sewa Orphan house.

Blood Donation camps were organized by the NSS and Red Ribbon Club ./These camps aim to educate aspects of blood donation. Educational Trips improve the students'observational skills. Freshers' and Farewell Parties provide opportunities for making connections. GBC organizes Swachhata Pakhwara to promote the idea of cleanliness. Annual Prize Distributuion, Annual Sports Day, Alumni Meet, Convocation are held.

| 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 | **No File Uploaded** |
| 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 Practice –I: Participative Management

Objectives:

Participative management and decentralization form the core of college activities and are among the best practices of the institution. The basic purpose is to achieve cooperation in the working of the Principal, college administration, faculty, students and non-teaching staff and to develop an efficient, transparent work culture.

Best Practice –II: Holistic Development

**Objective**

**Government Bikram College of Commerce, Patiala is working with the aim of the holistic development of students to groom them as socially conscious, professionally oriented citizens. The basic aim of all core activities of the college is to provide them facilities and opportunities not only related with academics but also with co-curricular/extra-curricular, activities. The college makes sincere efforts in devising ways and means to develop confidence in them to enable them to confront most challenges of life. Thus, they are able to move forward in productive manner to achieve their set goals.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

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

**Broadening student's Educational Experience**

**The institution focus on the vision of the college that aims to orient the student's towards academic excellence, holistic personality development and social orientation. Hence the institution has made a conscious effort to broaden the students educational experience.**

**The institution offers skill oriented Add on courses for the students.**

**The college follows the practice of participative management.**

**The College has signed 09 MOU's with different firms to assist the students for campus placements.**

**Different cells and units like Training, Placement and Career Guidance Cell, NSS, Divine club, Red Cross society, Red ribbon club, Voters' club, Buddy group, Eco club, EBSB, Deaf and Dumb club etc. conducts wide range of activities for holistic**

development of students.

The informative College website, the feedback mechanism, an active Grievance Redressal Committee are instrumental in ensuring transparency in college functioning.

The classrooms and computer labs are upgraded to facilitate teaching through modern technology.

An open Gym has been built keeping in view the health and fitness of the students.

The ever increasing numbers of applications received for admission and an increased cut off % for admission are an example showing the success of this institutional distinctiveness of broadening student's educational experience.

| 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 degreecourses

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