

OFFICE OF THE PRINCIPAL, GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA.

To

The Registrar  
Jagat Guru Nanak Dev  
Punjab State Open University  
Patiala.

Subject: Affiliation to run certificate courses regarding letter no (Reg.letter no.8/01/2022-3 edu 1/66 dated 7-02-2022, Department of Higher education Govt. of Punjab

Dear Sir

In reference to the letter dated 11/01/22, we are applying for 3 certificate courses under the Learner support centre established in a college. Name of the Courses as Follows

1. Certificate course in Retail and sales Management skills
  2. Certificate course in Business Etiquettes and Professionalism
  3. Certificate courses in IT enabled Services
- D.A. 1. Annexure -I  
2. Details of payment of prescribed fee as mentioned in Annexure-III.

*Mphar*  
(Course Coordinator)

*Jals*  
Principal

Govt. Bikram College of Commerce,  
Principal  
Govt. Bikram College of Commerce, Patiala.

*Reetu Kapoor*  
Criterion Incharge

*Yash*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*Jals*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.





JAGATGURUNANAKDEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(Established by the Act No.19 of 2019 of the Legislature of the State of Punjab)

Annexure-I

Affiliation Form for Government Colleges of Punjab

1. Name of the College Govt. Bikram College of Commerce, Patiala
2. Address Dehal Colony, Patiala
3. Name of the Principal (in Capital Letters) Dr. KUSUM LATA
4. Contact No. a) Mobile No. 9501030599 b) Landline with code 0175 2220493
5. Email Id gbcpatiala1@gmail.com
6. Course Opted (Certificate/ Diploma) a.  certificate Prog in IT enabled services b.  certificate Programme in Retail & sales Management skills c.  certificate Programme in Business etiquettes & Professional.
7. Affiliation Fee Amount Rs 7500/- (for three courses)
8. Processing Fee Rs 1000/-
9. Total Fee Amount Rs 8500/-
10. Name of the Beneficiary: Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala  
Payable at: Account No. 40117227105  
IFSC code: SBIN0050198  
Branch: National Institute of Sports Complex, Old Moti Bagh, Patiala  
(Kindly attach the Proof of Payment)

Date: 10/2/2022

Principal  
Govt. Bikram College  
of Commerce, Patiala.

Dr. Kusum Lata  
Principal

28-C, Lower Mall, Patiala-147001

Website: [www.psou.ac.in](http://www.psou.ac.in), Email ID : [jgnd@psou.ac.in](mailto:jgnd@psou.ac.in), Office Phone: 0175-5051138



Reetika Kapoor  
Criterion Incharge

Dr. Kusum Lata  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

Dr. Kusum Lata  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

Jx No. 191872135

**SBI** भारतीय स्टेट बैंक  
STATE BANK OF INDIA

शाखा / BRANCH  
आरटीजीएम / एनईएफटी / भविष्य पत्र दिनांक  
RTGS/NEFT Application form Date

पक्ष में / IN FAVOUR OF Registrar, Jagat  
Laxmi Nagar, Dew Punjab Station  
खाता नं. / Account No. 40117227105

राशि (शब्दों में) / AMOUNT (in words)  
Eight thousand five hundred rupees

राशि / AMOUNT	8500
कुमीशन / COMMISSION	/
अन्य शुल्क / Other Service Charges	/
जोड़ / TOTAL	8500

जानल क्रमांक / JOURNAL NO.  
मेकर / MAKER

चेकर - 1 / CHECKER-1  
चेकर - 2 / CHECKER-2

Toll Free Number (IN Only) 18004253800/1800112211  
SMS Unkown Number 8008-20-20-20

सदकत संख्या / Item Code - 100999142  
Bedi Bros. 83/09-2018/20,000 Pads/100 each

प्रबन्धक / प्रमुख अधिकारी

Burear

Rec clean

Principal  
Govt. Bikram College  
of Commerce, Patiala.



Criterion Incharge

Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

Principal  
Govt. Bikram College  
of Commerce, Patiala.



**JAGAT GURU NANAK DEV**  
**PUNJAB STATE OPEN UNIVERSITY PATIALA**  
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No./PSOU/LSC/ 00102

Dated:-13-07-2023

To,

The Principal  
Govt. Bikram College of Commerce  
Patiala

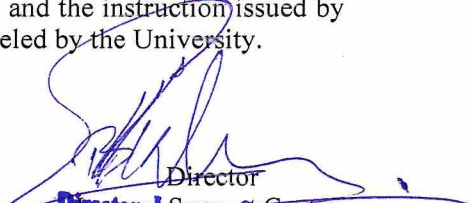
**Subject:-**Approval (Affiliation) for Admission in Certificate/Diploma Programmes from Academic Year 2021-22 (January 2022 Cycle) to 2023-24 (July 2023 Cycle).

With reference to your application regarding the subject cited above, you are hereby granted approval (Affiliation) for admission in the following Certificate/Diploma Programmes from Academic Year 2021-22 (January 2022 Cycle) to 2023-24 (July 2023 Cycle).

1. **Certificate Course in Retail and Sales Management Skills.**
2. **Certificate Course in Business Etiquettes and Professionalism.**
3. **Certificate Course in IT Enabled Services.**

Admission to above courses is being granted on the basis of the following terms & conditions:

1. Affiliation to the college is given only for admission to the above said programmes.
2. The instructions issued by the University from time to time regarding syllabus, fee structure, etc. shall be followed by the College in letter and spirit.
3. After admission to these programmes, the list of students/return (alongwith complete details) and the prescribed fee etc. shall be submitted to the University by the college, immediately.
4. The information sought by the University from time to time regarding the students shall be provided by the Co-ordinator of Learner Support Centre, appointed by the college, within the stipulated period.
5. Only the fees prescribed by the University shall be collected from the students by the College.
6. To prepare the students according to the syllabus of the university like theory, practical, viva, hands on training etc., and to comply with the norms and the requirements prescribed by the University, shall be the sole responsibility of the college.
7. It will be the responsibility of the college to fulfill the criteria prescribed by the university regarding the examination and make necessary arrangements (including conduct of online Examinations).
8. Apart from the above, the university may issue instructions to the college from time to time regarding these programmes.
9. If the college does not comply with the above said instructions and the instruction issued by the University from time to time, then its affiliation will be canceled by the University.

  
Director  
**Director Learner Support Centre**  
**Jagat Guru Nanak Dev**  
**Punjab State Open University**  
**Patiala - 147001 (PB) INDIA**

28-C, Lower Mall, Patiala-147001

Website: [www.psou.ac.in](http://www.psou.ac.in), Email ID : [director.lsc@psou.ac.in](mailto:director.lsc@psou.ac.in), Office Phone: 7888644617

13/07/23