SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA

GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA LEHAL COLONY, PATIALA
147001
www.gbcpatiala.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Bikram College of Commerce, Patiala was established in 1945, two years before India became independent. It is a co-educational institution in the field of commerce. It is the oldest Government College of Commerce in Northern India, established by His Highness of Faridkot State, Raja Harinder Singh in memory of his grandfather Raja Bikram Singh. Later in 1955, this institution was relocated to Patiala. Earlier the college was affiliated to Panjab University, Chandigarh. Later on, with the establishment of Punjabi University Patiala, it has been affiliated to Punjabi University Patiala since 1962. The College is a premiere Government institute exclusively for commerce education. It has become a symbol of hope for those young minds with dreams in their eyes who cannot afford expensive education in private institutions.

The college has covered a long journey of about 77 years in a regal style bolstered by the untiring efforts of the teaching faculty and attained achievements in all the fields i.e. Sports, NSS, Academics, Business, Commerce, and Industry.

There are many employment opportunities in the field of commerce such as Banking, Insurance, Audit, Accounts, Company Secretary, Chartered Accountants, Management Accountants, Financial Analysts, Company Law, Tax practice, Marketing, I.A.S, I.P.S., I.R.S., P.C.S, (Civil and judicial services), and teaching . Students passed from this college are appointed on higher posts in many institutions and are spreading the fragrance of the college far and wide. All this has become possible because of the dedicated,   highly qualified teaching faculty.

The college has Saheed Bhagat Singh Hall, Seminar Room, Amrita Pritam fully computerized library, smart classrooms, virtual classrooms, language labs, solar panels, silent automatic generators. Digital camera surveillance have also been provided for the purpose of providing better facilities to the students. The Training Placement and Career Counselling Cell in the college makes all the efforts for the placement of students. Undoubtedly, it is a distinguished educational institution in the field of commerce.   At present, the college is actively engaged in dispensing knowledge to 1307 students in M.Com (2 year degree course), B.Com (3 year degree course) and BCA (3 year degree course).

Vision

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.

Mission

Our mission is to nurture skills and knowledge in the field of commerce that will facilitate the students to excel in academic, technological and social pursuits. The college strives to serve the nation by developing competitive pool of scholars in academia, industry and business with determination, dedication and devotion.

The college is committed to offer quality education in commerce and computer science to its students and to assist them in discovering their professional qualities and to fulfill their educational goals.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Recognition under 2f and 12B of UGC Act, 1956.
- Quality education at an affordable cost.
- Excellent infrastructure resource in terms of classrooms, laboratories and library.
- Rich library with KOHA, INFLIBNET, e-books and e-journal facility.
- Excellent academic ambience.
- Experienced, committed, competent and dedicated faculty members.
- Out of the faculty members, 15 are Ph.D. and 03 are M.Phil.
- Willingness of the faculty to take any administrative work.
- Dedicated and experienced support staff.
- Meritorious and enthusiastic student base.
- Scholarships, awards and fee concessions to the deserving students.
- Availability of Public transport to students at very nominal cost.
- Learner centered and empathetic teaching.
- Excellent teacher student rapport.
- Consistently good results in the University examinations.
- Vision oriented Governance and Leadership.
- Active clubs for enhancing students' skills and competencies.
- Tangible contribution of NSS and Red Cross towards Community activities.
- Active and supportive registered Alumni Association.
- An axiomatic location advantage.
- Generation of green energy with 25 KW solar power plant.
- Sufficient Power back up system. There are two functional Generators with a capacity of 50 KW each.
- Dedicated CCTV surveillance system covering the whole campus for the safety of students and also to keep an eye on the activities of individuals.
- Smart class rooms and ICT enabled teaching.

Institutional Weakness

- Inadequate industry driven research and consultancy.
- Research projects in the college are scarce.
- Industry – Institute Interaction needs to be strengthened. Moderate campus placements.
- Inadequate space for expansions and playing grounds for the sports activities.
- Lack of autonomy in framing syllabus andconducting examination.
- Rigid and industry insensitive curriculum resulting in low employability of students.

Institutional Opportunity

- Opportunity to use its reputation for quality enhancement in higher education.

- Staff members are provided opportunities to participate in seminars/workshops/ conferences/refresher courses/ orientation courses.
- Sufficient availability of books, journals and internet for the staff and the students.
- Scope for increasing campus placements.
- Scope for collaboration and enhancing academia-corporate linkages.
- Representation of the students in sports and cultural events at state and national levels.
- Opportunity for sensitizing students for entrepreneurship.
- Faculty involvement in Board of Studies at the University level.
- Increasing institutional demand for aspiring B. Com and M, Com. Pass outs for C.A., ICWA, C.S., MBA, LLB, and other courses for the pursuance of higher education in Universities and reputed Institutes.

Institutional Challenge

- The major challenge for a government run college is the private colleges offering number of courses.
- Slow inflow of funds required for extension and research activities.
- Difficulty in accessing financial resources from external agencies.
- Integrating university curriculum to the changing needs of industry.
- Blending of offline studies along with online MOOC courses with the implementation of NEP 2020.
- Student Exchange Programmes.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college, being an affiliated college to Punjabi university Patiala follows the curriculum designed by the parent university. In order to implement the curriculum effectively, the college uses all its intellectual and infrastructural resources. To reflect all the relevant information regarding institutions to the students, College Prospectus is prepared well in advance. The College prepares its own Academic calendar as per the Schedule of Punjabi University, Patiala before the commencement of the Academic session. The college organizes an orientation week for fresh students to acquaint them with the new environment of college campus. Class wise time table is prepared by time table committee in consultation with HODs and the Principal.ICT based teaching learning procedure has also been incorporated along with conventional lecture method to ensure better academic performance. To ensure effective curriculum delivery, Lesson plans are also prepared by faculty members for covering the whole syllabus within time. Apart from assigning assignment to the students, the class tests, class discussions, seminar presentations, house exams (MSTs) are held for the evaluation of the students. Faculty members of this college who are the members of Board of Studies of the affiliating university contribute in designing and updating curriculum. To enrich the curriculum various Co-Curriculum activities like debates, declamations, lecture of experts, seminars and workshops etc. are regularly organized by the college. To develop multi-faceted capabilities among the students three certified courses and one certified programme are offered by the college. During the Covid period online teaching had been carried out. The critical issues related to professional ethics, gender human values and environment sustainability are an integral part of teaching and learning process and are also addressed through various co-curriculum activities. The curriculum includes one optional subject Office Management and Secretarial Practice at undergraduate level which involves the experiential learning to entail the project work, field work and internship for the students. College also takes feedback from stakeholders like students, alumni members, teachers, parents and takes all

corrective steps to further improve the curriculum delivery.

Teaching-learning and Evaluation

Govt. Bikram College of Commerce, Patiala follows a transparent and systematic admission policy which is effectively publicized through the College Prospectus, College Website and other well devised mechanism formulated for the same. The admission process adheres to Punjabi University, Patiala, UGC and State Govt. Norms. All the admissions are merit based and done through the centralized Govt. Portal. The excellent mentor-mentee system of the institute takes care of academic and stress related issues. Academic-Calendar and lesson plans are strictly followed and are audited regularly. Most of the faculty members are with Ph.D. qualification and a good number of faculty have an experience of more than 15 years. The well qualified and research oriented faculty provides various opportunities for experiential, practical, participatory and problem- solving learning methods through workshops, seminars, guest lectures, group discussions, field visits, educational tours, audio-visual aids, internships etc. The College always aims to provide up-to-date ICT infrastructure for faculty and students. A well-equipped open access computerized library with internet facility is available for faculty and students. Regular workshops are conducted by the college administration for the faculty and students to provide training for the use of ICT. The programme outcomes and course outcomes are formulated to achieve academic excellence, research potency and human values among students. POs, PSOs, COs are displayed for all stakeholders at Institution's website. The college has an effective mechanism to measure evaluation and attainment of POs and COs by using various indicators throughout the academic year. Feedback on attainment of POs and COs is used as a reliable assessment tool for appraising the reach in the attainment of POs and COs and implement revision. It is ensured that each student is benefited from the course learned with respect to its stated outcome. Moreover, students securing university ranks, progressing for higher studies, securing employment, qualifying state and national competitive examinations, having achievements in sports and cultural activities have also been visible pointers used to determine the successful rendering of POs and COs. Link ups through MOUs, industrial visits provide the much needed exposure and hands on experience to our students.

Research, Innovations and Extension

Research and innovations are integral to education and they provide much needed reformative boost to the present ongoing system. Extension is another area which connects a higher educational institution with the society. The research efforts of the college faculty is based on their individual initiatives as no major grants are earmarked for research endeavours and no separate financial corpus is available in the college for this purpose.

The faculty of the college has published 162 research papers related to different disciplines in various reputed journals and also 39 books and 08 chapters in authored books from year 2017 to 2022.Various clubs, committees, along with NSS unit of the college are conducting extension and outreach activities. They celebrate days such as Independence Day, Gandhi Jayanti, World Environment Day, AIDS Day. Different departments also organize field trips for the students to give them field experience and practical knowledge outside classrooms. Training Placement and Career Counseling Cell and Red Ribbon Club etc. of the college have also been working effectively to provide counseling to students regarding various career prospects and raising awareness about HIV/AIDS.

Even during the COVID-19 pandemic, students actively participated in various activities conducted online. The faculty and students have also received appreciation for different activities in the form of certificates and letters.

The college has also signed MOUs with other reputed institutions to increase the job prospects of students.

Infrastructure and Learning Resources

Govt. Bikram College of Commerce, Patiala is committed to provide an inclusive holistic education system in sync with the changing times. The comprehensive infrastructure of the college is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms, departments and laboratory facilities. The Library of the college is updated regularly with the latest books and journals and is fully automated using KOHA and SOUL. Book bank is one of the special and important features of the library, as through book bank needy students get the library books issued for the whole session/ semester.

Students regularly take part in the cultural activities, inter-collegiate, inter-university state level and national level competitions under the guidance of Coordinator, Youth Welfare and won prizes. The mega sports event Annual Sports event is conducted in the institute where several teams participate. The college has three fully equipped modern Wi-Fi Computer Labs consisting of 124 computers with ICT facilities. One Vocational Lab is also provided for the Office Automation and Secretarial Practices. There is one Language Lab consisting of 22 N Computing and one server facility which caters the needs of students for improving Spoken English.

The college has one seminar hall and one multipurpose hall with ICT enabled facilities to conduct academic and nonacademic activities. The students are provided other amenities like Campus Wi-Fi, hostel facility, transport, medical and surveillance cameras, solar panel, un-interrupted supply of power through Genset, drinking water-coolers with R.O. facility, first aid and canteen facilities.

Student Support and Progression

Most of the students i.e. around 90 percent of Govt. Bikram College of Commerce, Patiala receive scholarships and freeships provided by Govt. and Non-Govt. Agencies which include National Scholarship, Minorities Scholarship, and Scholarship for students with Disability provided by Central Govt., whereas SC, BC Scholarships and Concessional Bus facilities are provided by the Govt. of Punjab. In addition to this Tuition Fee Concession for under graduate girl students are also provided by state Govt. Alumni of the College also help the needy students. For capacity building and skill development the College organizes Lectures, Seminars, Workshops, Camps, Educational Tours and other extracurricular activities. Our College also provides guidance for competitive exams and career counseling. For this purpose the College invites several companies to visit the campus for placements. Through the guidance of placement cell many of our students crack UGC (NET), IELTS and many State Govt. exams. Many of our students pursue higher studies after graduation and post-graduation in India and abroad. Our many students join jobs or family business after completing their studies from this institute. Our students not only excel in academics but also participate and win positions in sports and cultural activities organized by college, other institutes and university. The College has an efficacious and successful Grievance Redressal Mechanism, consisting of redressal committee that focuses on careful and sensitive handling of student grievances. The institute has an Alumni Association known as Bikram Alumni (Global) Association which is a registered body. The Alumni body holds meetings from time to time, evolves policies regarding the working of the association. Annual reunion of alumni is held every year.

Governance, Leadership and Management

Institution has well defined vision and mission and focuses on holistic development of students. Effective leadership is reflected in values and decision making for attaining the outcomes of set objectives. Our administrator has got the appreciation letters from higher authorities for contributing towards increase in GER and CA results.

There is participative culture and decentralization of work through the formation of various committees. IQAC plays an important role in involvement of different stakeholders in policy making and its implementation for the Institutional Development Plan.

Use of e-governance in administration, finance and accounts, student admission and support as well as examination is in operation. The institution is a Govt. Institution so Punjab Govt. service rules are applicable for all the cadres. Self-appraisal form, prescribed by Higher Education Department and PBAS-Performance Based Appraisal system laid down by UGC is implemented for evaluating the faculty covered under the guidelines. Different welfare schemes for teaching and non-teaching staff members are available as per Punjab Govt. rules. Budget is properly utilised as per prescribed guidelines, rules and regulations of Punjab Govt. Institution regularly monitors effective utilisation of financial resources. Internal and external audits are carried out to verify accuracy.

Quality Assurance policies are designed, implemented and reviewed by the Internal Quality Assurance Cell (IQAC) through a feedback mechanism, besides giving participation to students as members of various administrative committees. The society inputs are obtained through parent-teacher meetings, HEIS meetings and Alumni Association meetings. IQAC monitors different cells, associations and acts as catalyst to improve quality of the college.

Institutional Values and Best Practices

The Institutional values, Best practices and the innovative efforts help in overall development of students. The college aims to inculcate social responsibilities to make them able citizens. The college has various clubs, cells and committees that focuses on issues like gender sensitization and organizes competitions, extension lectures, workshop, seminar and awareness rallies.

The institution sensitizes its students and employees about the values, rights duties and responsibilities through programs organized by NSS unit which aims to bring forth leadership potentials and life skills through camps, community service programs and cleanliness drives. All important days as National Voter's Day, Republic Day, Independence Day, Youth day, Gandhi Jyanti, Bhagat Singh Jyanti, World Earth Day, Environment Day, Unity Day, Harmony Week etc. are celebrated.

The college has Aid for suffering Humanity Club, Divine club, Ek Bharat Shrestha Bharat club, Environment Club helps in providing and inclusive environment. The best practices adopted are the 'participative management' and 'holistic development of the students'. The basic purpose of participative management is to achieve cooperation in the working of the principal, college administration, faculty, students, and non teaching staff. This is practiced through the Mentor-Mentee program, the involvement of faculty and the students in various working committees of the college. The holistic development is achieved by devising ways and means to develop confidence in them to confront most challenges of life.

The institution's distinctiveness of 'Broadening student's education experience' is reflected in all its activities in focus and practice.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA
Address	Govt. Bikram College of Commerce, Patiala Lehal Colony, Patiala
City	Patiala
State	Punjab
Pin	147001
Website	www.gbcpatiala.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Kusum Lata	0175-2220493	9501030599	-	gbcpatiala1@gmail.com
IQAC / CIQA coordinator	Vaneeta Rani	-	9417976419	-	vaneeta142@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Punjab	Punjabi University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-1956	[View Document](#)
12B of UGC	01-07-1956	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. Bikram College of Commerce, Patiala Lehal Colony, Patiala	Urban	4.14	5112

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA,Computer	36	Senior Secondary	English	116	116
UG	BCom,Commerce	36	Senior Secondary	English	345	345
PG	MCom,Commerce	24	Graduation	English	46	46

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				24			
Recruited	0	0	0	0	1	1	0	2	1	15	0	16
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	2	7	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				16
Recruited	10	5	0	15
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	2	0	4
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	0	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	0	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	10	0	12
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	1	7	0	8
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	460	6	0	0	466
	Female	737	8	0	0	745
	Others	0	0	0	0	0
PG	Male	11	1	0	0	12
	Female	84	0	0	0	84
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	94	88	57	80
	Female	206	196	75	51
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	58	51	34	45
	Female	114	121	49	26
	Others	0	0	0	0
General	Male	207	221	269	508
	Female	333	360	574	223
	Others	0	0	0	0
Others	Male	91	61	41	83
	Female	114	54	52	54
	Others	0	0	0	0
Total		1217	1152	1151	1070

Institutional preparedness for NEP

1. 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.
2. 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. For monitoring ABC, proper technical support system is to be created.
3. 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 skill-based 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.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our college is Government College and is affiliated to the Punjabi University, Patiala. The College is offering courses B. Com, M.Com and BCA as per the norms of Punjabi University, Patiala. Students can opt for Punjabi or English as medium of their study in under graduate commerce courses. Regarding the adoption of Indian languages, the college offers Punjabi as a subject in B. Com and BCA.
5. Focus on Outcome based education (OBE):	Our college offers three programmes with number of courses i.e. B.Com. M.Com. And BCA., B. Com and M. Com courses focus on decision-making, management and technology within the business arena and are designed to give the student a strong foundation in the essential skills required for a successful career in Commerce. The B. Com fully equips students with both theoretical and practical exposures preparing them for a professional, commercial environment. The degree is designed to provide the student with a wide range of managerial skills while at the same time building competence in

	a particular area. The demand for BCA graduates is apparent across all industries since BCA programmes focus on the most important computer science concepts including data base, data structure, programming language, operating systems, networking, and software engineering. Different pedagogies in teaching Learning process includes lectures, seminars, case studies, role playing, practical and project-based learning field work along with brainstorming session. This institution, being affiliated with Punjabi university, Patiala follows the guidelines as and when directed.
6. Distance education/online education:	Teaching and learning process is going on in offline mode, but different online modes like Zoom Meet and Google Meet are also used and blended mode is in operation when required.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, ELC has been set up in the college.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, students' coordinator Thakur Singh studying in M. Com-1 and Navreen Kaur studying in B.Com-3 are appointed by the college for smooth functioning of voter awareness programme. Dr. Rajni Bala is Nodal Officer of ELC. Every year on 25 January Voter Day is celebrated in the presence of staff members along with students.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Various students had participated in online slogan writing completion and attained 1st, 2nd and 3rd position consecutively.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to	Various efforts are undertaken by ELC for linking voter list with Adhaar Card. A number of rallies were organized by ELC for creating voters' awareness among people residing in various rural areas.

advancing democratic values and participation in electoral processes, etc.	
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	37 students above 18 years are yet to be enrolled as voters in the electoral roll. This is because of technical issue and ELC is guiding them for registration.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1217	1152	1151	1070	1154

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 35

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
29	30	29	29	29

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
73.23	55.77	122.29	74.77	69.73

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The college is affiliated to Punjabi University, Patiala follows the curriculum designed by the parent university. A well planned and documented process has been developed by the college for effective and timely delivery of curriculum.

- College Prospectus is prepared in advance. It reflects all the relevant information regarding institution.
- College prepares its own Academic calendar as per the schedule of Punjabi University, Patiala before the commencement of the session. This academic calendar is displayed on the notice board and uploaded on college website.
- The college organizes an orientation programme for new students to acquaint them with the college environment.
- Syllabus link for each class is available on the college website as well as in the college, Amrita Pritam Library.
- Time table committee has been constituted that prepares the time table at the beginning of the session in the consultation with Head of the Departments and the Principal which is displayed on the notice board and put in students' WhatsApp group.
- Proctoral duties are assigned to the faculty members to maintain discipline in college campus.
- Allocation of subjects is done by HODs as per U.G.C. and University norms after considering the interest, specialization and expertise of faculty members.
- Lesson plans are prepared by the faculty members for covering the whole syllabus within time which are reviewed by the college Principal.
- Assignments are assigned to the students on the basis of current topics related to their respective field of study.
- Mentors are assigned to each section of every class who redresses the grievances of the students.
- 75% attendance is a pre-condition for each course. So, Attendance Register is maintained by the teacher.
- Various pedagogical techniques like class test, class discussion, seminar presentation, house exams (MSTs) are held for evaluation of students.
- Every course in each semester constitutes 30 percent of total marks as internal assessment which is based on 40% house exam marks, 40% assignment and 20% class performance & attendance. All the records are maintained by the House Examination Registrar.
- Co-Curricular Activities like debates, declamation, lecture of experts, seminars, workshops, industrial visits, project works, educational tours, sports, NSS and cultural activities are organized by the college in every semester.
- ICT based teaching learning procedure has also been incorporated along with conventional

lecture method to ensure better academic performance.

- During the Covid period online teaching was carried out. E-content in form of PDF files and Word documents were also shared with students.
- College also takes feedback from students, alumni, teachers and parents to improve the curriculum delivery.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response:

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response:

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five

years

2021-22	2020-21	2019-20	2018-19	2017-18
315	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

Professional Ethics .

- Professional ethics are a part of curriculum of B.com and M.com programmes. The students learn a lot about business and professional ethics through their curriculum.
- The college also offers certificate course named 'Certificate Course in Business Etiquettes and Professionalism' which covers the issues related to professional ethics and business etiquettes.

Gender issue

College is strictly practising the principles of gender equality with emphasis on safeguarding the decency, dignity and safety of women in its campus:

- Awareness rally was held by NSS volunteers against female foeticide on 14th August, 2018.
- International Woman Day was celebrated at college campus on 10th March, 2021. Dr. Reetu Lehal, Director of Women Studies Cell, Punjabi University Patiala was the chief guest.
- NSS day was celebrated by NSS department with the theme 'Safety of Women'. Sanitary pads were distributed among women of slum areas of Patiala on 5th January, 2022.
- College organised a lecture on the theme 'Nutrition, Fitness and Prevention of Anaemia' for the female staff and the girl students on 13th June, 2022.

Human Values

To inculcate human and moral values college performs various activities:

- Communal Harmony Week and Flag Day was celebrated from 19th November to 25th

November, 2017 by the NCC unit in association with Divine Club of college.
- Seven days NSS camp was organised from 1st January to 7th January, 2018 in which First Aid training was also provided to the college students.
- On the eve of Basant Panchami on 11th January, 2018, Blood Donation Camp was organised in which 32 students donated blood.
- Aid for Surfing Humanity Society of college donated shoes to children of Rajindra Sewa Orphan House on 24th February, 2018.
- Voters` awareness seminar is organised in the college every year.
- Students visited Pingla Aashram, Sanour where they distributed medicines, medical kits, fruits to needy people on 12th April, 2019.
- Blood Donation camp is organised every year by the NSS Unit.
- World Blood Donation Day was celebrated on 14th June, 2022.

Environment and Sustainability

- A qualifying paper titled "Environmental and Road Safety Awareness" is mandatory for all the streams at graduate level.
- Eco Club exists in college which initiates tree plantation drive every year to make the students aware of planting trees.
- NSS department organised elocution competition on the topic "Swachh Bharat, Bimari Mukt Bharat" on 10th August, 2018.
- Awareness rally was held by NSS volunteers against environment pollution on 14th November, 2018.
- Swachh Pakhwara campaign was organised on 11th August, 2018. 150 NSS volunteers participated in the campaign to clean the college campus.
- A plantation drive was organised by Eco Club on 8th April, 2022 in which 200 plants were supplied by Municipal Corporation, Patiala under the "Clean Patiala and Green Patiala Mission".

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response:

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 48

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response:

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response:

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
474	385	392	376	395

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
530	461	461	417	417

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response:

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
190	194	187	158	178

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
266	246	246	226	226

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response:

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The student-centric methods like experiential learning, participative learning and problem-solving methodologies are used to make the learning process more effective. ICT enabled tools and resources are used for effective delivery in the classrooms as well as in computer labs. Invariantly, the lesson plans to deliver a specific course is prepared in advance. The subject teacher decides the topics to be covered using smart boards for the effective delivery of the content by the teacher and effective learning on the part of students. The subject teacher uploads the lesson plan in advance to the WhatsApp groups wherein he/she specifically mentions the mode of delivery as 'Chalk and Talk, PPT or Video Lectures in the Smart classes. Google classroom and WhatsApp groups also enable the teacher to upload notes in pdf format, power point presentations and URL or links of video content.

Prior to discussion of some important topics that involve comparatively greater level of understanding and precautions, videos from appropriate sites are shown and explained to the students. Students attain language skills using language lab and use e-resource library for research and knowledge.

An unprecedented rise in the use of ICT based learning and evaluation during the lockdown due to global pandemic COVID-19 has been observed worldwide. The College has also adopted this global change and conducted all the classes in online mode using ZOOM platform, Google classroom, WhatsApp etc. Well framed time-tables, the links for scheduled online classes etc are shared through WhatsApp groups. Assignments and Tests conducted in online mode were sent through google classroom and evaluations were returned through same   mode. Regular educational trips, ground surveys, industrial and field visits and real-life case studies offer an immersive and participative learning process to the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response:

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	34	33	33	33

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response:

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
27	27	25	24	22

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college is affiliated to Punjabi University Patiala, so the college is obliged to implement all directives of the affiliating university regarding continuous internal evaluation.

Methods of Internal Evaluation:

1. Mid semester tests

2. Assignments and class test

3. Attendance

4. Seminars and group discussions

Mechanism of Internal Assessment and Transparency in Evaluation.

The College has a well established 'Registrar House Examination office' to manage the internal examinations that are conducted during each semester. The Principal through the IQAC and Registrar House Examination of the college monitors the effective implementation of the schedule. The college adheres to the factor of student attendance in all assessments, which serves as an incentive for regularity and academic discipline. The collected assignments, seminars, project reports etc. are evaluated by the teaching faculty. The faculty evaluates the answer sheets within a week of conduction of exams. The evaluated answer sheets are shown to students in class. A well framed criterion as given by the University is maintained to channelize internal assessment in the courses which constitutes 30% weight age. Internal assessment is based on

1. **Performance in two midterm exams – 12% weight age of total marks**: Better of two Mid Semester Tests to be taken
2. **Assignment/ Project work etc. – 12% weight age of total marks**
3. **Class participation/Performance/Snap test – 6% weight age of total marks:** Classroom teaching involves judging the ability, progress and growth of the students through class tests, assignments and group discussions.

It is mandatory for the students to attend 75% lectures. The college conducts university exams as per the guidelines of parent university. The duties of superintendents, invigilators and other supporting staff are deputed by the college as assigned by the university. The college also contributes in the university examination evaluation centre if such duties are assigned by the university.

Mechanism for Internal/External Examination related Grievance: The mechanism is transparent, time bound and efficient.

Grievance Redressal for Internal Examination

Procedure for lodging the complaint:

1. Students can approach to their subject teacher.

2. Students can personally approach or put up a grievance in writing to the Registrar of House Examination or In-charge of Grievance Redressal Committee.

3. Students can also drop their grievance in the complaint box.

Procedure for solving the complaints:

1. Committee reviews all the cases depending on the nature of issue and tries to resolve the issue as early as possible.

2. Committee forwards the same to the concerned person for redressal.

3. Students are informed after taking necessary steps.

4. The whole process remains transparent.

5. The committee assures that the grievance has been properly solved in a stipulated time limit.

Grievance at University Level:

1. The rechecking and revaluation forms are available online, students can apply for it through College.
2. University provides provision for re-evaluation within 15 days of declaration of result.
3. University also provides a provision of re-appear if the student has more than 20% marks.
4. Special chance to appear in the exams is also provided to the students in case of any emergency.
5. If the question paper is out of syllabus then corrective measures are taken by the university in the form of grace marks or re-conducting of exams.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The College is affiliated to Punjabi University Patiala, offering two undergraduate programs and one postgraduate program under the major streams, i.e., Commerce and Computer Science. It is also running three certificate courses under Jagat Guru Nanak Dev State Open University, Patiala. For these courses, the college follows the curriculums designed by the affiliating Universities. The college has a stated vision, mission and objectives. To attain these objectives and attributes, programme outcomes and course outcomes are formulated to achieve academic excellence, research potency and human values among students. The outcomes of the programme present clearly and concisely the strengths of the particular programme. Students can visit the college website and choose a programme according to their interest.

These outcomes allow students to know what they will learn in that specific programme. POs, PSOs, COs are displayed for all stakeholders at Institute's website. Students are counselled about the outcomes at the beginning of academic years in regular classes by HODs and the concerned faculties. Newly admitted students are informed about COs in the induction programme. Teachers from various departments remain available at the time of counselling to guide the students about their respective subjects, their scope and relevance in future.

The outcome of all programs being offered in the college involves the attainment and fostering of the following:

PO1. Critical Thinking

PO2. Effective Communication

PO3. Social Interaction

PO4. Effective Citizenship

PO5. Ethical Enhancement

PO6. Promotion of Sustainability of Environment

PO7. Self Reliance

PO8. Development of Personality of each and every Student

PO9. Imparting a cutting edge to students in respective fields

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The College has an effective mechanism to measure attainment of POs and COs by using various indicators throughout the semester of the academic year. Continuous evaluation is followed to analyze the attainment levels of POs and COs both for UG and PG programmes. Increase in gross enrollment ratio (GER) in the last two years is an indicator of successful attainment of POs and COs. The institution identifies the slow learners and grooms them to come to the level of other students so that the attainment level of POs, PSOs and COs is raised to the optimum level for each student. The faculty members of all

departments record the performance of each student. Teachers give assignments to students, conduct University End Semester Examination, projects and viva-voce in order to assess the students' performance throughout the academic session. The College puts special efforts by training the students in all round personality development, cultural and social activities. The emphasis is given on the holistic development of students. Feedback on attainment of POs and COs is used as a reliable assessment tool for appraising the reach in the attainment of POs and COs and implement revision, where ever it is required. Feedback on Curriculum is also collected from students and other stakeholders. It is ensured that each student is benefited from the course learned with respect to its stated outcome. Moreover, students securing university ranks, progressing into higher studies and prospective careers, qualifying state and national competitive examinations, having achievements in sports and cultural activities have also been visible pointers used to determine the successful rendering of PO's and CO's. Each department ensures proper documentation of student progress to gauge the level of attainment.

High demand for the courses in the college and a cut off of 91.4%   at the entry point of B.Com course in 2022-23 is a significant pointer indicating achievement of PO's and CO's. Appreciation awards to the college from the Office of Higher Education, Chandigarh and huge number of merit positions in all the classes also indicates the attainment of PO's and CO's.

File Description	Document
Upload Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response:

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
395	395	390	383	401

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
395	395	390	383	401

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college is working with the higher goals of overall development of students so that they may prove an asset for the society. The teachers involve students as active partners in teaching-learning and other co-curricular and extra-curricular activities. They provide students an environment to come out with their innovative ideas and understand the practical exigencies of their respective academic domain. Students are initiated to become curious about the subtler aspects of the prescribed syllabi related topics. They are so groomed that the knowledge leash created in them over a period of time will help them in their career growth.

The teachers provide thorough contextual information related to the syllabi topics and students are asked to search the current developments on these topics. The Library of the college is updated regularly with the latest books and journals and is fully automated using KOHA and SOUL software. Book bank is one of the special feature of the library, as through book bank needy students get the library books issued for the whole session/ semester. They are prompted to develop their own opinions about the topics and are made to present their views in constructive way through presentations and write ups. The college has

three fully equipped modern Wi-Fi Computer Labs consisting of 116 computers with ICT facilities. They are given practical situations where they can apply the theoretical knowledge and thus by simulating real life type of experiences. They are prepared for improvisation through their innovative thinking.

The teachers take keen interest in providing students' comprehensive knowledge and making them reliant in their chosen subjects. The capabilities of students are sharpened by involving them in class participation, presentations, explorative query sessions and friendly counseling. Students are so groomed that they become adapt in making use of their learned capabilities in their career and life after their studies. They are so educated that they can see their responsibilities towards the society and take upon themselves a pious duty to transfer their learned knowledge for the betterment of the society. NSS units, Red Cross unit and Legal Literacy Cell of the college guide students in inculcating the spirit of social work.

Thus, this environment helps in grooming students to think rationally, innovatively and creatively to develop their own systematic understanding and to add new dimensions to learning. As a commerce college, it helps the maximum students in choosing their career as an entrepreneur by teaching them the fundamental pillars of any business i.e. Accounts, Finance and Economics.

The Training, Placement and Career Guidance Cell aims at streamlining and strengthening the innovation and entrepreneurial ecosystem in campus and promoting a strong intra and inter institutional partnership with different industries. Moreover, this Cell inspires the students to float their own business/ventures through various seminars and workshops. Eminent industrialists and budding entrepreneurs are often invited to motivate the young students to make one self sustainable towards 'ATAM NIRBHAR BHARAT'. The faculty members regularly upgrade themselves and two of our faculty members have registered their 15 patents.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response:

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
05	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response:

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
05	119	32	02	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response:

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in**

national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	19	16	05	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

NSS Unit of the college and various clubs like Red Cross unit, Red Ribbon unit and Eco club are carrying out extension activities in the neighborhood community. Every year, days having national importance such as Independence Day, Republic Day, Gandhi Jayanti, Constitution Day, World Environment Day, AIDS Day, International Yoga Day, International Women's Day, Rashtriya Ekta Diwas, World Water Day, World No Tobacco Day etc. are celebrated with enthusiasm by the college in order to make the students realize the relevance and historicity of these days.

Campaigns on road safety, drug abuse, environment conservation, anti-female foeticide etc., are conducted by the college to familiarize the students with these social issues and sensitize the local community about the same.

NSS unit of the college adopted village of Ablowal under Swachhta Samaroh, Swachhta Pakhwara and Swachh Bharat Summer Internship Program and has been conducting a number of extension and outreach activities such as cleanliness drives, plantation drives, Door to Door Awareness Rallies, Nukkad Nataks etc. so as to make the students socially responsible and contribute back to the society in a substantive manner. NSS unit of the college also celebrates Rashtriya Poshan Maah in September to ensure community mobilization for addressing malnutrition amongst young children and women.

NSS unit also organized various summer and winter camps in which volunteers visited Pingla Ashram, Sanour to provide community services and distributed medicines, medical kits, fruits and sanitary pads to needy person besides spreading awareness regarding sanitation and hygiene. Such initiatives have contributed significantly to transform the mindset of the local youth.

Besides these activities, the NSS unit of the college also organized blood donation camps. Different departments also organize field trips for the students to give them field experience and practical knowledge outside classrooms. The Training, Placement and Career Guidance Cell organizes lectures, seminars etc. to provide guidance to students in exploring various career avenues and application based knowledge. Extension lectures are also organized by different departments to apprise students about latest developments in different fields. A plastic waste free campaign was started in 2019 under 'Swachhata Hi Sewa' in which month long activities were performed. Red Ribbon Club of the college has also been working effectively for the HIV/AIDS awareness.

Celebration of 150th Birth Anniversary of Mahatma Gandhi, 550th Birth Anniversary of Guru Nanak Dev Ji and Azadi Ka Amrit Mahotsav –75th year of Indian Independence has inculcated the sense of patriotism and community celebration in the minds of the students.

Even during the COVID-19 pandemic, the enthusiasm of the students did not die down. Besides their online classes, students actively participated in various activities conducted online.

College has been working as a catalyst in the town by showing its institutional responsibility towards society and proven its mettle over and over again by encouraging students to participate in different NSS camps and various cultural and literary activities.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

As a way of achieving social contribution and fulfilling its duties towards society, the college, faculty members and students have received several appreciations periodically from various reputed government and non government bodies. Additional Distt. Election Officer, Patiala, State Govt. of Punjab. The Glorious Organization, Elsevier Journal Knowledge Based System, Institute of Technical and Scientific Research etc. have appreciated numerous departments and cells of Govt. Bikram College, Patiala from time to time. A significant contribution by the College faculty during the Corona pandemic has been recognized by the Punjab Govt., for their work as Corona Warriors, masks distribution and the creation of awareness about Corona protection measures for COVID-19 patients. Awards and recognitions received for extension activities from government / government recognized bodies in extension activities as listed below:

SR NO	Name of the activity	Name of Awardee	Name of the Award/ recognition	Name of the Awarding government/ government recognised bodies	Year of award
1	Voter Awareness and SVEEP Activity	Prof. Ram Kumar	SVEEP Certificate of Appreciation	Additional Distt. Election Officer, Patiala	2020-2021
2	5 Tele Consultati ons(COVID)	Dr. Reetu Kapoor	Certificate of Exemplary Dedication	State Govt. of Punjab	2020-2021
3	Promising Educational Development and Research Services	Dr. Meenakshi Garg	Iconic Educationist Award	The Glorious Organisation	2020-2021
4	Eminent Researcher Award	Dr. Meenakshi Garg	Eminent Researcher	I2OR	2020-2021
5	Pillars of India Award	Dr. Meenakshi Garg	Record Achiever	ESN Publications	2020-2021
4	Outstanding Reviewer Award	Dr. Gaurav Dhiman	Outstanding Reviewer Award	Elsevier Journal Knowledge Based System	2020-2021
5	Senior Member of IEEE	Dr. Gaurav Dhiman	Senior Member of IEEE	Institute of Technical and Scientific Research	2020-2021
6	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal Mathematics and Computers in Simulation	2020-2021
7	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Software X	2020-2021
8	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Computer Communications	2020-2021
9	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Animal Behaviour	2020-2021
10	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Transportation Geotechnics	2020-2021
11	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Computer Methods in Applied	2021-2022

12	Best Researcher Award	Dr. Gaurav Dhiman	Best Researcher Award	Elsevier Journal of Applied Soft Computing	2021-2022
13	CA Foundation and CA Inter	Govt. Bikram College of Commerce, Patiala	1. Certificate of Appreciation	State Govt. of Punjab	2021-2022
14	Gross Enrollment Ratio	Govt. Bikram College of Commerce, Patiala	Certificate of Appreciation	State Govt. of Punjab	2021-2022

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response:

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
33	26	12	14	05

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response:

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

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.
- The classrooms are equipped with adequate furniture, blackboard, projectors, fans, lights and power backup.
- The learning spaces are well-ventilated and adequately furnished.

2.Library

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books & journals. Library is fully automated using KOHA and SOUL (Software for Universities Libraries) version 2.0, SOUL 2.0 is a state of art integrated library management software designed and developed by the INFLIBNET centre based on the requirements of college. The e-resource center is established in the college library.

3.Cultural Activities

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.

4.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.

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

One Vocational Lab is also provided for the Office Management and Secretarial Practices.

7.Language Lab

There is one Language Lab consisting of 22 N Computing and one server facility which caters the needs of students for improving Spoken English.

8.Multipurpose and Seminar Halls

The college has one seminar hall and one multipurpose hall with ICT enabled facilities to conduct academic and nonacademic activities.

9.Other amenities

The students are provided other amenities like Campus Wi-Fi, hostel facility, transport, medical and Canteen facility, surveillance cameras, solar panel, un-interrupted supply of power through Genset, drinking water-coolers with R.O. facility, first aid and canteen facilities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response:

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
1.66	.03063	63.68	14.00	10.32

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Library

The library is housed in a spacious building of the college with adequate teaching learning facilities. Library is an organized collection of information resources made accessible to its members. The Library occupies a prominent position; it is an integral part of the teaching program. It is a treasure of knowledge and wisdom. College Library is meant for helping students and teachers to acquire knowledge. The basic function of college library is to assist its parent body to carry out its programs.

The Library of Govt. Bikram college of Commerce, a Professional College is situated in a separate Building. It covers the area of 3200 sq.ft. (297 sq. mts.) Library has a collection of 18,037 books. It

subscribes 10 newspapers (English, Hindi and Punjabi),25 Journals related to Commerce and Management, Economics, Computer Science, Higher Education and General and Competitive magazines.

Library has a seating capacity of 80 students. Library is partially automated with the Software SOUL 2.0 from INFLIBNET (an Inter-University Centre of UGC) SOUL 2.0 upgraded and with KOHA Software(ILMS) and data of 18,037 books integrated. Most of the Collection is computerized. OPAC (Online public access catalogue) is available for searching the books. Books are being Bar Code. Printed Magazines and journals are displayed in Magazine stand for use. Open access system is followed for books also. Old volumes of Academic Journals are bound for Reference and Research purpose. B. Com, BCA students are entitled to get three books and M. Com & MSc(IT) students four books respectively issued on his/her name for a period of not exceeding 14 days.

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

Book bank is one of the special and important features of the library, as through book bank needy students get the library books issued for the whole session/ semester.

Reader's Club has also been formed to promote reading habits in the staff and students. The College has also instituted **'Best Library User Award'** to the students of under-graduate & post-graduate classes, who has made extensive use of the library during the session and the selected students were conferred a Merit Certificates on Annual Prize Distribution Function.

As per the directions of Directorate of Higher Education all Library functioning has been performed on the recommendation of Library Advisory Committee. Recently BALA work (Building as Learning Aid) has been carried out.

RO Drinking water and clean washroom facility is available adjacent to the Library building for students.

The College Library consists of:

- Carpet –Area: 3200 sq. ft.
- Collection of approx.: 18,037 books (Text, references and general)
- Seating Capacity of 80
- Competitive Exam Section
- Wi-Fi Facility
- Access to E-Journals and E – books (N-LIST)
- Reprographic Facility
- BALA Work
- Book Bank Facility
- Best Library User Award
- 10 Newspaper
- Journals

- Magazines
- The e-resource centre is established in the college library.

Year	2021-22	2020-21	2019-20	2018-19	2017-18
Number	83040	9708	103870	124551	50218
Rupees(In Lakhs)	.83040	.09708	1.03	1.24	.50218

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

1. Mechanism for Updating IT Facilities

The College has well established mechanism for upgrading and deploying Information technology infrastructure. The IQAC of the college takes feedback every year from the IT faculty of the college on the existing IT facilities, quality of services and future requirements. After reviewing this report, necessary actions are recommended to the college administration. The college has been making consistent efforts to improve upon IT infrastructure and facilities as per the requirements and makes budgetary provisions accordingly. As per the requirement of the maintenance of the above IT equipment, college has faculty and technical staff in Computer Science and Computer Applications departments which use their skills to update and repair the equipment. However, for major disorder and damage, computer technicians and service providers are hired for the up keeping and replacement. The steps like installation of anti-virus periodically, formatting of computers on the basis of corrupt operating system and replacing of hardware of old computers to new computers are taken for maintaining and utilizing computers with License Software.

2. ICT Enabled Classrooms

There has been a paradigm shift in technologies and teaching aids (Blackboard to Green/White board to

internet enabled smart interactive board, Print material to electronic (E-books and other resources) material. The college has updated its IT infrastructure by making 11 classrooms ICT-enabled with smart-interactive panels or projectors to cater to the needs of the students ensuring effective and outcome based teaching-learning.

3. Upgradation of Internet Connectivity

All the ICT-enabled facilities have been connected with Internet via LAN/ Wi-Fi so that faculty while teaching can access Internet for deeper and wider knowledge. Internet speed of 200 mbps data 3300 GB Bharat Fiber FTTH Plans (BSNL). LAN connectivity improved with campus wide LAN networking. Every department has separate computer systems with Wi-Fi facility.

4. Website Updation

College has dynamic website with various interactive links. College website is regularly updated by faculty of computer department.

5. Upgradation of ICT Infrastructure

• The number of computers were increased from 112 to 124 as on date.

• The College also has a Language Lab with audio- visual facilities and license software for English language teaching and learning.

• The college library has been automated and e-resource centre upgraded with more computers. CCTV cameras are installed in college campus at various locations for monitoring and surveillance purpose.

• Latest printers and heavy-duty scanner are available for speedy printing of the documents maintaining quality.

• The Administrative offices have been provided improved hardware and software supports so that the connectivity is seamless.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response:

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 116

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response:

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
71.58	55.46	58.61	60.77	59.42

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response:

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1034	1019	1045	984	1154

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response:

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response:

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
621	0	440	610	449

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response:

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response:

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
170	153	129	94	125

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
374	378	359	351	369

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response:

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
5	3	8	12	22

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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 last five years

Response:

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

2021-22	2020-21	2019-20	2018-19	2017-18
10	9	8	27	21

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response:

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
14	3	11	21	30

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

'Bikram Alumni (Global) Association' is a registered body, facilitates the nostalgic journey of the students. The college takes pride in its alumni who once were learners and now they come back as experienced human beings, to interact with faculty as well as students. Their experience proves to be a great source for the institution to enrich itself in diverse ways. Our Alumni are our backbone and they have proven to be a wonderful treasure of knowledge. They are always there with their motivating and influencing presence. Juniors look up to their seniors and learn from them the great lesson of giving back. The Governing body of association comprises the President, Vice-President, the General Secretary, Joint Secretary, Finance Secretary, and Executive Members. The Governing body holds meetings from time to time, evolves policies regarding the working of the association. Further, the college alumni association holds annual get together named as "Home Coming" in the month of December. Not only they discuss about the problems but also help the college to overcome them. They contribute generously and genuinely towards any kind of need of students for instance they have provided several scholarships for students in need, contributed 7 split air conditioners (AC) for Shaheed Bhagat Singh Hall. Moreover the association provided around 20 ceiling fans for classrooms, 25 steel dustbins for classrooms, six office chair for Alumni office, one water cooler with R.O. and water trouff along with shed in collaboration with Rotary club and faculty. The Association has also renovated college gate, decorated boundary wall with theme paintings. Alumni members sponsored open gym and college prospectus in 2022-23. Association also provided funds for landscaping in front of Multipurpose Hall and hedging of lawn adjacent to cycle stand. Total number of life members/patrons of association is about 400.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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.

Vision of the College

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.

Mission of the College

Our mission is to nurture skills and knowledge in the field of commerce that will facilitate the students to excel in academic, technological and social pursuits. The college strives to serve the nation by developing competitive pool of scholars in academia, industry and business with determination, dedication and devotion.

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 meetings of the PTA, IQAC, HEIS, Bikram Alumni the College Council and staff meeting are held periodically to look into the matters of the students and afterwards action plans are formulated accordingly.

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 affordable education since the time when there was a great dearth of institutions to provide quality higher education.

Decentralization is reflected in the top administration of the College as the Principal is assisted by College Council, and the staff 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 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 extra-curricular activities through academic calendar. Office staff is involved in executing support services for the faculty 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.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 fresher and farewell parties, NSS camps, celebration of important days and festivals, house meets through Mentor-Mentee, selection of student ambassadors and buddy groups**. The college has registered Alumni Association which contributes in personality development of students in diverse walks of life.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The hierarchy of organizational structure: The college is governed by the Principalin the administrative setup and under the guidance of Directorate of Higher Education, Punjab. The Principal administers the college and is assisted by teaching and non-teaching staff. The teaching staff in each department is headed by the senior most faculty member who is HOD. Library remains under the control of librarian respectively with overall supervision of Principal. Library Advisory Committee plays a crucial role in the development of library. The institution is using e-officeunder 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.Convener can delegate decisions in his/her standing committee under the overall supervision of the chair.

The recruitment of permanent teaching faculty is by Punjab Public Service Commission (PPSC) and permanent non-teaching staff is by Punjab Subordinate Service Selection Board(PSSSB). The service rules of the teaching and non-teaching staff are reflected in CSR and by regulatory bodies of the Government. Theservice 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.

The College has a well-prepared strategic plan to fulfill academic development, the infrastructural requirements, curricular and extra-curricular activities. The targets have been set up with the extensive consultation with all the stakeholders including faculty, students, parents, alumni and industry. The development plans have resulted into the creation of best infra structural facilities like creation of ICT enabled new smart class rooms, up-gradation of old class-rooms, vocational lab and language lab, open gym, renovation of sports room and gym room, building as learning aid (BALA) work at Amrita Pritam Library etc.

E-resource center and reading rooms facility is there with rich collection of books, journals, magazines and newspapers along with internet facility for overall grooming of the students. The three NSS units of the college play a crucial role in community outreach programmes.Different facilities required by students andstaff are always prioritized in consultation with IQAC. Other initiatives include ramps for differentlyabled students, girls' common room, seminar hall, Shaheed Bhagat Singh hall, canteen and pantry.

At GBC, Holistic Development motto is the guiding principle behind our effort to strive, outshine and achieve distinction. It is a matter of pride that the leader of the institution has been awarded appreciation letters by higher authorities for remarkable increase in GER (Gross Enrolment Ratio) and excellent performance of 51 students in qualifyingCA foundation and Inter examination. Two of our faculty members have registered their 15 patents. The college has created its existence on social media platforms like Instagram, YouTube, Face Book and Twitter.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

  1.**Administration**
  2.**Finance and Accounts**
  3.**Student Admission and Support**
  4.**Examination**

Response:

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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 PunjabGovernment 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. 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.

Performance Appraisal 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 for evaluating the faculty covered

under the guidelines. Performance based appraisal system focuses on teaching, learning andevaluation, co-curricular, extensionandprofessional 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 teacher maintains records of teaching, examination and evaluation of the student, record of different concerned committees of the college, research and publications to calculate API scores and the same is then filled in the API. These API are considered for clearing probation as well as for next placement of the faculty. Before placing the staff to next higher grade, the evaluation of APRs by the Principal and acceptance from the Director Colleges Higher Education department is must.

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	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response:

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	02	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response:

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	7	9	01	02

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	01	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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

1. Budget Grant: As per the demand of the institution, 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. It is properly utilized as per prescribed guidelines and govt. rules and regulations.

2. **Fee and funds from students:** Admission fee and funds are collected from the students during semester admissions as per Punjab Govt. and Punjabi University, Patiala norms. These funds include college development fund, red-cross fund, environment fund, health fund, college sports fund, NSS fund, dilapidation fund, amalgamated fund, student aid fund, magazine fund, Id card fund, house examination fund, building fund, library development fund, electricity-water fund and PTA fund. These funds are further mobilized and utilised for the welfare of students.

3. **Infrastructure Grant under RUSA scheme**: Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Grants are utilised for Infrastructural development under the head Infrastructure Grant to Colleges for new construction, up-gradation and equipment components. Besides this Equity Initiative Component Grant and Management Monitoring Evaluation and Research Grant (MMER) are also utilised for raising excellence and promoting equity.

4. **Financial support from UGC**: The college is recognized under section 2(f) and 12(B) of UGC. The

funds released are utilized according to the UGC plans submitted.

5. **Grant from Higher Education Department under various components:** Grants from government for infrastructural facilities are received from Punjab govt. under various heads. The college has constituted different committees for effective utilisation of these funds.

6. **Rent received**: Income is generated by letting out Shaheed Bhagat Singh Hall to other organisations for their different events as well as the college building for conduct of papers by bodies like PPSC, CMA, ICAI etc.

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 throughcross 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 the 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	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

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. In the whole process for assuring quality in teaching learning process, it involves chalking out of new goals for every academic session in the beginning and effective implementation of the same during the session.

IQAC reviews the teaching learning process, structure and methodologies of operation and learning outcomes on regular basis in a systematic way. Periodic meetings of IQAC coordinator along with IQAC members with HODs and other stake holders are carried out to review the functioning of the college. The focus always remains on the core agenda of teaching learning process, its evaluation and implementation. Feedback collected from students, staff, alumni and other stake holders is analysed. The outcome of the deliberations is discussed with stake holders for their implementation under the overall supervision of principal in coordination with IQAC. The cell has ensured all such efforts by following a well-defined mechanism for achieving academic and administrative excellence. In the beginning of every session the future Institutional development plan is prepared keeping in view different requirements and their importance for effective implementation of steps required for teaching learning process.It includes teaching pedagogy, teaching learning outcomes, infrastructural requirements, evaluation process and role of ICT in grooming of the students besides other initiatives as per their requirements. For fulfilling the students' aspiration in terms of teaching learning process number of initiatives have been taken by college administration in consultation with IQAC. It includes upgradation of ordinary class rooms to smart class rooms with all ICT facilities, focus on adoption of innovative strategies for improving the academic and administrative efficiency, focus on best practices, their analysis and outcomes, use of innovative teaching ideas and brain storming sessions for students, involvement of students as ambassadors, improved library facilities with high-speed internet and access to e-resources and other books, faculty development programmes for teachers and students, students counselling, Dastak classes (where students can directly meet the principal for any issue), conduct of meetings of PTA, HEIS and Alumni, CCTV monitoring for security, focus on transparency in admission, mentor mentee groups creation, redressal of students' genuine issues, initiatives for overall grooming of students through talent hunt, educational trips, community outreach programmes through NSS, awareness programmes on different burning issues etc.

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 like selfie stand and tables).

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

    1.**Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement**

initiatives identified and implemented
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response:

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The college has an active Grievance Redressal Committee that redresses all grievances of the students.

The Equity initiative component of RUSA grant is fairly spent according to the requirement of girl students.

There is provision of CCTV Cameras in the College Campus.

Common room facility is provided to girls. A girls' hostel with good facilities to take care of dwelling needs of girls coming from far off areas is provided.

The college provides all necessary facilities for ensuring equitable opportunities to girl students. Their safety and security in the campus has been ensured by active proctorial duties by the teachers.

GBCC has continued to remain committed in fostering an inclusive environment and to create a fair and equitable space for all staff and students. This is reflected in the fact that more than 90% is female staff and girl students make 63%of the total strength.

The NSS department focuses on gender sensitization through extension lectures, workshops, seminars and awareness rallies. Rallies against Female Foeticide are held, International Women 's Day is celebrated, a seminar on NSS Day with the theme," Safety of Women", Sanitary pads are distributed to women of slum areas of Patiala. Poshan Maah is observed keeping in mind the nutritional needs of students.

The Red Cross unit organizes lectures on, "Nutrition, fitness and prevention of Anemia", First Aid etc.

The Red Ribbon Club looks after programs on Aids Awareness. Blood Donation and National Youth Week.

Nukkad Nataks highlight social issues such as Female Foeticide, Gender Equality and Rights of women and ill effects of drug abuse.

Seminars on 'Elimination of Violence against Women 'are conducted, In charge Traffic Education Cell gives valuable information about 'Domestic Violence Act 2005', 'Anti Sexual Harassment Cell 2013', POCSO Act, cyber safety, traffic education, police help line numbers , availability of Mahila

Mittar.There is a complete waiver of tuition fees for undergraduate girls. Thus, the college is actively engaged in ensuring gender equality.

The college provides all necessary facilities for ensuring equitable opportunities to girl students. Their safety and security in the campus has been ensured by active proctorial duties by the teachers.

The following is the list of National and International Commemorative Days, events and festivals the institute celebrates every year. The Republic day and the Independence Day are celebrated regularly. The college NSS units celebrate various occasions such as Voters' Day, Constitution Day, International Yoga Day, Gandhi Jayanti, Teachers' Day , Traffic Awareness week, Maat Bhasa Diwas, Hindi Diwas, NSS Day, Communal Harmony Week, National Integration Day and National Flag Day . The volunteers take part in awareness rallies, cleanliness and plantation drives, blood donation camps etc.

 The days like World Earth Day, Environment Day are celebrated by initiating plantation drives and seminars to aware the students about the importance of saving the earth and the environment .GBC has maintained a good tradition of providing exposure to students through co-curricular/ extra-co-curricular activities. Such programs sensitize students and imbibe the values to make them sensitive, socially conscious citizens.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response:

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response:

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

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-Thi**s** 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. A State level function 'Say no to single use plastic ' was held where the Former Health Minister of Punjab S. Chetan Singh Joramajra was the Chief Guest. A pledge was taken to ban the use of plastic.

Bhagat Singh Jayanti: A' Run for Unity,' a symposium was conducted, a Cycle Rally was flagged off by families of freedom fighters, a stage play on life of Shaheed Bhagat Singh was enacted and a sapling was planted by the members of Deaf and Dumb Friendship club. Ambedkar Jayanti, Swami Vivekanand Jayanti is observed by paying floral tributes to the National heroes.

Gandhi Jayanti: A Sharamdaan Muhim was carried out on 02.10.19. Online Sketch making, Essay Writing and Slogan writing competition was held on 02.10.2020. Celebration of 150th birth anniversary of Mahatma Gandhi was celebrated on 02.10.21.

Ek Bharat Shereshath Bharat Club (EBSB): aims to enhance the interaction and promote mutual understanding. Poster making, essay writing, declamation competitions are held to foster the feelings of unity in diversity.

Aid for Suffering Humanity club now known as 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 on 25.02.18, 10.2019., 5.09.21 and 09.03.22. These camps aim to educate students on the beneficial aspects of blood donation.

Educational Trips improve the students'observational skills and broaden their horizon.

Freshers' and Farewell Parties provide opportunities for celebrations and making connections.

GBC organizes **Swachhata Pakhwara** to promote the idea of cleanliness.

Annual Prize Distributuion, Annual Sports Day, Alumni Meet, Convocation are held to sensitize students and employees about constitutional duties, obligations, values, rights and duties.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

7.2.1

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.

Context:

Government Bikram College of Commerce, Patiala is a Higher education institution with the strength of about 1300 students and 50 staff members providing education in undergraduate and post graduate programs. The practice of participative management is helpful in lessening the load on the Principal so that he/she can concentrate on the general efficiency and effectiveness of college functioning.

Practice:

- The Principal is the head of the college, assigns duties to the staff members by making different working committees. Each committee is headed by a convener and has three members.
- Each Department is assigned an H.O.D, who leads, manages and develops the department to ensure its proper working.
- Each class is divided into sections according to the strength. Each section is assigned an in charge. The in charges build a rapport and provides guidance to the students.
- The Mentor and mentee allotment is done according to the staff-student ratio.
- The college student strength is divided into five houses, which are headed by Mentors.
- There is Library advisory committee that meets every month to discuss issues related to library.

- There is an active PTA (Parent Teacher Association) of the college. The PTA body meetings are held to discuss the important issues.
- GBCC has a registered Alumni Association. The college organizes an annual Alumni meet 'Home Coming'.
- GBCC has an IQAC (Internal Quality Assurance Cell) that meets on first Saturday of every month discussing about the present developments and the future plans.
- GBCC has formed buddy groups to make students aware about ill effects of Drug Abuse.
- There is a provision of Dastak hour, when any student of the college can meet the college Principal regarding any problem.
- The teachers are assigned proctorial duties.
- The College Superintendent leads the non -teaching staff. He works in close collaboration with the Principal and teaching staff to provide necessary support through the non -teaching staff members.
- There is a good practice of involvement of students through their representatives in different college activities.
- The participative management is significant in providing opportunities to students and staff.

Evidence of Success:

The teaching-learning activities are conducted successfully to achieve desired goals. Different college committees and cells put efforts to complete their respective tasks. A large number of co-curricular/extra-curricular and extension activities are organized in planned manner with the active support and participation of the students. The institution provides all requisite facilities, guidance and support system for their holistic development. Thus, this practice is the key to make Government Bikram College of Commerce,Patiala a premier higher educational institution of Punjab

Problems encountered and resources required

The participative management is an excellent administrative tool to handle an institution.It needs strategic planning, active involvement on the part of the college administration and staff.

Best Practice –II: Holistic Development

Government Bikram College of Commerce, Patiala is working with the aim of the holistic development of students to groom them as socially conscious, professionally orientedcitizens. 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.

Today's contemporary competitive world demands the total formation of learner's personality. The job markets these days' demand not only students with academic scores but also focus on the soft skills as well as their organizational abilities. The challenge before the college faculty and administration is to provide the best of opportunities to students to help them grow in their distinguished manner.

The various activities are organized by GBCC are contributing in strengthening the holistic development of the students. The aim of the college is to inculcate ethics, social and environmental consciousness among staff and students. The practice involves making the maximum number of students participate in

various activities.

- The three NSS units of GBCC organize one day and seven days (day and night) camp every year, inculcating among students a basic understanding about their role toward society. These camps teach the students the life skills and bring forth their leadership potentials.
- The Red Ribbon Club of GBCC is entrusted with the responsibility of sensitizing the students and the society regarding the prevention of AIDS and Drug de-addiction. It generates awareness about the importance of first aid and blood donation.
- Aid for suffering Club of GBCC infuse social responsibility among students by donating required things to the needy.
- The Divine Club of GBCC teaches its members gratitude towards nature and humanity.
- The Book Bank of GBCC provides books to the poor and needy students.

Evidence of Success:

The outstanding achievements of the students in various activities are an evidence of remarkable outcome of the students in extra-curricular and co-curricular activities showing the holistic development of the students.

- Every year students from this institution perform excellently in University examinations. The students make place in the merit list and almost all students score above 80% marksThe students participate in different cultural activities in youth festivals and win different positions. The winners of Zonal Youth Festival compete in Inter Zonal Youth Festivals.

Problems Encountered and Resources Required:

- A tightly packed academic schedule makes it difficult to pursue this practice.
- It is difficult to maintain a perfect balance between academic pursuit on one hand and pursuit of cultural, sports and community oriented programs on the other hand.
- The shortage of support staff such as sports coaches and musical instructors   are major impediments.
- The teachers can only motivate students for the holistic development and create conditions for the same but the successful implementation of this practice requires self-determination and initiative on the part of students.

File Description	Document
Any other relevant information	[View Document](#)
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

GBC Patiala is one of the Pioneer professional commerce colleges in Punjab established in 1945. The students after completing their graduation get well settled in banking, insurance as chartered accountants, management analysts, in marketing, tax practice and many more fields. The credit for all the achievements goes to the college principal, the experienced and dedicated faculty members.

The institution focuses 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 by providing them holistic education, effective communication skills, critical thinking ability, in depth understanding of the subjects and the real world, sensitivity towards society and a commitment t to serve the people.

The primary objective of institution is to provide education that drives students towards academic excellence, character formation and social concern. Educational experience is a continuous process. Today's contemporary competitive world demands the students with good academic score but also stresses on the overall development of the student.

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 by providing them holistic education, effective communication skills, critical thinking ability, in depth understanding of the subjects and the real world, sensitivity towards society and a commitment to serve the people.

The institution offers skill oriented Add on courses for the students. These courses range from a six months course to degree courses.

The college follows the practice of participative management. The students are included as members in certain college committees. It involves college administration, teachers, students and non teaching staff as participants.

The career guidance and placement cell of the college holds seminars and invites renowned resource persons who introduce the students to various career opportunities available to them in the outer world. It provides the opportunity for students to equip them with skills required to excel in the field of their choice.

The IQAC cell ensures quality of education and organizes lectures on topics related to curriculum.

The College Training, Placement and Career Guidance Cell has signed 09 MOU's with different firms and companies to assist the students in choosing their career options and campus placements.

The transparent and student friendly continuous internal evaluation system adds to the effectiveness of studies in the college. The wide range of co-curricular and extracurricular activities conducted in the

college and the enthusiastic participation of students in these activities ensures holistic development.

Different cells and units like NSS, Divine club, Red Cross society, Red ribbon club, Voters' club, Buddy group, Eco club, EBSB, Deaf and Dumb club etc. organize extension lectures, one day seminars, awareness rallies, different competitions and activities to provide students a broader perspective of life and society, teaches them a sense of duty, discipline and social responsibility. These clubs and cells teach the students a sense of gratitude towards nature and humanity.

The spirit of social work and social responsibility is imbibed in students through programs and camps organized by NSS such as cleanliness drives, blood donation camps, swachhata pakhwada help the students in their overall development.

Students are given ample opportunity, guidance and support to excel in cultural activities and sports.

The resourceful Mentor system aims at providing valuable support to the students and is responsible for grooming of better trained students. The Mentors assist students in developing their creative skills.

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

The students are supported in the online registration of various Central and state level scholarship schemes. 286 students are eligible for CM scholarship.

The institution has made tremendous efforts to provide best infrastructure facilities to the students.

The classrooms are upgraded to facilitate teaching through modern technology.

A computerized language lab is made available to the students for learning and improving their language skills.

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

Uninterrupted electric supply is ensured through installation of solar panels.

Departmental Rooms with Wi Fi facility are provided to the teachers.

Computer labs with all facilities are at disposal of teachers and students.

The Amrita Pritam library has an established e-resource center for helping the students.

The institution makes efforts to imbibe the virtue of inclusive growth and helps the students in their onward journey of progress. The quality education is ensured through financial initiatives, social welfare measures and other provisions.

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	Document
Any other relevant information	[View Document](#)
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The Govt. Bikram College of Commerce in Patiala offers higher education to students in India's northern region. The number of students seeking admission to the various courses provided by the college has skyrocketed. The staff's passion, commitment, and loyalty, as well as the students' excitement and achievements, have all contributed significantly to our college's current position. The fundamental objective of college activities continues to be student empowerment and the instillation of self-worth and responsibility. This is the governing philosophy that guides the school's academic and extracurricular activities.

Concluding Remarks :

A brief summary of all the criteria(s) of the Self Study Report alongwith SWOC analysis and all the other necessary details for NAAC ccreditation of Govt. Bikram College of Commerce, Patiala is attached.

6.ANNEXURE

Metrics Level Deviations
No Deviations

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 29 Answer after DVV Verification : 35