Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA**
Name of the head of the Institution	**Dr. Harminder kaur**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01752220493**
Mobile no.	**9501030599**
Registered Email	**gbcpatiala1@gmail.com**
Alternate Email	**kusumbansal672@gmail.com**
Address	**Lehal Colony**
City/Town	**Patiala**
State/UT	**Punjab**
Pincode	**147001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Prof. (Dr.) Kusum lata**
Phone no/Alternate Phone no.	**01752220493**
Mobile no.	**9501030599**
Registered Email	**kusumbansal672@gmail.com**
Alternate Email	**gbcpatiala1@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gbcpatiala.ac.in/images/AQAR_2016-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gbcpatiala.ac.in/images/2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**82.5**	**2005**	**21-Sep-2005**	**21-Sep-2010**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**20-Mar-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
N.A.	**10-Oct-2022**	**0**

	0	

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N.A	N.A	N.A	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Quality improvement in the academics ? Significant contribution in students overall personality development e.g Accountability, Responsibility, As Civilised Indian Citizen. ? The maintenance of college campus, infrastructure and other extended facilities.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
University Results	In M.Com PartI 1st and 2nd position in the Punjabi UniversUniversity merit

| position. In B.COMIII one of our student got the University merit position and 160 students got more than 70 marks.ity Merit list was secured by our students. In addition to this six more University positions were bagged by our students. In M.COMII one of our student got University merit position. In B.COMI three of our student got the University merit position. In B.COMII five of our student got the |

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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**No**
17. Does the Institution have Management Information System ?	**No**

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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N.A.

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1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	**N.A.**	**Nil**	**0**	**N.A.**	**N.A.**

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	**N.A.**	**Nill**
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

Nill	N.A.	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
N.A.	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	office Management and secretarial practice	65

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

In the students feedback form, students were asked to rate the course on the five point scale. Majority of the students found the learning value in terms of skills , concepts, knowledge, analytical abilities or broadening perspective extremely good and applicability/ relevancy to real life situations, depth of the course content, extent of coverage of course content, extent of coverage of course, extent of efforts required by students, relevance/ learning value of projects/ reports and overall rating was very good.They also found the syllabus adequate, relevant and complete. In their opinion, there is adequate library holdings for the course. They gave the suggestions for further improvement by giving more emphasis on extra- curricular activities and personality development programs. Majority of the faculty members were agreed to the statements regarding the system followed by the university in UG/PG Board Of Studies for the design and development of curriculum is effective, the curriculum has been updated from time to time to ensure the contemporary relevance, employability is given weightage in curriculum development and enough freedom to contribute my ideas on curriculum design and development. According to the feedback received from Alumni, they are agreed to the facts that the learning they had in the College was useful in their career, the development in the College in recent years are appreciative, the College is involving alumni in the activities and they have a role to play in strengthening the College academically and financially. According to the

feedback from parents, the admission process in the College is fair and accurate, the discipline in the college is good, the atmosphere in the College is conducive for learning and the system of internal assessment is accurate and transparent.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	commerce	302	900	302
BCA	computer	33	150	33
MCom	commerce	38	100	38
MSc	computer	30	28	21
PGDCA	computer	30	16	7
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	999	124	0	0	29

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
29	10	105	1	9	2
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our institution has a strong mentoring system in place where students have the opportunity to develop a relationship with a faculty members who can become a role model for the students by offering support and counseling. Institute admits students from rural and urban areas having different socio-economic backgrounds. When they come to the college, students face many emotional, behavioural, language barriers, thus they need mentors to help them to tide over these situations and be confident. It is important to increase the two way interaction between students and teachers formally and informally. This enables the teachers to identify the slow learners and helps them to perform better in all aspects. It also helps to inculcate interest of students towards studies and thus reduces the dropout rate. 1. Orientation programme is organized in the beginning of the session to make new students aware about rules and regulations of the college. They are made aware of different societies, extracurricular activities and B.Com with vocational subjects. 2. To facilitate the student-teacher interactions, the tutorial system is running effectively wherein teachers act as tutors to a group of students to handle their emotional, academic and personal issues. 3. Teachers maintain interaction with students through individual meetings and networking mediums.All necessary information related to the student such as the contact

numbers, emails are initially collected by the mentors through the students. Every Mentor has created a Whatsapp group of mentees. Thus mentors are available to mentees not only in college campus but also off the campus for any issue faced by them. 4. House Examination branch maintains the records of mid semester tests, attendance, seminars and class tests. Result analysis is done by the teachers. Weak students are identified and remedial/extra classes are taken to improve their grades for the end semester exams. 5. Subject faculty members help in solving the list of difficult questions provided by the students while preparing for competitive examinations. The senior students are also encouraged to be the mentors of their juniors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1123	29	1:39

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	20	4	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	SEM-I	Dec-17	18/11/2017	15/06/2018
MCom	SEM-I	Dec-17	21/11/2017	23/07/2018
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A well planned Continuous Internal Evaluation (CIE) system exists in the college.Govt. Bikram College is a college affiliated to Punjabi University Patiala and adheres to the syllabus laid down by the University. Mid-Semester Test,Surprise tests,assignments, group discussion, Quiz competitions coupled with need based counselling are integral part of CIE system of the college which sharpen the minds of students and help to inculcate the habit of healthy competition. Our college conducts two Mid Semester Tests in every semester. This means four house exams are conducted in each session. When evaluated answer books are distributed to the students in the class, they are encouraged to clear their doubts with the teacher. The students who miss their chance to appear in MSTs due to their participation in Sports, Cultural, NCC, NSS activities have been allowed to appear in special house exams. The Registrar's Office is responsible for conducting the House examination and complete record is maintained by this Office. The overall performance of the students is discussed by the Registrar with the Principal. Surprise tests orally or short

question based keeps students on toes and apprise the students about their readiness towards the subjects. Surprise tests also let the faculty know about the communication skills and make students more confident. The teacher discuss with students their shortcomings and achievements. Slow learners are identified. These students get help by Remedial classes. Assignments and projects are also given to broaden the subject understanding among the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution follows the academic calendar of its affiliating Punjabi university, Patiala. In the beginning of the academic year, academic calendar is published in prospectus and uploaded on the website for the information of the students. It gives a time plan for the curricular as well as the extracurricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same. Examinations are conducted at the end of each semester by the University. University notices and circulars related to the examinations from time to time are put on student notice boards, whatsapp groups and also verbally communicated by the faculty members through tutorial meets. As per the instructions mentioned in the syllabi internal assessment of students is prepared based on mid semester exams, attendance, assignments or projects and students are informed by the particular subject teacher about their performance. The identified slow learners attend remedial classes for better results. All the co-curricular activities planned in academic calendar are executed by respective committees.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://gbcpatiala.ac.in/outcomes.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BCom	commerce	295	295	100
2	BCA	computer	38	38	100
3	MCom	commerce	39	39	100
4	MSc	computer	13	13	100
5	PGDCA	computer	19	19	100
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://docs.google.com/forms/d/e/1FAIpQLSfM7kQRnfrRp4yWtRmKbWhN1bEit5Uhh5MO EKDku66rAdrYvQ/viewform

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	N.A	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	0	0

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0

No file uploaded.

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1043449	1043449

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3231	983704	56	32473	3287	1016177
Reference Books	123	75403	1	1995	124	77398
e-Books	135000	10725	135000	5900	270000	16625
e-Journals	6000	10725	6000	5900	12000	16625

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	105	3	71	0	0	3	4	0	0
Added	0	0	0	0	0	0	0	0	0
Total	105	3	71	0	0	3	4	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
18649	0	Nill	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has standard procedure for maintenance and utilization of physical, academic and administrative facilities. Various committees have been formed for purchase, repairand upkeep of infrastructure. 1. Infrastructure: the construction, maintenance and repair of physical infrastructure of institution is done by PWD, Govt. of Punjab. Whenever, a grant is received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by committee formed by principal out of funds in the college. 2. Laboratory: Laboratories are upgraded and maintained by the Higher Education Institute Society(HEIS) periodically. 3. Library: All bonafide students will be issued identity cum library card which they are supposed to keep on their person and produce the same on demand. A member may borrow the books from the circulation section. Each student is eligible to borrow 2 booksand 3 books and Post Graduation. Books are issued for 14 days afterwhich delay fine @ Rs.1/ per day per volume is charged. Before getting abook issued, it should be checked and any marking, mutilation, missing pagesshould be brought to the notice of the Librarian, failing which the studentreturning the

damaged book will be held responsible. 4. Computers: Recognizing the importance of IT as complementary process in education, the college is committed to upgrade the IT infrastructure and associated facilities on regular basis. The purchase of hardware and up gradation of software is need based. The college administration, in co-ordination with HEIS committee of the college, makes plans and decides strategies regarding this matter. 5. Class rooms: Class rooms are assigned in the time-table according to class strength by time-table incharge. Regular cleaning and maintenance of Class rooms is carried out so as to provide effective learning environment to the students. Regular monitoring of electrical and fixtures is done and repaired immediately by Water and Electricity committee of the college.

http://gbcpatiala.ac.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Alumni	9	22500
Financial Support from Other Sources			
a) National	Sc Scholarship,Minority	218	2598036
b)International	NIL	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Orientation	21/07/2017	300	Govt. Bikram College Of Commerce, Patiala
Mentoring	23/07/2017	1126	Govt. Bikram College Of Commerce, Patiala
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Career Counseling (Lecture)	80	280	3	3
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
nil	0	0	nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	49	B.Com.	Commerce	Bikram College, Modi college	M.com
2018	50	B.Com.	Commerce	ICAI	C.A
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	National	3
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	sports	National	3	Nill	Nill	nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college also known as Bikram Alumni (Global) Association is a registered body, with the Principal as its chief Patron. It functions to forge a strong bond between the college and its old students. The Governing body of the association comprises the president, the general secretary and the treasurer. Other members of the faculty, who are also old students of the college, are its active members. The Governing body holds meetings from time to time, evolves policies regarding the working of the association. They are also encouraged to make valuable contribution to the association by interacting with the students and the new pass outs. They are also sensitized to the needs of the institution and are made aware of their responsibility towards their almamatter.

5.4.2 – No. of enrolled Alumni:

368

5.4.3 – Alumni contribution during the year (in Rupees) :

6500

5.4.4 – Meetings/activities organized by Alumni Association :

There was a Meeting of Governing body of Bikram Alumni (Global) Association. association Sponsored momentous worth rs. 25000 for college convocation. (75th Anniversary of college)). On 14-4-2019 GBC organised an Alumni Meet under the able guidance of principal Prof. Dr. Kusum Lata under the title Alumni Meet-Home Coming-2019 Bikram Resonance. Dr.. Vaneeta Garg, General sectary of association welcomed the guests. She specially mentioned the contribution of the alumni in the development of the college. The members of Bikram Alumni foe the up coming 3 years were chosen. At this occasion singer Fathe Maan entertained the guests with his songs. The guests shared their valuable memories.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization, delegation and participative management are the significant hallmarks in the management of thecollege.Academic and administrative policies are designed and implemented under the enlightened leadership of the Principal. Faculty members contribute equally at all levels to ensure smooth functioning of the institution. In the beginning of the new academic session, the College Principal addresses a meeting of the college faculty to orient them about the new programmes and projects to be undertaken by the College. Various committees for carrying out these programme and projects are formed with the entire teaching faculty on board. The needs, problems and suggestions for educational and infrastructural reforms are discussed in staff meetings with other faculty members. Participative management constitutes the core of decentralized governance system being followed in the College. The Heads of the Departments, Conveners of various committees are fully authorized to take decisions while

implementing their mandate or while preparing their programme schedules. The Heads of Departments, in consultation with other members of the department, are free to prepare the activity schedules of their departments and the ways to disseminate knowledge. Heads of Departments chalk out the syllabus unitization, guest lectures, and other projects and plans to ensure quality of teaching learning in cooperation with other faculty members of the department. The college does promote a culture of participative management. The entire teaching faulty and members of the non-teaching faculty are made members of various committees for the all-round development of the college. Students are also involved as volunteers in all functions the college organizes. The members of the PTA, HEIS and ALUMNI are also kept in the loop about all the ongoing developmental projects in the college. The college has a well-structured set up with various functional committees. We are also having two important offices of the college i.e. Registrar Office and Bursar office. They assist the Principal continuously throughout the session. Bursar of the college assists the Principal in the management of the financial resources of the college and the Registrar of the College plays key role in the formation and maintenance of academic environment in the college.The Principal interacts with government and other external agencies and faculty members on regular basis to make its working more effective. Students and non-teaching staff also join hands for effective execution of different academic, administrative, extension and extra curricular activities. Students, being the key stakeholders of the institution, are the part of the IQAC and their suggestions are considered for the quality initiatives taken by the cell.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	The college follows the evaluation system of Punjabi university. The process of granting internal assessment is very rigorous and transparent. The Principal holds a meeting of the whole faculty to share her vision about the evaluation process at the beginning of every session. The Principal along with Registrar, College Examination also informs them about any changes made by the university. Examination committee prepares a schedule of examination. Students are informed about this in the tutorial groups. Mid-semester exams are conducted by the college staff and constant performance of the students is assessed on the basis of MSTs, assignments and class attendance. In the semester system, the internal weightage is 30. During this session, fair means for the assessment of the students is practiced.
Admission of Students	Online Admission Policy is being followed by the college. The admission to several courses is done through

	online application. Fair, transparent and merit based Admissions are followed through the portal as per the norms laid down by Punjabi University, Patiala. On line admission committee is available which guides students and parents throughout admission process.Timely information on the college website is available during the admission process. Admission is done by specially formed admission committee. Strict observance is followed for the reserve category norms.
Library, ICT and Physical Infrastructure / Instrumentation	The College is having full-fledged library with rich collection of Books, magazines, journals, newspapers etc. Linkage to INFLIBNET, N-List programme of UGC Online processing of scholarships for post matric students.. Internet access is given to teachers and administrative staff in college campus.College library is well-equipped with 3287 text-books ,124 reference books 135000 e-books and 42 journals Modern teaching methods ,INFLIBNET, interactive boards, LCD projectors, are increasingly employed in the classrooms to keep pace with the information explosion round the world.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	To ensure the ease of use of data and long storage of records, accounts department of college is digitising all the records. The accounts section is using the software designed by IT experts as per the needs of institution. Online fee payments from college students are also accepted by the accounts department.IHRMS and IFMS software systems are in practice.
Student Admission and Support	Online tools are used to keep in touch and inform them about various notices time to time for constant support and assistance to the student community. Helpline numbers of teachers are there and the students have direct talk with them. The teaching faculty i.e. the tutors of every class have also created wats app groups to post updates and news related to academic and official documents. Relevant information and notices are uploaded. College has its facebook page and twitter account also.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	nil	nil	nil	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	nil	nil	Nill	Nill	Nill	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
nil	0	Nill	Nill	0

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
nil	nil	nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The internal audit of all the students funds is carried out by the Bursar of the college regularly. • The external audit of all govt. grants/other grants is carried out by auditors of the AG Punjab. The last audit was done in 2012. Being a Govt. institution the College complies with all the suggestions/objections of the auditors. The College on its own arranges the audit of all PTA and HEIS funds and UGC grants etc. which is carried out by authorized chartered accountants.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil

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6.4.3 – Total corpus fund generated

1685514

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Punjabi University, Patiala	Yes	principal
Administrative	Yes	AG	Yes	principal and office superintendent

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA aims to foster and promote good relationship between Parents and Teachers through an Executive Body for the betterment of students. The institution has an active PTA which is valuable asset and is instrumental in suggesting the solutions for the institutional challenges. PTA is associated with the working and administration of the college lending financial assistance to the various activities held in our college. PTA supports in paying the salary of Guest Faculty, conducting Annual Function and Convocation, Repair of Building, Electric repair, Furniture repair and Printing and stationary.

6.5.3 – Development programmes for support staff (at least three)

Regular meeting of support staff are held with Principal. They are honoured annually at the time of annual athletic meet.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• During this session 25 kw roof top solar panel system was installed. The completion was on 08-05-2017. • During this session to make the campus ecofriendly, on 11-8-2017 Van Mahotsav (tree plantation) was organised. • On 14-8-2017 NSS Day was celebrated with theme Swachh Bharat Abhiyaan in which 119 Volunteers did March Past with posters and banners to spread awareness regarding cleanliness. • To inculcate the habit of planting saplings, various rallies were organised by NSS to save environment. • No use of plastic plates, glasses and polythene bags in the campus. • For CA examination, RO water was served in steel glasses in place of packed mineral water glasses to the students. • Students are supposed to study compulsory subject of environment as per UGC guidelines.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Orientation Programme for B.Com-1	21/07/2017	22/07/2017	22/07/2017	200
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Job Opportunities	22/08/2017	22/08/2017	40	38

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. The college has solar panels installed on the roof of the Multipurpose Hall in the college campus with a capacity of 25 Kilowatt. (The system is as per BIS/PEDA/MNRE specifications. It will help in reducing the electricity bills . It will be sufficient to meet the required electricity requirements of the college. 2. Installation of power saving LED lights in campus . 3. Initiative to setup Botanical Garden. 4.Plantation of trees. of power requirement of the university met by renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	16/08/2017	1	Cleaniness Awareness march	Awareness of Cleaniness	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College prospectus	01/07/2017	The college gets the prospectus printed annually. It has the detailed information about the institution , its history, the faculty , the courses offered , subject combinations , fee structure for every course, reservation policy , examination rules, scholarship schemrs, co-curricular and cultural activities . It also contains the rules and regulations for college colour and roll of honour awards . The outstanding students are honoured by printing their photos in the prospectus . There is a pictorial view of the activities held in the college in the previous year . The prospectus also has the admission form and the anti-ragging declaration form . thus the prospectus is a type of handbook promoting code of conduct for various stakeholders .

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NSS	01/01/2018	07/01/2018	142
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Plantation drive on special occasions .The college has an active Eco- Club which has the teachers and the students as its members . It conducts numerous lectures for sensitizing the students about the importance of saving environment . 2. Proactive monitoring on saving electricity. 3.Installation of incinerator for disposal of sanitary napkins. 4. Use of energy efficient and star rated electrical equipments . 5. Construction of decomposing Pits.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of Best Practice- Social inclusion in education • The Context Social exclusion manifests in a pattern , where a small minority of the population enjoys considerable economic and social opportunities compared to the majority who are often left neglected and deprived . To bridge this gap , Govt. Bikram

college of Commerce have been continually taking special initiatives to support the students coming from the weaker sections and rural areas of the community . • Objectives of this practice- 1. To ensure access to quality education to students from socially weaker sections and rural areas. 2. Equity on campus where all students have same opportunity and resources to participate in key learning activities. 1. The Practice- 1. The students irrespective of their background are granted admission in Govt. Bikram College of Commerce. 2. All eligible and deserving students get scholarships . 3. It is ensured that all students have a quality student life . 2. Advantage- 1. Students from the rural areas and socially weaker groups are able to develop strength in terms of knowledge , skills and a proactive attitude to be at par with their pees from privileged backgrounds 2. Enhancement of the confidence level and communication skills among students. • Evidence of success- 1. The number of students who come from under privileged backgrounds complete their degrees and get placements . --- 2. Title of Best Practice • Teaching in two languages • The context- Teaching in two languages helps in effective deliberation of the curriculum content as well as facilitates and multiplies learning capabilities of students. The students get access to better understanding of the curriculum content. At Govt. Bikram college of commerce, teaching in two languages has proven to be one of the best pedagogical approaches for delivering lectures in classrooms. Teaching in two languages facilitates and multiplies learning capabilities of students by allowing the latter to access appropriate guidance. 1. Objectives of this practice- 1. Promotes bilingual teaching pedagogy for better understanding and content delivery. 2. Develops easy access of the curriculum content to the students from the rural backgrounds. • The Practice- 1. The curriculum content is delivered by the teacher in two languages, English and Punjabi. Such a practice makes the curriculum content easier to understand. 2. A prior discussion, related to the topic is done before the curriculum is implemented. The discussion is held in two languages so that the content is delivered to each an every student coming from diversified regions. The topics are thoroughly discussed and rediscussed. 3. The students pay greater attention and the curriculum content is more accessible to them. The students show more concenteration. • Advantages- 1. It widens the platform of knowledge for those students also who have come from rural background who have difficulty in absorbing the content in English medium. 2. Enables better understanding of the curriculum content . 3. It improves student learning outcomes and interpersonal communication skills. • Evidence of success- 1. The students were able to clear their doubts if any more efficiently in the classroom. 2. Positive feedback received from the students about the understanding of the content being delivered. --- • Other best practices- 3. Outcome based education 4. Education beyond classroom 5. Student support 6. Mentorship

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://gbcpatiala.ac.in/images/BP_17-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Giving back to society and environment-Education is for the overall development of the society. The college believes in high standards of academic, professional and societal performance. College life is not only about academics, games, friends and fun. It is about learning to interact with other people, being aware of social, Environmental, gender issues and inequities in the society. We provide an opportunity to every student to contribute to make

the society a better place and to grow as better individuals. GBC has committed itself to the task of inculcating social values and responsibilities in its students. In line with its vision of working towards the socio-economic development of the country. GBC has taken utmost care to give back to the community. Along with professional education, the NSS unit plans activities like Tree Plantation, Field visits, awareness rallies, Heritage walks, Marathons to expose the students to the pressing issues in our society. The NSS unit undertakes various services to inculcate social values. The students undertake a plethora of activities ranging from street plays, cleanliness drives, donation camps, gender equity awareness programmes, Field visits and many more. Various clubs are formed in the college. The Red Ribbon Club, Eco-Club, Environment Club, Literacy Club etc. which arranges for a no. of events. The activities performed by the students that teach the student to pay back to the society include:- • Street plays to create awareness social evils like Corruption, Unemployment and Illiteracy. • Marathon runs to sensitize people about health issues. • Heritage Walks to keep heritage alive. • Traffic awareness rallies and lectures to make people know of the traffic rules. • International women Day is observed to tell the girl students about the power and importance of women in society. • To sensitize students and through them the society about the Drug Abuse. • Plantation drives are carried out to make environment clean and green. • Cleanliness Drives are organized to clean the College campus and various public places. • The girl students are given knowledge about tackling common problems of sexual harassment. The students are given special lectures on " Saying No TO Drugs" and HIV /AIDS. • Educational trips to historical places are organized to give students the knowledge about the rich Heritage. • The students perform rallies to near by villages to spread awareness among people about the ill effects of burning crop stubble . • Communal harmony week is observed to teach to live in harmony with all religions in society. • Maat bhasa divas is observed to make students love their mother tongue. • International yoga day is celebrated to raise awareness among people about their health. Student clubs do their bit by organizing events under different banners for a social cause. At GBC, every student, as individual and together with teaching faculty takes part in this endless odyssey of giving back to the society and to transform it to make it a better place to live.

Provide the weblink of the institution
http://gbcpatiala.ac.in/images/ID_18-19.pdf

8.Future Plans of Actions for Next Academic Year

1.To materialize our mission providing better educational opportunities to the students. 2.To emphasize skills and knowledge in the field of commerce. 3.To improve the class attendance of the students.4. Curriculum improvements through meetings with university officials. 5.More expert talks in the contemporary field of economics, commerce and management. 6. More CCTV cameras will be installed. 7.Plan for solar energy panels has been sent to the Govt. for approval.