Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA**
Name of the head of the Institution	**Dr. Kusum Lata**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01752220493**
Mobile no.	**9501030599**
Registered Email	**gbcpatiala1@gmail.com**
Alternate Email	**vaneeta142@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	**Dr. Vaneeta Rani**
Phone no/Alternate Phone no.	**01752220493**
Mobile no.	**9417976419**
Registered Email	**kusumbansal672@gmail.com**
Alternate Email	**vaneeta142@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gbcpatiala.ac.in/images/AQAR_2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gbcpatiala.ac.in/images/2019-20.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	**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
No Data Entered/Not Applicable!!!		

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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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	<u>View File</u>
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)

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 has helped in reducing the electricity bills. It is sufficient to meet the required electricity requirements of the college.

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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	Achivements/Outcomes
To organise various activities to mark the celebration of 75 years of the college establishment	**various functions were organised**
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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:	Yes
Year of Submission	2020
Date of Submission	21-Feb-2020
17. Does the Institution have Management Information System ?	No

Part B

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

College has a well defined and healthy mechanism of curriculum delivery. The college is affiliated to Punjabi University Patiala and follows the curriculum prescribed by the university. Our academic calendar is prepared as per the schedule of Punjabi University, Patiala. This academic calendar is displayed in the college campus on the notice boards, published in prospectus and uploaded on the website of college for the information of the students. The college organizes an orientation week for the fresh students to acquaint them with the new environment, academic calendar, various clubs, societies and their activities. Effective delivery of the curriculum is ensured by the active implementation of the time plan. The faculty members are encouraged to prepare an active plan for their classroom teachings of the entire year before the commencement of academic year. The HODs are directed to supervise and implement the same. The preparation of such a plan helps in engaging all the faculty members in carrying out the effective distribution of lectures. This helps in keeping the clarity of distribution of curriculum and timely completion of the course well before the start of the final examination at the end of the academic year.

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
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill

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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	Nil	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
Nil	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
BDes	office Management and secretarial practice	59
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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
The college has developed a participative approach. For this, feedback from various stake holders including faculty members, students, alumni and parents, is collected by the college to help the individuals and organization as a whole. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. The feedback from the students is obtained at the end of the session / term. This helps the teachers to take quality measures and make further improvements in their teaching methodology for the betterment of students. Student's Grievances Redressal Committee also receives feedbacks from the students through the suggestion boxes installed at different places. Necessary measures are taken upon the grievances (if any). Students are also encouraged to give their reviews in the tutorials. Relevant suggestions are forwarded informally to different committees for taking up the necessary actions. Teachers give their feedback and suggestions during staff meetings being conducted regularly from

time to time for more effective running of the college. Parents' feedback is taken during PTA meetings. Relevant issues are discussed freely in order to improve the institutional credibility. Feedback from Alumni is obtained at the time of convocation. Alumni Association also gives recommendations and suggestions during executive meetings and annual meet.

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	1377	302
BCA	Computer Science	64	149	53
MCom	Commerce	38	231	38
MSc	Computer Science	51	16	8
PGDCA	Computer Science	39	27	12
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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
2019	1016	126	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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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
1142	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	2	11

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-1	Dec-19	23/11/2019	14/10/2020
BCom	SEM- 2	May-20	13/03/2020	29/12/2020
BCom	SEM-3	Dec-19	23/11/2019	14/09/2020
BCom	SEM-4	May-20	13/03/2020	29/12/2020
BCom	SEM-5	Dec-19	30/11/2019	13/08/2020
BCom	SEM-6	May-20	13/03/2020	28/10/2020
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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	282	282	100
2	MCom	commerce	36	36	100
3	BCA	computer	41	41	100
4	MSc	computer	20	20	100
5	PGDCA	computer	11	11	100

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	NIL	0	0
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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
No Data Entered/Not Applicable !!!		

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
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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
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Yes	Yes	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
Commerce	1

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)
International	Computer Science	32	4.0
National	Computer Science	1	0.2
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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
Computer Science	10
Commerce	6
Economics	1

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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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Tunicate Swarm Algorithm: A New Bio-inspired based Meta heuristic Paradigm for Global Optimizati on	Dr. Gaurav Dhiman	Engineer ing Applic ations of Artificial Intelligen ce	2020	325	Govt. Bikram College of Commerce, Patiala	331
Seagull Optimizati on Algorithm: Theory and its Applic ations for Large-scale Industrial Engineerin g Problems	Dr. Gaurav Dhiman	Knowledg e-Based Systems	2019	335	Govt. Bikram College of Commerce, Patiala	332
STOA: A Bio-inspired based Opti mization Algorithm for Industrial Engineerin g Problems	Dr. Gaurav Dhiman	Engineer ing Applic ations of Artificial Intelligen ce	2019	167	Govt. Bikram College of Commerce, Patiala	165
KnRVEA: A Hybrid E volutionar y Algorithm based on Knee	Dr. Gaurav Dhiman	Applied Intelligen ce	2019	52	Govt. Bikram College of Commerce, Patiala	50

Points and Reference Vector Adaptation Strategies for Many-objective Optimization						
DHIMAN: A Novel Algorithm for Economic Dispatch Problem based on Optimization MetHod usIng Monte Carlo Simulation and Astrophysics CoNcepts	Dr. Gaurav Dhiman	Modern Physics Letters A	2019	24	Govt. Bikram College of Commerce, Patiala	20
ESA: A Hybrid Bio-inspired Metaheuristic Optimization Approach for Engineering Problems	Dr. Gaurav Dhiman	Engineering with Computers	2020	111	Govt. Bikram College of Commerce, Patiala	107
BOSA: Binary Orientation Search Algorithm	Dr. Gaurav Dhiman	International Journal of Innovative Technology and Exploring Engineering	2020	65	Govt. Bikram College of Commerce, Patiala	62
Deep Convolution Neural Network Approach for Defect Inspection of Textured Surfaces	Dr. Gaurav Dhiman	Journal of the Institute of Electronics and Computer	2020	42	Govt. Bikram College of Commerce, Patiala	40
MOSHEPO:	Dr.	Applied	2020	73	Govt.	70

Title of the Paper	Name of Author	Title of journal			Bikram College of Commerce, Patiala	
A Hybrid Multi-objective Approach to Solve Economic Load Dispatch and Micro Grid Problems	Gaurav Dhiman	Intelligence			Bikram College of Commerce, Patiala	
A Hybrid Fuzzy Quantum Time Series and Linear Programming Model: Special Application on TAIEX Index Dataset	Dr. Gaurav Dhiman	Modern Physics Letters A	2020	21	Govt. Bikram College of Commerce, Patiala	20

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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
A Hybrid Fuzzy Quantum Time Series and Linear Programming Model: Special Application on TAIEX Index Dataset	Dr. Gaurav Dhiman	Modern Physics Letters A	2020	37	20	Govt. Bikram College of Commerce, Patiala
ESA: A Hybrid Bio-inspired Metaheuristic Optimization Approach for Engineering Problems	Dr. Gaurav Dhiman	Engineering with Computers	2020	37	107	Govt. Bikram College of Commerce, Patiala
BOSA: Binary Ori	Dr. Gaurav	International	2020	37	62	Govt. Bikram

entation Search Algorithm	Dhiman	Journal of Innovative Technology and Exploring Engineering				College of Commerce, Patiala
DHIMAN: A Novel Algorithm for Economic Dispatch Problem based on Optimization MetHod usIng Monte Carlo Simulation and Astrophysics CoNcepts	Dr. Gaurav Dhiman	Modern Physics Letters A	2019	37	22	Govt. Bikram College of Commerce, Patiala
MOSHEPO: A Hybrid Multi-objective Approach to Solve Economic Load Dispatch and Micro Grid Problems	Dr. Gaurav Dhiman	Applied Intelligence	2020	37	70	Govt. Bikram College of Commerce, Patiala
Seagull Optimization Algorithm: Theory and its Applications for Large-scale Industrial Engineering Problems	Dr. Gaurav Dhiman	Knowledge-Based Systems	2019	37	332	Govt. Bikram College of Commerce, Patiala
STOA: A Bio-inspired based Optimization Algorithm for Industrial	Dr. Gaurav Dhiman	Engineering Applications of Artificial Intelligence	2019	37	165	Govt. Bikram College of Commerce, Patiala

Engineering Problems						
KnRVEA: A Hybrid Evolutionary Algorithm based on Knee Points and Reference Vector Adaptation Strategies for Many-objective Optimization	Dr. Gaurav Dhiman	Applied Intelligence	2019	37	50	Govt. Bikram College of Commerce, Patiala
Deep Convolution Neural Network Approach for Defect Inspection of Textured Surfaces	Dr. Gaurav Dhiman	Journal of the Institute of Electronics and Computer	2020	37	40	Govt. Bikram College of Commerce, Patiala
Tunicate Swarm Algorithm: A New Bio-inspired based Meta heuristic Paradigm for Global Optimization	Dr. Gaurav Dhiman	Engineering Applications of Artificial Intelligence	2020	37	330	Govt. Bikram College of Commerce, Patiala

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	9	5	Nill

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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
Aid for Suffering	Students visited	2	15

Humanity	to "Pingla Aashram, Sanour" distributed medicines, medical kits, fruits to needy person		
SVEEP	Campus Ambassador, Election Commission of Punjab	1	5
Red Cross Cell	Motivational lectures have been delivered online for bringing awareness regarding the prevention of covid to the students.	2	101
Swacch Bharat Abhiyan	under the companionship of NSS officer, lecture and discussion session was organized in college campus	2	200
Solid waste management	NSS day was celebrated with Theme "Solid waste management" , where NSS volunteers dug 2 pits for dumping tree leaves and kitchen waste	2	119
Say No To Drugs	Various online lectures were delivered time to time to students for management and protection of the students against drugs.	2	200
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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
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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

Home made masks	Volunteers of college	Covid-19 control	5	500
Use and make of cloth bags	Volunteers of college	Say no to plastic	10	100
Voter Awareness	NCC/NSS unit	National Voter Day	1	1000
Oath ceremony	College Co-curricular Activities	Sadhbhawna divas	10	280
Dist level online competition	Red ribbon club advocacy	Poster making, slogan writing competition regarding awareness about HIV AIDS	1	10
Motivational lecture	History department, Punjabi university patiala	Tree plantation and guest lecture by Dr. Daljit singh	1	100
Sarmdaan muhim	Volunteers of college	Cleaned the college and its surrounding	2	100
Rally with posters	NSS n other volunteers of red ribbon club	AIDS Day	2	80
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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	NIL	NIL	0
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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
ON THE JOB TRAINING	PROJECT	Punjabi University,Patiala	01/06/2020	01/07/2020	6
ON THE JOB TRAINING	PROJECT	Co-operative bank, SANGRUR	01/06/2020	01/07/2020	6

ON THE JOB TRAINING	PROJECT	Co-operative bank, Sunam	01/06/2019	01/07/2019	5
ON THE JOB TRAINING	PROJECT	Verka Milk Plant, Patiala	01/06/2019	01/07/2020	1
ON THE JOB TRAINING	PROJECT	ICICI Bank,Patiala	01/06/2020	01/07/2020	3
ON THE JOB TRAINING	PROJECT	Co-operative bank, Nabha	01/06/2020	01/07/2020	5
ONLINE JOB TRAINING	PROJECT	Language Department, Patiala ,Punjab	01/06/2019	01/07/2019	2
ON THE JOB TRAINING	PROJECT	Co-operative bank, Patiala	01/06/2019	01/07/2019	6
ON THE JOB TRAINING	PROJECT	Co-operative bank, Barnala, Dhanaula	01/06/2019	01/07/2020	6
ON THE JOB TRAINING	PROJECT	HDFC Bank, Rajpura	01/06/2020	01/07/2020	6
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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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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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
SOUL	Partially	2.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3302	1024885	49	23448	3351	1048333
Reference Books	130	78570	14	10449	144	89019
e-Books	0	0	19950	5990	19950	5990
Journals	11	28031	0	0	11	28031
e-Journals	0	0	6000	5900	6000	5900
Digital Database	12812	0	436	13248	13248	13248
Others(specify)	10	11263	0	0	10	11263

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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	100	0
Added	0	0	0	0	0	0	0	0	0

Total	105	3	71	0	0	3	4	100	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	Nill

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
0	0	36487	36487

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.

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	**Nil**	**0**	**0**
Financial Support from Other Sources			
a) National	**Post Metric Scholarship of SC, Minority, Central Sector and fee Concession to girls Students**	**1080**	**3244102**
b)International	**Nil**	**0**	**0**
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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
Nil	**Nill**	**0**	**0**
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
2019	**The placement Cell Of College online seminar on Career counseling**	**400**	**400**	**10**	**Nill**
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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
2020	81	B.Com.	Commerce	Govt. Bikram College of Commerce, Patiala	M.Com.
2020	14	B.Com.	Commerce	Punjabi University	M.B.A.
2020	7	B.Com.	Commerce	ICAI	C.A
2020	3	B.Com.	Commerce	Punjabi University, Patiala	LLB
2020	1	B.Com.	Commerce	ICSI	CS
2020	1	B.Com.	Commerce	Punjabi University, Patiala	M.A.(Economics)
2020	1	M.Com.	Commerce	Punjabi University, Patiala	Ph.D.
2020	3	B.Com.	Commerce	Punjabi University, Palatial	PGDCA

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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	6
Any Other	13

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

Activity	Level	Number of Participants
Inter College (Boxing Competition 75-81Kg)	University	1
Inter University	Inter University	1
Participation in Republic Day Celebration	State Level	16
Youth Festival	District Level	1
Paper Writing Contest	District Level	1
Paper Presentation	State Level	1
Quiz competition	District Level	1
Zonal Youth Festival	Inter College	80

Inter Zonal Youth Festival	University	1
Debate	Inter College	1

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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
Nill	NIL	Nill	Nill	Nill	Nill	NIL

No file uploaded.

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:

120

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

70200

5.4.4 – Meetings/activities organized by Alumni Association :

19-10-2019-Governing body meeting.

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)

The vision of the college is to materialize the motto Education for total formation. The college aims to orient the young minds towards, academic excellence holistic personality development social orientation to enable them to cope with the contemporary global scenario. Decentralization, Delegation and participative management are the significant hallmarks in the management of the college. 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/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 time table, 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 extracurricular 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
Library, ICT and Physical Infrastructure / Instrumentation	Library has the access to e-books, e-journals through UGC- INFLIBNET National Library and Information Services Infrastructure for Scholarly Content (NLIST).College library is well-equipped with 3302 text-books, 128 reference books and 135000 e-books and 42 journals in addition to 6000 e-

	journals. Online edition of various newspapers were forwarded in the WhatsApp group of students.
Industry Interaction / Collaboration	The college is entrepreneurial in its approach and strives to ensure skill development amongst its students. The students are provided a platform for interaction with corporate, banks, industries and other public sectors through their talks. Students of Office Management (vocational course) go for industry training in reputed industries.
Human Resource Management	During this Covid phase, mental and physical well-being of students was duly taken care of by the concerned tutors. Various on-line sessions have been organized to make them aware regarding the health and hygiene issues. Motivational lectures have been delivered to avoid wastage of food and spreading awareness regarding the prevention of Covid. The hygiene factors have also been taken care of. During this session, 230 buddy groups were formed comprising of a total of 1151students.
Teaching and Learning	Subject teachers hold special discussions in their respective classes about the pattern of the question papers and the division of marks. Seminars are being conducted in which the students are given current topics and presentations are being taken. Every teacher is assigned teaching duties as per UGC/Punjab Govt. guidelines during each semester.
Admission of Students	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 their parents. 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 rules of reserve category.
Curriculum Development	The curriculum is developed by the Board of Studies of the affiliating university. Syllabus is prepared by the Punjabi University by the members of Board of Studies every year. The college faculty is also the part of Board of Studies' and takes part in the

	meetings of different courses held in Punjabi University. Two teachers of the college are members of university bodies and they convey to the university feedback regarding curriculum and the changes solicited, if any, by the students. These members of the faculty who are nominated to the Board help in the restructuring and development of the syllabus every three years.
Examination and Evaluation	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. Fair means for the assessment of the students are practiced.
Research and Development	Faculty is encouraged to participate in various conferences and seminars for their overall development. Conducive environment is provided to the students and faculty for research activities. Interactive sessions and seminars are held in the tutorial meets. Seminars are given to the post-graduate students and they are required to present seminars on the same. Two regular college faculty holding Ph.D. degree act as supervisor as per UGC guidelines.

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

E-governace area	Details
Examination	During this session (Due to Pandemic), for the even semester all students were promoted to the next classes except the students of the exit level i.e., the students of final year appeared in the online examination held during this session for the odd semester the examination was through offline mode while for even semester it was through the on-line mode. Internal awards and external awards are uploaded on the university portal.
Planning and Development	The time table and other academic and non-academic communications are

Administration	The college authorities have introduced the digitization of all database and records. Notices and other correspondence with regard to administration are communicated via e-channels. All the significant information is also available at college website.
Finance and Accounts	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	Helpline numbers of teachers are there and the students can directly talk with them. The teaching faculty i.e. the tutor of each class has also created WhatsApp groups with students to post latest updates and news related to academic and official documents. Relevant information and notices are uploaded on the college website. 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
2019	Dr.Reetu Kapoor	Capacity Building Workshop For NAAC Accreditation of College	College Development Council, Punjabi University, Patiala.	1000
2019	Dr.Vaneeta Garg	Capacity Building Workshop For NAAC Accreditation	College Development Council, Punjabi University,	1000

		of Colleges.	Patiala.	

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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)
2019	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
Rakshna Champion of Change for POCSO Act'2012	3	13/03/2020	13/03/2020	1
Training for the counseling during COVID-19 Tele Counselling Service-Psychology Social Support an Initiative by Punjab Govt.	4	24/04/2020	24/04/2020	1
Training on Basics of COVID-19	1	25/04/2020	25/04/2020	1
Training on Basics of COVID-19	1	27/04/2020	27/04/2020	1
Training on Basics of COVID-19	1	19/05/2020	19/05/2020	1
Training on Basics of COVID-19	4	25/05/2020	25/05/2020	1
COVID-19 Training for NCC Cadets	2	26/05/2020	26/05/2020	1
Training on Basics of COVID-19	1	27/05/2020	27/05/2020	1

Training for the counseling during COVID-19 Updation of Fast Desk App- technical factor and Effective Isolation and Testing Strategies and Technical Issues	4	25/05/2020	25/05/2020	1
Training on Basics of COVID-19	1	28/05/2020	28/05/2020	1

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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	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity leave, G.I.S, G.P.F, Gratuity, Pension, Loan from G.P.F	Maternity leave, G.I.S, G.P.F, Gratuity, Pension, Loan from G.P.F	Post-Metric scholarships for SC/BC students (200 students benefitted), Central Govt. Merit Scholarship (296 students benefitted), Minority scholarship (19 students benefitted), Transport facility by State Govt. (379 students benefitted), Book Bank facility for students is also available.

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 is carried out by the Bursar of the college regularly. The external audit is carried out by auditors of the AG Punjab which was last conducted in January'2020. Being a Govt. institution the College complies with all the guidelines. 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
PTA	69672	Nill

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6.4.3 – Total corpus fund generated

3945183

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, Punjab	Yes	Principal, Office Superintendent

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

PTA is the backbone of the college. PTA aims to foster and promote good relationship between Parents and Teachers through an Executive Body for the betterment of students. PTA supports in paying the salary of Guest Faculty, conducting Convocation, Repair of Building, Electric repair, Furniture repair and Printing and stationary, youth festival expenditure for the students. During this session, General House Meeting was conducted on August 10th'2019 and Executive Body Meeting was conducted on February 24th'2020.

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

Computer training is being provided to the support staff .

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

• During this session , Van Mahotsav (tree plantation) was organised by Red Ribbon Club on 21-9-2019. • On 18-09-2019, Eco club of the college planted 20 saplings in Nanak Bagichi. • On 02-10-2019 under "Shramdaan Muhim" 100 students participated in the cleanliness of the college and its surroundings. • Two units jointly organised Seven days' N.S.S winter camp from 07-01-2020 to 13-01-2020 for the upgradation of intellectual standard of students regarding cleanliness and service to society in which 100 volunteers have participated.

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
2020	For the management of solid waste two pits have been made by	Nill	11/01/2020	11/01/2020	40

	the NSS volunteers for dumping tree leaves and kitchen waste.				
2020	Swachh Bharat Abhiyan, lecture and discussion session were organised in college campus.	Nill	13/01/2020	13/01/2020	100
2019	• During this session, there was saving in electricity bill due to installation of 25 KW roof top solar panel.	Nill	01/07/2019	30/06/2020	5
2020	• During the session, four teachers were the part of Team Step one (Tele Counselling Service-Psyc hological Social Support), an initiative by Punjab Government through Cloud computing call system on toll free no. 1800-180 -4104 from 24-4-2020.In this T	Nill	24/04/2020	30/06/2020	4
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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
FIT India Movement	29/08/2019	29/08/2019	160	90
Awareness Program on HIV AIDS	01/12/2019	01/12/2019	175	110
Oath taking Ceremony for free and fair Voting	25/01/2020	25/01/2020	165	130
Lecture on Punjabi language by Sukhwinder Amrit	11/03/2020	11/03/2020	145	130
Mission Fateh	21/06/2020	21/06/2020	95	115

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 has helped in reducing the electricity bills. It is 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 – 50

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

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
2020	1	1	22/02/2020	7	Saras Mela	Heritage awareness	380
2020	1	1	24/02/2020	1	Spring Flower show	Flower show	60

2019	1	1	10/08/2019	15	Cleanliness Activities	Awareness of Cleanliness	280
2019	1	1	12/08/2019	1	National Youth day	Youth Awareness	165
2019	1	1	08/09/2019	1	Blood Donation	Aid for suffering Humanity	9
2019	1	1	19/11/2019	7	Communal Harmony week	Communal Harmony	690
2019	1	1	07/12/2019	1	National Flag day	National awareness	175
2020	1	1	25/01/2020	1	Voters day	Vote Awareness	275

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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	01/07/2019	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 schemes, co-curricular and cultural activities . It also contains the rules and regulations for college color and roll of honor awards. The outstanding students are honored 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
International Youth Day	12/08/2019	12/08/2019	205
Vigilance Week	26/10/2019	01/11/2019	450
HIV/AIDS Awareness	01/11/2019	01/11/2019	195
National Integration Day	19/11/2019	19/11/2019	145
Communal Harmony Week	19/11/2019	25/11/2019	645
National Flag day	07/12/2019	07/12/2019	15
Swachh Bharat Pakhwara	13/01/2020	27/01/2020	215
National Voters Day	25/01/2020	25/01/2020	175
Maat Bhasha Diwas	21/02/2020	21/02/2020	240
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken up by the institution to make the campus eco-friendly
1.Creation of Nanak Bagichi 2. Use of Solar Panels. 3. Installation of dustbins for disposal of waste. 4. Plastic Free Campus. 5. Construction of decomposing Pits.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1 Describe atleast two institutional best practices 1. Participative Management Title of Best Practice – Participative Management THE CONTEXT- GBC Patiala is a higher education professional institute with strength of about 1200 students and 30 staff members providing education in professional commerce stream of Graduate and Post- graduate programs. The practice of participative management is instrumental in reducing the workload of the head of the institution so that the head can concentrate on the effectiveness of college functioning. Moreover different student related issues need different solutions and they can be best handled in decentralized manner. The Principal must take the leadership role and own responsibility of work done in participative way. OBJECTIVES OF THE PRACTICE- Participative management forms the core of college activities and is among the best practices of the institution. The basic purpose is to achieve synergy in the working of the Principal, college administration, faculty, students and non teaching staff and to develop an efficient, transparent and consultative work culture. This practice is emphasized to handle the multifarious college activities with efficiency, to keep the staff and the students motivated to create among them a sense of belongingness with the institution. THE PRACTICE- The practice of participative management is to provide a real participation to teachers, non teaching staff and students. The senior teachers along with the Principal form the highest decision making body namely "The college council". The Principal in the light of the policy guidelines and the vision and mission of the college conducts activities with the active support of the college council. There is a detailed distribution of work among teachers through different committees. All the college activities, scholarships, discipline, sports, cultural activities, proctorial groups,

mentor groups and placements etc are administered efficiently through these committees. All related aspects such as planning, organization, financial sanction, spending of sanctioned amount, utilization of grants and reporting are done by these committees in accordance with set rules and procedures under the overall guidance of the Principal. The teaching learning activities are conducted in participatory way .The teaching departments are headed by HoD's. The office non teaching staff works in close collaboration with the principal and the teaching staff. The office staff provides necessary consultation to the principal and the college council in official and administrative matters. There is a good practice of involvement of students through their representatives in different activities. They are actively involved in planning, arrangement, conduct and reporting of the event. They take self initiative in organizing these events. The participative management is significant in providing opportunities for healthy growth of students and the staff ensuring their connectivity with the institution and achieving quality standards. EVIDENCE OF SUCCESS- The Participative management has been effective in administering different college activities in an efficient way. The working in the institution is a collaborative effort. Co-curricular and extension activities are organized in a planned manner. This practice is the key to make GBC Patiala a premier professional commerce institute in the area. 2. BEST PRACTICE - - MENTORSHIP TITLE- MENTORSHIP THE CONTEXT- The students in GBC Patiala come from different backgrounds that are suddenly ushered into an unfamiliar territory on many fronts. The students have several problems as they come directly after finishing their schools. The college life is totally new to them. The students at this stage need additional guidance. Our Mentorship program is required here at this stage . OBJECTIVE OF THE PRACTICE – GBC has a unique successful mentorship program .It is aimed at supporting the incoming adolescents to come on good terms with fellow students, course work and helping them navigate any other issues. This program is very useful for the new students who enter a new college atmosphere after attending twelve years of schooling. A group or a section of students is assigned a tutor/mentor who will be ever ready to help the students who are in his tutorial group. THE PRACTICE- The college begins its academic year by assigning mentors to each student .The mentors are steady for that year. Each teacher has approximately 80 students to monitor .The students meet their mentors on the assigned tutorial days but the mentors are available to the students virtually all the time. The mentors commit to a larger extent in the holistic growth and development of the students. The mentors counsel the students about their academic, emotional and other needs .As the primary stakeholder, the students are encouraged to share any learning problems being faced in class. The students interact personally with their mentors and share their problems. EVIDENCE OF SUCCESS- Any case of bullying, ragging or harassment is often first brought to the notice of mentor. The students are also free to contact their mentors if they have any problem outside the college hours also. The student issues that may be due to the communication gap with their parents are also resolved by the mentors. This program of mentorship has helped in making the students of GBC among the best adjusted in the college and then later in the society. PROBLEMS FACED- This program hinges on the commitment of teachers to go out of their way to help the new incoming students. Their endeavour is to help students to gain confidence on navigating through the new environment. This is a time intensive activity that often acts as a constraint. OTHER BEST PRACTICES – • Formation of Reader's Club in library. • Book Bank facility for poor and needy students. • Award to Best Library User.

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/bp2019.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

Accessibility of higher education to common masses- GBC Patiala premier professional commerce institute has been rendering its services since 1947. The institution has been catering to the professional educational needs of urban and rural people of the area for about seven decades. It is providing higher education without compromising the quality aspect. It has been successful in achieving set quality benchmarks in studies, co-curricular activities, extension initiatives and infrastructural facilities. However in the present scenario, quality higher education is very expensive and is beyond the reach of economically weaker sections of the society. The students with very high percentage of marks have face hardships even if they manage to get admission in any higher education institute. GBC is proud of its institutional distinctiveness in working for the accessibility of higher education to common masses at nominal fees. It is committed to provide affordable quality education to differently placed socio- economic sections of the society in congenial environment. It functions in consonance with ground realities and ensures inclusive growth of all students. It is imparting broad-based education to students with wide range of academic, co-curricular and extracurricular activities at a very modest fee structure. It provides scholarships to eligible and deserving students so that they can afford their educational expenses. The institution is catering to students from surrounding rural areas and they have an easy approach to quality higher education nearby. These students are provided the facility of subsidized bus pass with the close collaboration of Punjab Roadways Transport Corporation (PRTC). The residential facility/ Hostel is provided to the students belonging to far off areas. There is a provision for free education to girl students which works as an incentive to parents to allow girls for higher education. Besides this the college Alumni Association provides monetary aid to the needy students. Thus the college is making concentrated efforts to make quality education affordable to students. Thus accessibility of quality higher education equally to all students in an equitable, fair and rational study environment for their holistic growth is the key distinctiveness of the college. The students imbibe the virtue of inclusive growth and support one another in their onward march of progress. The evidence of success is clear from the number of students appearing and clear the exams held by the Institute of Chartered Accountants of India (ICAI).

Provide the weblink of the institution
http://gbcpatiala.ac.in/images/id2019.pdf

8.Future Plans of Actions for Next Academic Year

1. More interaction programs of students with eminent scholars. 2. Focus on sensitization of present generation on relevant social issues and making them more community oriented in their approach. 3. Plan to conduct an environment audit. 4. To sign more MOUs with firms. 5. Plan to conduct academic and administrative audit.