



**Government Bikram College of Commerce**

**Patiala-147001**

**Project Reports of Students  
2021-22**



Website: [www.gbcpatiala.ac.in](http://www.gbcpatiala.ac.in)

Mail ID: [gbcpatiala1@gmail.com](mailto:gbcpatiala1@gmail.com)

REPORT ON  
OFFICE MACHINES  
AND EQUIPMENTS



Submitted to:

GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA

In partial fulfilment of the requirements of the degree of Bachelors of Commerce

(2021-2022)

Submitted by:

Harjap kaur

B.COM. II

Roll no. 563

UNI.REG.NO.712-2020-144

(Punjab National Bank,  
Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

PROJECT REPORT

ON

OFFICE MACHINES

SUBMITTED TO :-

GOVT. BIKRAM COLLEGE OF COMMERCE

(PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE DEGREE OF  
BACHLOR OF COMMERCE (2021-22)

SUBMITTED BY:-

NAME: BARNDEV KAUR

CLASS: B.COM - II (SEM- III)

UNIVERSITY ROLL NO: 266077

REGISTRATION NO: 712-2020-117

Roll No 574

(Verka Milk Plant Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**ASSIGNMENT  
ON  
OFFICE PROCESS AND  
COMPUTER**

**SUBMITTED TO:**

**THE PUNJABI UNIVERSITY, PATIALA**

**( IN PARTIAL FULFILMENT OF THE DEGREE  
BACHELOR OF COMMERCE)**

**2021-22**

**SUBMITTED BY:**

**DIKSHA**

**UNI . REG NO. 712-**

**2020-129**

**Roll no. 575 'C'**

**UNI roll no. 266089**

**Class : B.Com 2<sup>nd</sup> Year**

**GOVT . BIKRAM COLLEGE OF COMMERCE, PTIALA**

*( Co-operative Bank, Nabha )*



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



# Project Report On Mailing

## Submitted To :-

Government Bikram College  
of Commerce, Patiala  
(In Partial fulfillment of the  
requirement of the degree of  
the bachelor of commerce (2021-22))

## Submitted By:-

Gopal

Class- B.com 2 (Sem 3)

University Registration Number.

712-2020-157

University Roll Number. 266280

Roll No 576

(Co-operative Bank, Sangrur)



*Pr. a. c.*  
Criterion Incharge

*Pr. a. c.*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*Pr. a. c.*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

PROJECT WORK  
ON  
OFFICE MACHINES

SUBMITTED TO:  
GOVT. BIKRAM COLLEGE OF COMMERCE  
PATIALA  
(PUNJABI UNIVERSITY PATIALA)

IN  
PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE DEGREE  
OF BECHLOR OF COMMERCE  
(2021-2022)

SUBMITTED BY:  
NAME: GRISHAV MITTAL  
CLASS: B.COM-2(SEM-3)  
REGISTRATION NO: 712-2020-141  
UNIVERSITY ROLL NO: 266101

Roll No 577



(Punjabi University, Patiala)

*P. N. Singh*  
Criterion Incharge

*P. N. Singh*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*P. N. Singh*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# ASSIGNMENT ON OFFICE MACHINES

Submitted to:

The Punjabi University, Patiala

(In partial fulfillment of the  
Degree of bachelor of Commerce)

Submitted by:

Ishita

Uni. Reg. No. 712-2020-157

Uni. Roll No. 266117

Class roll no 579 'C'

B.com 2 Semester-3

GOVERNMENT BIKRAM COLLEGE OF  
COMMERCE, PATIALA PUNJAB.

(I.C.I.C.I. Bank, Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

PROJECT REPORT

ON

FILING SYSTEM IN

OFFICE MANAGEMENT

SUBMITTED TO:

GOVT BIKRAM COLLEGE OF COMMERCE

PATIALA

(PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE

(2021-22)

SUBMITTED BY:

NAME: KAJAL SHARMA

CLASS: BCOM II ( SEM 3)

SUBMITTED TO:

MRS. SHASHI BALA

REGISTRATION NO: 712-2020-177

UNIVERSITY ROLL NO: 266131



Roll NO 580  
Punjab Pollution Control Board, Patiala  
Criterion Incharge

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

  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



# PROJECT REPORT ON OFFICE PROCESS

## Submitted to:

Punjabi university,  
Patiala

( In partial fulfillment  
of the degree of bachelors  
of commerce)

session: 2021-22

## Submitted by:

MEERU

UNI.REG.NO.: 712-2020-194

UNI.ROLL NO.:266155

ROLL NO. :581 'C'

B.COM-II semester 3<sup>rd</sup>

Government Bikram College of Commerce,  
Patiala .



Bank, Patiala)  
ast.  
Rajpura

*Meeru*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT FILE**  
**ON**  
**OFFICE, FILING SYSTEM AND**  
**CORRESPONDENCE**

**SUBMITTED TO:-**

GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA

{MRS. SHASHI BALA}

IN PARTIAL FULFILMENT FOR THE REQUIREMENT OF THE  
DEGREE OF

BECHELOR OF COMMERCE

(2021-2022)

**SUBMITTED BY:-**

POONAM

B.COM-II (SEM-III)

UNI. ROLL NO. : 266177

UNI. REG. NO.: 712-2020-216

Roll NO 582

(Language Department, Patiala)



*Space*  
Criterion Incharge

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

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

PROJECT REPORT ON  
MAILING AND FILING

SUBMITTED TO :

GOVT. BIKRAM COLLEGE OF  
COMMERCE , PATIALA

( PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE DEGREE  
OF BACHELOR OF COMMERCE

(2021-22)

SUBMITTED BY :

NAME- PRABHJOT

CLASS- B.COM II (SEM 3)

UNI. ROLL NO. – 266178

*Roll No 583*

*(Water Pollution Control Board, Patiala)*



*Prabjeet*  
Criterion Incharge

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

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

ASSIGNMENT  
ON  
COMPUTER SYSTEM

SUBMITTED TO:  
THE PUNJABI UNIVERSITY, PATIALA  
( IN PARTIAL FULFILMENT OF THE DEGREE  
BACHELOR OF COMMERCE)  
2021-22

SUBMITTED BY:  
RAVNEET KAUR  
UNI . REG NO. 712-  
2020-236  
Roll no. 584 'C'  
UNI roll no. 266197  
Class : B.Com 2<sup>nd</sup> Year

GOVT . BIKRAM COLLEGE OF COMMERCE, PTIALA

( HDPC Bank, Rajpura)



*Prachi*  
Criterion Incharge

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

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



# ASSIGNMENT ON FILING SYSTEM IN OFFICE MANAGEMENT

Submitted to:

Government Bikram College of commerce

Patiala

( Punjabi University Patiala)

In

(Partial fulfillment of the requirement of the degree of bachelor of commerce)

Submitted by: Name : Rukdeep Kaur

Class : B.com2(3 Sem)

University registration number- 712-2020-243

University roll no – 266204

College roll no – 585

Submitted to : Mrs. Shashi Bala

( Punjab National Bank, Patiala ) ✓



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# PROJECT REPORT ON OFFICE PROCESS AND COMPUTER SYSTEM

Submitted to :

PUNJABI UNIVERSITY, PATIALA

(IN PARTIAL FULFILLMENT FOR THE REQUIREMENT  
OF THE DEGREE OF THE BECHLORS OF COMMERCE)

Submitted BY:

SOHANI

ROLLNO: 588

UNI ROLLNO.: 266231

Uni.Reg.No. 712-2020-270

B.com II, 3rdsemester

SESSION. 2021-22

GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA

(HDFC Bank, Lajpura)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT REPORT**  
**ON OFFICE PROCESS AND COMPUTER**  
**SYSTEM**

**Submitted to :**

PUNJABI UNIVERSITY, PATIALA

(IN PARTIAL FULFILLMENT FOR THE REQUIREMENT  
OF THE DEGREE OF THE BECHLORS OF COMMERCE)

**Submitted BY:**

SOHANI

ROLLNO: 588

UNI ROLLNO.: 266231

Uni.Reg.No. 712-2020-270

B.com II, 3rdsemester

SESSION. 2021-22

**GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA**

(HDFC Bank, Lajpura)



*R. Singh*  
Criterion Incharge

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

*J. Singh*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT REPORT**

**ON**

**FILING SYSTEM**

SUBMITTED TO Mrs. SHASHI BALA  
GOVERNMENT BIKRAM COLLEGE OF COMMERCE  
PATIALA

(PUNJABI UNIVERSITY PATIALA)

IN PARTIAL FULMILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE  
(SESSION-2020-21)

SUBMITTED BY :-NAME-BABITA

Class:-CLASS:-B.COM 2<sup>nd</sup> (sem-3)

UNIVERSITY ROLLNO.: 266075

REGISTRATION NO.:712-2020-115

Roll No - 589

(Co-operative Bank, Patiala)



*Pravee*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**PROJECT REPORT  
ON  
"FILING"**

**SUBMITTED TO:  
GOVT. BIKRAM COLLEGE OF COMMERCE  
PATIALA  
(PUNJABI UNIVERSITY PATIALA)**

Partial fulfillment of the requirement of the degree of Bachelor of Commerce  
(2021-2022)

**SUBMITTED TO:.**  
MRS. SHASHI BALA

**SUBMITTED BY:**  
JIVIDA  
B.COM II (SEM3)  
UNIVERSITY REG.NO.-  
712-2020-168  
UNIVERSITY ROLL NO.  
266128.

*(Language Department, Patiala)*  
20/11/2021



*Prac*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# ASSIGNMENT ON COMPUTER SYSTEM

Submitted to:

The Punjabi University, Patiala  
(In Partial Fulfilment of the degree  
"Bachelor Of Commerce")

Session: 2021-2022

- Submitted By: Mehroo  
Mittal
- Uni. Reg. No.: 712-2020-198
  - Roll No.: 593 'C'
  - Uni. Roll. No.: 266159
  - Class: B.COM II Year

(Punjabi University, Patiala)



*Prac*  
Criterion Incharge

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

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

**PROJECT REPORT**  
**ON**  
**FILING, CORRESPONDENCE AND MAILING**

**Submitted to:**

**GOVT BIKRAM COLLEGE OF COMMERCE PATIALA**  
**(PUNJABI UNIVERSITY)**

**IN PARTIAL FULFILMENT FOR THE REQUIREMENT OF THE DEGREE OF**  
**BACHELOR OF COMMERCE**

**Submitted by:**

**PRABHJOT KAUR**

**B.COM-2 (Sem-3)**

**Rollno. 266180**

**Session:2021-2022**

**Uni. Reg.no:712-2020-222**

Roll No  $\Rightarrow$  594

(Co-operative Bank, Patiala)



*Prabjot Kaur*  
**Criterion Incharge**

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

*Prabjot Kaur*  
**Principal**  
**Govt. Bikram College**  
**of Commerce, Patiala.**

**ASSIGNMENT ON  
COMPUTER SYSTEM**

**SUBMITTED TO:**

**THE PUNJABI UNIVERSITY, PATIALA (IN PARTIAL FULFILMENT  
OF THE DEGREE BACHELOR OF COMMERCE)**

**2021-22**

**SUBMITTED BY:**

**SEHAJBIR KAUR**

**UNI REG. NO.712- 2020-254**

**ROLL NO. 595 'C'**

**UNI ROLL NO. 266215**

**CLASS : B.COM II YEAR**

**GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA**

*( Punjabi University, Patiala )*



*Praveer*  
Criterion Incharge

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

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



**PROJECT REPORT**

**ON**

**MAILING SERVICE**

SUBMITTED TO Mrs. SHASHI BALA  
GOVERNMENT BIKRAM COLLEGE OF COMMERCE  
PATIALA

(PUNJABI UNIVERSITY PATIALA)

IN PARTIAL FULMILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE  
(SESSION-2020-21)

SUBMITTED BY :-NAME-SEZAL

Class:-CLASS:-B.COM 2<sup>nd</sup> (c),(sem-3)

UNIVERSITY ROLLNO.: 266217

REGISTRATION NO.:712-2020-256

Roll No 596

(Water Pollution control Board, Patiala)



*Prac*  
Criterion Incharge

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


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

# Project File On Business Correspondence and Mailing Services

[Submitted To]

[GOVERNMENT BIKRAM COLLEGE OF COMMERCE, PATIALA]

In partial fulfilment of requirement of  
Degree of Bachelor of Commerce

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



[Submitted By]

[Agampreet Singh, Bachelor of Commerce II (Semester III)]

[Roll No. 266254]

[University Registration No. 712-2020-294]

Roll No. 601

(ICICI Bank, Patiala)

  
Criterion Incharge

  
Principal  
Govt. Bikram College of  
Commerce, Patiala.

**PROJECT REPORT  
ON  
FILLING, OFFICE  
AND COMPUTER**

**SUBMITTED TO:**

**GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA  
(PUNJABI UNIVERSITY, PATIALA)**

**IN PARTIAL FULFILMENT FOR THE REQUIREMENT OF  
THE DEGREE OF**

**BACHELOR OF COMMERCE**

**SUBMITTED BY:**

**SEEMA RANI**

**B.COM 2(SEM 3)**

**ROLLNO. 616**

**SESSION 2021-22**

**UNI.REG. NO- 712-2020-253**

*(Punjab National Bank, Patiala)*



*Prac*  
**Criterion Incharge**

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

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

# PROJECT REPORT ON OFFICE MACHINES

SUBMITTED TO: GOVT BIKRAM COLLEGE OF  
COMMERCE PATIALA  
(PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE REQUIREMENTS  
OF THE DEGREE OF BACHELOR OF COMMERCE  
(2020-2021)

**SUBJECT TEACHER: Mrs. SHASHI BALA**

**SUBMITTED BY:**

**NAME: VIKAS KUMAR**

**CLASS: B.Com 2nd YEAR (SEM )**

**REGISTRATION NO: 712-2020-389**

**UNI ROLL NO. : 266346**

*Roll No 626*

*(Co-operative Bank, Nabha)*



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**ASSIGNMENT  
ON  
OFFICE MACHINES AND  
EQUIPMENT**

**SUBMITTED TO:**

**THE PUNJABI UNIVERSITY, PATIALA**

**(IN PARTIAL FULFILMENT OF THE DEGREE OF  
BACHELOR OF COMMERCE )**

**2021-22**

**SUBMITTED BY**

**KARANVIR SINGH**

**UNI REGD.NO. 712-2020-344**

**Rollno. ~~176~~**

**Class: B.com II sem 3 ( c )**

**Govt. Bikram Collage of  
Commerce Patiala.**

*Roll No - 645*

*(Co-operative Bank, Bangru)*



*Prac*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT REPORT  
ON  
CORRESPONDENCE**

**Submitted To:-**

**GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA  
In Partial fulfilment for the requirement of the degree of  
BACHELOR OF COMMERCE**

**Submitted By:-**

**Rajveer Singh  
B.COM.II(sem.III)  
ROLL NO.:- 266330  
Session :- 2021-22  
Uni. Reg.No.:- 712-2020-373**



*[Signature]*  
**Criterion Incharge**

*[Signature]*  
**Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.**

*[Signature]*  
**Principal  
Govt. Bikram College  
of Commerce, Patiala.**

PROJECT REPORT  
ON  
COMPANY MEETINGS

SUBMITTED TO

GOVERNMENT BIKRAM COLLEGE OF COMMERCE

PATIALA

(PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE  
DEGREE OF BACHELOR OF COMMERCE (2021-22)

SUBMITTED BY:-

NAME: RAMANDEEP SHARMA

CLASS: B.COM-III(Sem-V)

REGISTRATION No.-712-2019-0238

Roll No - 865

(Co-operative Bank, Sunam)



*Ran*  
Criterion Incharge

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

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

# PROJECT REPORT ON FILING & OFFICE EQUIPMENTS

SUBMITTED TO:  
GOVT. BIKRAM COLLEGE OF COMMERCE, PATIALA.

Class: B.Com-III

Roll No.: 1032

University Registration No.: 712-2019-107

SUBMITTED TO: PROF. SHASHI BALA

(Co-operative Bank, Sangrur)

SUBMITTED BY:  
AMANDEEP KAUR



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



# PROJECT REPORT ON OFFICE STATIONERY

Submitted To—

Government Bikram College of Commerce  
Patiala

In partial fulfillment of the requirement of the  
degree of Bachelor of Commerce

(2021-2022)

Submitted By-

Name-Deepak Kumar

Class-B.COM III(SEM.-5)

University Registration No.-712-2019-304

University Roll No.- 1033

(Language Department, Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT FILE ON COMPANY MEETINGS**  
**SUBMITTED TO:**  
**GOVT. BIKRAM COLLEGE OF COMMERCE**  
**PATIALA**  
**(PUNJABI UNIVERSITY PATIALA)**  
**IN**  
**PARTIAL FULFILLMENT OF THE REQUIREMENT**  
**OF THE DEGREE OF BACHELOR OF COMMERCE**  
**(2021-22)**

**SUBMITTED BY: HARJEET KAUR**  
**CLASS : B.COM III (SEM-5)**  
**REGISTRATION NO: 712-2019-0149**  
**UNI. ROLL. NO.: 1034**

*(Co-operative Bank, Sunam)*



*Harjeet Kaur*  
Criterion Incharge

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

*Harjeet Kaur*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

PROJECT REPORT  
ON  
OFFICE STATIONERY AND SUPPLIES

SUBMITTED TO:  
GOVT. BIKRAM COLLEGE OF COMMERCE PATIALA  
(PUNJABI UNIVERSITY PATIALA)

IN PARTIAL FULFILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE  
PATIALA  
(2021-2022)

SUBMITTED BY:  
NAME- KIRTI SINGH  
CLASS- B.COM-3 (SEM-5)  
REGISTRATION NO.- 712-2019-0816  
UNIVERSITY ROLL NO.- 1035

(Language Department Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala

# PROJECT FILE ON OFFICE EQUIPMENTS AND MACHINES

**Submitted to:-**

Government Bikram College Of  
Commerce Patiala

In partial fulfillment of the requirement of the  
degree of the bachelor of commerce (2021-22)

**Submitted by:-**

Name:- Parasdeep Singh

Class:- B.Com.3 (Sem.5)

University Registration No. 712-2019-357

University Roll. No. 1037

(Punjab University, Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**PROJECT FILE  
ON**

**COMPANY MEETINGS**

**SUBMITTED TO**

**MRS. SHASHI BALA GOVERNMENT BIKRAM COLLEGE OF COMMERCE**

**PATIALA**

**(PUNJABI UNIVERSITY PATIALA)**

**IN**

**PARTIAL FULFILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE  
(SESSION-2021-22)**

**SUBMITTED BY:-AMANPREET KAUR**

**CLASS:-B.COM.3<sup>rd</sup> (SEM 5<sup>th</sup>)**

**ROLL NO. 1040**

**REGISTRATION NO.712-2019-0114**

*(Co-operative Bank, Nabha)*



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT REPORT  
ON  
OFFICE STATIONERY**

**SUBMITTED TO**

**GOVERNMENT BIKRAM COLLEGE OF COMMERCE  
PATIALA**

**( PUNJABI UNIVERSITY PATIALA)**

**IN**

**PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE  
DEGREE OF BACHLOR OF COMMERCE ( 2021-22)**

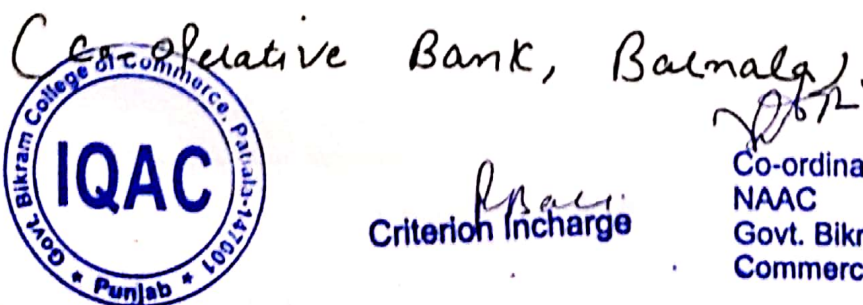
**SUBMITTED BY:-**

**NAME : ARSHDEEP KAUR**

**CLASS : B.Com-III ( Sem-V)**

**REGISTRATION No: 712-2019-0124**

Roll No:- 1041



*Prachi*  
Criterion Incharge

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

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

**PROJECT FILE  
ON  
COMPANY MEETING**

**SUBMITTED TO:  
GOVT. BIKRAM COLLEGE OF COMMERCE  
PATIALA**

**(PUNJABI UNIVERSITY PATIALA)**

**IN**

**PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE DEGREE OF  
BACHELOR OF COMMERCE  
(2021-22)**

*Water Pollution  
Control Board  
Patiala*

**SUBMITTED BY:**

**NAME : GURWINDER KAUR**

**CLASS : B.COM III (SEM 5)**

**REGISTRATION NO: 712-2019-148**

**UNI. ROLL. NO.: 1042**

*(Water Pollution Control Board, Patiala)*



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

**PROJECT REPORT**  
**ON**  
**OFFICE STATIONERY**

**SUBMITTED TO :-**

**GOVT. BIKRAM COLLEGE OF COMMERCE ,**  
**PATIALA**

**IN**

**PARTIAL FULFILLMENT OF THE REQUIREMENT**  
**OF THE DEGREE OF BACHELOR OF COMMERCE**  
**(2021- 22)**

**SUBMITTED BY :-**

**NAME : JASHANPREET KAUR**

**ROLL NO. : 1043**

**UNI. REGISTRATION NO. : 712-2019-0170**

*(Co-operative Bank, Nabha)*



*knac*  
Criterion Incharge

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

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



# PROJECT REPORT ON INTRODUCTION OF FILING

SUBMITTED TO :

GOVERNMENT BIKRAM COLLEGE OF COMMERCE  
PATIALA

Class : B.COM 3<sup>rd</sup> year

Roll no: 1045

University Registration NO: 712-2019-0178

Submitted To: Shashi Bala Submitted By: Jyoti

(Punjabi University, Patiala)



*R. S. A. C.*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# ASSIGNMENT ON OFFICE EQUIPMENT

SUBMIT TO:

THE PUNJABI UNIVERSITY, PATIALA

(IN PARTIAL FULFILMENT OF THE DEGREE OF BACHELOR OF COMMERCE)

2021-22

SUBMIT BY:

MUSKAN

UNI REGD. NO. 712-2019-207

ROLL NO. - 1048'C

CLASS: B.COM 3 SEM-5

**GOVT. BIKRAM COLLEGE OF COMMERCE  
PATIALA.**

(Co-operative Bank, Nabha)



*Prac*  
Criterion Incharge

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

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



**ASSIGNMENT  
ON  
OFFICE STATIONERIES  
AND  
SUPPLIES**

**SUBMIT TO:**

**THE PUNJABI UNIVERSITY, PATIALA**

**(IN PARTIAL FULFILMENT OF THE DEGREE OF BACHELOR OF COMMERCE)**

**2020-21**

**SUBMIT BY:**

**NAVNEET KAUR**

**UNI REGD. NO. 712-2019-0214**

**ROLL NO. - 1049'C'**

**CLASS: B.COM III SEM-5**

**GOVT BIKRAM COLLEGE OF COMMERCE**

Principal  
Govt. Bikram College  
of Commerce, Patiala.



*Co-operative Bank, Nabha*  
Criterion Incharge

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

PROJECT FILE  
ON  
FILING SYSTEM

SUBMITTED TO:

GOVT. BIKRAM COLLEGE OF COMMERCE  
PATIALA

(PUNJABI UNIVERSITY PATIALA)

IN

PARTIAL FULFILLMENT OF THE REQUIREMENT OF  
THE DEGREE OF BACHELOR OF COMMERCE  
(2021-22)

SUBMITTED BY:

NAME : PRINCE KUMAR

CLASS : B.COM III (SEM 5)

REGISTRATION NO: 712-2019-0368

UNI. ROLL. NO.: 1050

(Punjabi University Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**PROJECT REPORT**  
**ON**  
**OFFICE STATIONARY AND**  
**SUPPLY**

**SUBMITTED TO:**

**GOVT. BIKRAM COLLEGE OF COMMERCE PATIALA**

**PUNJABI UNIVERSITY PATIALA**

**In partial fulfillment of the requirement of the  
degree of bachelor of commerce**

**(2021-22)**

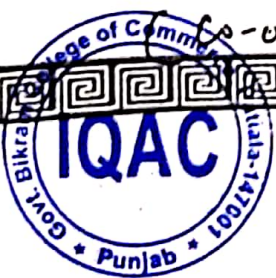
**SUBMITTED BY:**

**NAME - RAMANDEEP**

**CLASS- B.COM - III (SEM 5)**

**REGISTRATION NO. -712-2019-0233**

**COLLEGE ROLL NO. - 1051**



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# Project Report On Company Meetings



(Presented to)

Government Bikram College Of Commerce ,Patiala  
(Punjabi University ,Patiala )



Presented by- (Co-operative Bank, Patiala)

Ramanjot Kaur

Uni. Regl. - 710-2019-23

Uni. Roll - 1051

B.com -3( sem-5)



Criterion Incharge

Co-ordinator  
NAAC

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

**PROJECT REPORT**

**ON**

**OFFICE STATIONERY AND SUPPLY**

**SUBMITTED TO :**

**GOVERNMENT BIKRAM COLLEGE OF  
COMMERCE, PATIALA**

**IN**

**PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE DEGREE OF  
BACHELOR OF COMMERCE (2021-  
2022)**

**SUBMITTED BY :**

**NAME – SHALLU SHARMA**

**CLASS – B. Com III(SEC-C)**

**ROLL NO-1055**

**UNI REG NO-712-2019-0260**

*(Punjab University, Patiala)*



*Pras*  
Criterion Incharge

*[Signature]*  
Co-Ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



PROJECT REPORT  
ON  
OFFICE STATIONARY AND  
SUPPLY

SUBMITTED TO:

GOVT. BIKRAM COLLEGE OF COMMERCE PATIALA  
PUNJABI UNIVERSITY PATIALA

In partial fulfillment of the requirement of the degree of  
bachelor of commerce

(2021-22)

SUBMITTED BY:

NAME - SUBREET KAUR

CLASS- B.COM – III (SEM 5)

REGISTRATION NO. -712-2019 -0273

COLLEGE ROLL NO. - 1058

(Co-operative Bank, Patiala)



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**Project Report**

**On**

**Modern Office Machines**

**(Presented to)**

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

**(Punjabi University Patiala)**

**In**

**Partial fulfillment of the requirement of  
the degree of bachelor of commerce**

**(2021-2022)**

**(Presented by)**

**Name : Amanjot kaur**

**Class : B.com III(sem-5)**

**Registration No. : 712-2019-0113**

**University Roll No.: 1061**

*Punjabi Uni  
Patiala*



*(Punjabi University Patiala)*

*Inaali*  
Criterion Incharge

*10/15*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

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

**Project Report**  
**on**  
**Modern Office Machines**  
**(Presented To)**  
**Govt. Bikram College of**  
**Commerce, Patiala**  
**(Punjabi university ,Patiala )**

Submitted for partial fulfillment of the degree of bachelor of commerce  
(2021-2022)

**(Presented by )**  
**Name – Aneet Kaur**  
**Class – Bcom 3<sup>rd</sup> year**  
**Roll No – 1062**  
**Uni. Regi.no – 712-2019-0117**

*(Co-operative Bank, Sangrur)*



*Aneet Kaur*  
Criterion Incharge

*V. K. Singh*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*J. Singh*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# PROJECT REPORT

ON

OFFICE STATIONERY AND SUPPLIES

IN

**NATIONAL CERTIFIED ACCOUNTANT**

**PATIALA**

**SUBMITTED TO:-**

**GOVT. BIKRAM COLLEGE OF COMMERCE**

**PATIALA**

IN

**PARTIAL FULFILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE**

**( 2021 – 2022 )**

**SUBMITTED BY :-**

**NAME – ANSHUMAN**

**CLASS – B.COM III**

**UNIVERSITY ROLL NO. – 1063**

**UNI. REGISTRATION NO. - 712-2019-0121**

*(Co-operative Bank, Nasha)*



*[Signature]*  
Criterion Incharge

*[Signature]*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*[Signature]*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.

# PROJECT REPORT

ON

OFFICE STATIONERY AND SUPPLIES

IN

NATIONAL CERTIFIED ACCOUNTANT

PATIALA

SUBMITTED TO:-

GOVT. BIKRAM COLLEGE OF COMMERCE

PATIALA

IN

PARTIAL FULFILLMENT OF THE REQUIREMENT  
OF THE DEGREE OF BACHELOR OF COMMERCE

( 2021 - 2022 )

SUBMITTED BY :-

NAME - NAVNEET KAUR

CLASS - B.COM III

UNIVERSITY ROLL NO. - 1067

UNI. REGISTRATION NO. 712-2019-213

*(Co-operative Bank, Sangrur)*



*Navneet Kaur*  
Criterion Incharge

*Dr. J.S. Arora*  
Co-ordinator  
NAAC  
Govt. Bikram College of  
Commerce, Patiala.

*Dr. J.S. Arora*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.



**PROJECT REPORT**  
**ON**  
**MODERN OFFICE MACHINES**

**SUBMITTED TO:-**

**GOVT. BIKRAM COLLEGE OF COMMERCE,  
PATIALA**

**IN**

**PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE  
DEGREE OF BACHELOR OF COMMERCE**

**(2021-22)**

**SUBMITTED BY:-**

**NAME : YASH KUMAR**  
**CLASS : B. COM. 3<sup>rd</sup> YEAR, C**  
**ROLL NO. : 1073**  
**UNIVERSITY REGISTRATION NO. : 712-2019-0398**



*Shri. Yash Kumar*  
*(Student)*

*Shri. Yash Kumar*  
Criterion Incharge

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

*Yash Kumar*  
Principal  
Govt. Bikram College  
of Commerce, Patiala.