



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
Name of the head of the Institution		Prof. Punam Agarwal
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0172-2674319
Mobile no.		9417214447
Registered Email		gccbachd@hotmail.com
Alternate Email		amarpreet@sijher.com
Address		Sector 50, Chandigarh
City/Town		Chandigarh
State/UT		Chandigarh
Pincode		160047

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Amarpreet Singh			
Phone no/Alternate Phone no.		01722674319			
Mobile no.		9876631063			
Registered Email		gccbachd@hotmail.com			
Alternate Email		amarpreet@sijher.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://gccbachd.org/igac">http://gccbachd.org/igac</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://gccbachd.org/academic-calendar">http://gccbachd.org/academic-calendar</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.61	2015	04-Mar-2015	04-Mar-2020
<b>6. Date of Establishment of IQAC</b>			12-Apr-2016		
<b>7. Internal Quality Assurance System</b>					
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		
Weekly planner in respective blogs of teachers	05-Mar-2020 1		11		

MoU with Nidhus technology private limited	05-Mar-2020 1	11
Online talent hunt	04-Sep-2020 1	7
Colour magazine Grapvine to be printed	04-Sep-2020 1	7
Webinar on National Education Policy	18-Sep-2020 1	9
AQAR prepared by Dr. Bikaramjit Kaur	18-Sep-2020 1	9
Starting of NCC wing	18-Sep-2021 1	9
Infrastucture incharge Mr. Yogesh Kumar	18-Sep-2020 1	9
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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
RUSA	Infrastructure grant	State Government	2020 201820	9778762
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

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**10. Number of IQAC meetings held during the year :**

3

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

[View File](#)

**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)**

! Due to Covid 19 in March 2020, the entire teaching was shifted from physical to online mode. Various Online platforms like GSuit, Cisco Webex, Zoom , GMeet,

WordPress Blog, you tube channels were used to ensure that the syllabi gets complete well with the time frame. Various online Webinar and Competitions were also organised to supplement teaching. 2. Hostel Proposal submitted to Chandigarh Administration got the approval and same would soon see the light of the day. The expenditure on the hostel will be met out of 4202 capital head. 3. The case of Creation of post in this college is under active consideration with MHRD with Department of Education. The college is in constant dialogue with Chandigarh Administration and MHRD regarding same. 4. Being a commerce and Business Administration college, developing Industry linkages and signing MOUs with CII, PHDCC, FICCI, Ti is important and the college is in constant 5. Preparation of lists for Write off of IT equipments/Ewaste and other furniture items. 6. Proposal to set up Incubation center with in college campus is being discussed. 7. COVID testing drive was held in college campus. 8. Keeping in view the COVID 19 situation, the whole college building is Sanitized at regular intervals. Sanitization machines are installed at prominent places to facilitate the visitors and staff. 9. Since, all of a sudden, the physical classes were shifted to Online teaching mode, faculty was provided with online training to use different platforms and options.

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

Plan of Action	Achievements/Outcomes
To Strengthen the our Career Guidance and Placement Cell.	The convener and the team made significant contribution towards strengthening of the Career Guidance and Placement Cell. (i) workshops were organised, (ii) multiple companies of repute were invited for career guidance and placement (iii) awareness drive for Various internship opportunities were held (iv) Placement drive was held.
Creating awareness among faculty members regarding Ph.D/ research work and availing funding facilities	A few faculty members are actively working on publication work.
Holding of PU Zonal Youth and Heritage Fest	The event was organised with great enthusiasm and a number of cultural and heritage events were organised for ZONE B
Felicitation of Achievers both academic and cultural/ Sports	Usually the achievers are awarded On Prize Distribution Convocation. But this year due to COVID restrictions, these functions were not held and online certificates were given to the achievers.
To take the issue of Creations of posts with MHRD	The case is under active consideration of Dept of Higher Education, MHRD, GOI.
request to declare the college building safeFire safety equipments	the work is in process. The work is assigned to the Public health department of Chandigarh Administration and soon it will commence its

	installation work.
Hostel proposal sent for approval under capital head	Administrative approval was received during the said session. However, the contract is yet to be assigned. The work of construction of hostel will be done out of capital head budget of Chandigarh Administration.
Community outreach programme, extension activities, Yoga & Meditation	SWACH PAKHWADA (01/08-15/08/2019) , VANMOHOSTAV ( 15/7-31/07/2019) , TREE PLANATION AT ADOPTED VILLAGE – KAJHERI (31/07/2019)" . ENVIRONEMENT DAY (05/06/2020) , INTERNATIONAL YOGA DAY CELEBRATION", "5th Inter College Leadership Training Camp in Collaboration with Forum of Free Enterprise, Mumbai", Sanitation drive in adopted village Khajeri, "Painting of Wall to sensitize the students to support Swachh Barat Initiative"
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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	There is no single MIS system which covers all functional areas. However following different software are used for different areas: 1. ecampus is used for online admissions, attendance records, assessment records, examination records 2. Gem Portal is used for all purchases materials and services. 3. Manav Sampada is used for online filing of annual property returns and annual self appraisal. 4. esevarth is used for payment of salaries under Govt head and employees ca check their salary details therein. 5. CFas is used for creation of all

reports relating to Govt Expenditure, salaries, and receipts. 6. PFMS is used for all payments whether PLA or other budget heads. 7. Punjab University software VPN software is used for submission of students return, <http://examiners.puchd.ac.in/> is used in teachers return, <https://ugexam.puexam.in/> is used in students assessment and practical subject marks. 8. There is DBT scheme for direct transfer of scholarships money in the bank account of the beneficiary students.

## 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

As a Temporary affiliated college with Panjab University, Chandigarh, the college has follows the curriculum developed by it. The college follows the curriculum developed and designed by Panjab University Chandigarh at <https://puchd.ac.in/syllabus.php>. However, there is indirect participation of the faculty in curriculum designing. In our college we are having totally 32 teaching staff members, among 21 teaching staff members are working as full time teachers and 11 as temporary faculty. On the 1st day of re-opening of the college a staff meeting was held and detailed discussion regarding the effective implementation of the curriculum. Various committees were formed to carry various responsibilities. All the head of the departments are informed to carry their academic responsibilities and also to maintain their academic records regarding the curriculum. For overall quality enhancement teachers are motivated to participate in seminar, workshop, conferences, refresher course and orientation course etc. teachers are motivated to participate in research & extension activities, lecture series exchange program. A rich central library with open access system is available along with some departmentally library facility is also provided students Checks & balance system is maintained through IQAC. All the academic activities are monitored by the IQAC. The IQAC issues regular notices & direction to all the Head of the Department's . Various classroom teaching methods based on various needs of different subjects are regularly used for the effectively delivery of the curriculum such as 1. Chalk and talk method. 2. PPT 3. ICT-enabled teaching-learning method. 4. Use of scientific models and charts for effective lectures. 5. Participation of students 6. Conduct of Periodical internal examinations MID SEMESTER TESTS. 7. Group discussion in the class room. 8. Seminars by the student related to curriculum. 9. Paper presentation by the students. 10. BCA student are provided adequate facilities for their practices classes. 11. Field work/ project work/ visits and educations tour are conducted regularly. 12. Short films, videos, role play, case studies, are also conducted. 13. College collects feedback from students, teachers, alumni, parents at the end of every semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
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NA

NA

Nil

0

NA

NA

**1.2 – Academic Flexibility**

## 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
Nil	NA	Nil

## 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
Environment Education	15/07/2019	270
Road Safety Education	15/07/2019	270
Violence Against Women	15/07/2019	270
Children and Drug Abuse	15/07/2019	270
<a href="#">View File</a>		

## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management skills	65
MCom	Business Management	39
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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 feedback performa is available online for the students to fill online and also for the teachers for manual data collection. The link of the same is

provided below for kind reference. <https://docs.google.com/forms/d/e/1FAIpQLSfwEDkq8NRvKZHVtPxcRhShldvtdo-10RZJKtUyxqe3gf6JGw/viewform>. Feedback is collected at the end of every semester. The structured feedback is obtained from the student, teachers, parents, and alumni on various issues by providing and collecting formats to know the actual facts about the overall functioning of the college and also seeking the suggestions. Apart from this the college also collect the feedback of the students at the dept level. The IQAC plays a vital role in providing,collecting and analyzing the feedback. A good number of suggestions and remarks are done by the stake-holders the feedback system became meaningful only when the analysis is done and corrective measures are taken by the college.In this process, we know the strength and weakness of the college. Student feedback is based on two criterions i.e. overall college functioning and teaching-learning process. Grievances readdress cell , suggestion box is there in the college. Advisory take major decisions relating to holistic development of students through their feedback. Teachers Feedback- This feedback covers teaching, learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas, etc. Teachers are accessible to the Principal and regular meetings are conducted on major issues and minor issues. Being Government institution,Director Higher Education issues notifications and circulars through advisory. Parents' feedback is taken about the learning environment in the college as well as imparting value-based education. On the bases of the suggestions made by the parents, the same value-added courses are introduced Alumni feedback is based on the college in the development of the student personality, employability, and academic excellence, also how the institution helped by the acquire the life skills. Alumni meet conducted annually and constructive feedback is collected on what is the present scenario in job fields and provide training, seminars and lectures to existing students. Data gathered in the process is documented, analyzed and shared with Staff, then action is taken report further shared with the students. Hardcopies of feedback are given to each department each teacher participates in the discussion in the departmental meeting about the feedback whenever feedback is not the satisfactory concerned the teacher is counselled by the HOD. Apart from this to strengthen the teaching stuff the teacher is advised to participate in refresher courses, orientation courses, seminars, workshops, conferences, etc. The administrative staffs are allowed to participate in training programs. The measure is also taken to improve the basic facilities for the students with permission of the management. Feedback obtained is helpful for faculty members to note the modifications required which might be good for overall development of institution.

## **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
BCA	BCA	120	Nil	115
BBA	BBA	240	Nil	253
BCom	BCM	420	Nil	452
MCom	MC	80	Nil	82

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### **2.2 – Catering to Student Diversity**

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

Year	Number of	Number of	Number of	Number of	Number of



	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2019	820	82	8	0	22

## 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	Number of smart classrooms	E-resources and techniques used
44	44	28	28	28	19

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Faculty Members were nominated by the College to be section-wise mentors. Students were divided into groups and each group is allocated a separate faculty member to look into the students grievances. A mentor focused on the mentee's holistic development by guiding him/her in areas like academics, viva, sports, projects, career choices and final placements, examination pattern and also guided the students on personal issues. All the faculty remain in touch with the students on whatsapp groups and maintain close watch on the students' activities and issues. Students were apprised of the Panjab university rules and regulations regarding Lecture attendance, examinations, discipline, Anti ragging and various Cultural and sports events, Preparation for the various competitions, organizing the talent hunt competitions. All these things ensure that students adapt to the dynamic learning environment and lead their ways into highly successful careers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
902	22	1:41

## 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
0	0	0	0	13

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
2019	Prof. Nisha Aggarwal received award of Honour from State level	Principal	Honour of award for organising PU, Zonal Youth and Heritage festival 2019
2019	Dr. Bikaramjit Kaur received award of Honour from State level	Associate Professor	Honour of award for organising PU, Zonal Youth and Heritage festival

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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
MCom	M.C	1	26/12/2019	09/03/2020
MCom	M.C	3	26/12/2019	12/03/2020
BCom	BCM	1	26/12/2019	07/02/2020
BCom	BCM	3	24/12/2019	30/05/2020
BCom	BCM	5	24/12/2019	07/02/2020
BCom	BCM	6	30/09/2020	21/10/2020
BBA	BBA	1	26/12/2019	07/02/2020
BBA	BBA	3	20/12/2019	29/01/2020
BBA	BBA	5	19/12/2019	16/01/2020
BBA	BBA	6	30/09/2020	08/10/2020

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

As an affiliated college of Panjab University, Chandigarh evaluation norms of the university are followed. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Theory Subjects Practical Subjects Internal Marks 20 External Marks 80 - Total Marks 100.

Continuous assessment in theory subjects: - As per the PU regulations, internal midterm exams are conducted. - The marks allotted for internal exams are 20, external exams are 80 (Includes Assignment for 5 marks, 5 marks for attendance, 10 marks as per performance in MST). For Final Examination the college follow <https://puexam.in/> The entire examination process is completely online right from filing examination form, payment of fees, issue of admit card etc. This has improved the functioning of examination process. All the students are made aware of the evaluation process by making available of the following information on website: (a) Academic Calendar (b) Syllabus and scheme of examination (c) Time table of examination (d) Notices (e) The college has provision of showing answer sheets of mid semester tests to the students. They can compare their answer with other students. They can discuss with teachers. The college final Panjab University examination results are declared in 20-30 days. In UG case, results are also declared in 15-20 days. Results are displayed on website and online mark-sheets can also be downloaded from website. Later on hard copy of marks sheets will be collected from Registrar Examination College. Panjab University adopts full transparency in the evaluation process. Students can see the copy through reopening process if he/she is not satisfied. If needed the copy is revalued. If the results of any student is not satisfied, the copies are shown to the concerned students of the college on payment basis .All the above processes have positive impact on the examination management system. There is a full-fledged confidential section with College Registrar of Examination and Examination clerk. The Examination branch maintain strict confidentiality. The college teaching, learning and assessment activities are basically planned at the departmental level in the

HODs and Advisory meetings. Classrooms, mini auditorium, placement cell are equipped with latest technology to facilitate meetings, seminars and panel discussions. Industrial visits and training to various corporate houses/industries are a part of learning process. The college has very good relations with industries for training and visits. Management and Computer Sciences have summer training programmes ranging from one to two months. This is with a view to inculcate skills and exposure to futuristic job profile.

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

As per Panjab University <https://www.puchd.ac.in/important-documents.php> and for conduct of exam the college follow the PU, Chandigarh guidelines. <https://exams.puchd.ac.in/datesheet.php> Punjab University software VPN software is used for submission of students return, <http://examiners.puchd.ac.in/> is used in teachers return, <https://ugexam.puexam.in/> is used in students assessment and practical subject marks. The Academic Calendar is prepared by college at the beginning of each year after the Principal conducts meetings with IQAC, ADVISORY, HODs and Coordinators, Examination Committee, Cultural Committee and Sports Committee. The academic calendar prepared for 2019-20 displayed the dates for our annual Intra collegiate Festival, Talent hunt, Annual Day, Sports Day, and presentations by all Departments and Committees. The main purpose of fixing these dates in advance is to enable the departments to plan for their own department programmes and events. It also helps the students to plan their academic and extracurricular activities. Examination dates were decided by the college seeing the Panjab University schedule and which was incorporated in the academic calendar as and when provided. Since the Panjab University conducted the semester end examinations for all the courses in 2019-20, the College was obliged to follow these dates for examinations. The dates for mid semester examinations for courses, which are mandatory, are decided well in advance and displayed on the notice board. This method was followed for both the terms. After every examination, the last date for submission of mark sheets was declared. After the declaration of results, the dates are fixed for revaluation and communicated to the students. Declaring the last dates for submission of mark sheet has proved to be a very good method to ensure that the results are declared within the stipulated time given by the university.

## 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://gccbachd.org/sample-page/courses/>

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
BCA	BCA	BCA	34	34	100
BBA	BBA	BBA	65	65	100
BCM	BCom	BCM	136	135	99.26
MC	MCom	MC	41	41	100

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## 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)

<http://gccbachd.org/igac/student-satisfaction-survey-results/>

### 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
Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major Projects	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
NIL	NIL	

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
NOT APPLICABLE	Nil

#### 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)
National	Economics	1	Nil
National	Commerce	2	Nil
No file uploaded.			

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

Department	Number of Publication
BBA	2
Commerce	2
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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
NOT APPLICABLE	Nil	Nil	Nil	Nil	Nil	Nil
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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
NOT APPLICABLE	Nil	Nil	Nil	Nil	Nil	Nil
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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	3	1	0	0
Presented papers	2	1	0	1
Resource	1	0	0	2

persons

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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
Polio Immunization camp	NSS in collaboration with civil dispensary-50, chd	2	25
Children Traffic Park	NSS in collaboration with Children Traffic park	2	100
Blood donation camp	NSS in collaboration with Mann, Kalsi and Sood memorial trust	2	80

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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
National Integration Camp, Gujarat	Best Dramatics	Government of Gujarat	1
National Integration Camp, Jaipur	Best dancer	Government of Jaipur	1

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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWACHH BHARAT CAMPUS MANUAL and JAL SHAKTI CAMPUS JAL SHAKTI GRAM MANUAL.	MGNCRE, New Delhi	SWACHH BHARAT CAMPUS MANUAL and JAL SHAKTI CAMPUS JAL SHAKTI GRAM MANUAL.	2	26
Jal Shakti Abhiyaan	GCCBA with adopted village Kajheri	Jal Shakti Abhiyaan	2	100
Swachhtha Pakhwara	GCCBA with adopted village Kajheri	Swachhtha Pakhwara	2	100

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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
00	0	0	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
Class Project	Project Work	Industry	26/07/2019	15/04/2020	65
aptitude test	aptitude test for students of MCOM, BCOM, BBA, BCA	Institues	18/12/2019	21/12/2019	260
Student Internships	Student Internship for undergraduate students of MCOM, BCOM, BBA BCA	Industries/ Banks/ Firms/ Institues	25/04/2019	26/06/2019	106
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Young India	01/01/2019	Students coceptulize, plan execute	5
PU Pulse Media Partner	01/03/2019	For Youth Fest	22
ICEI Society for education, Society	01/01/2019	Skill Development vocational Training	7
Daddy Waffles	03/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
London Shakes	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26

Sony	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
Qissa Band	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
Zebronics	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
JKs Food Labs	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
Tress Masterz	01/03/2019	GESTIONE TECHINFORMATICS Management Fest	26
No file uploaded.			

#### 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
59.58	59.58

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
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Nil
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
<a href="#">View File</a>	

##### 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
LIBSYS 10	Fully	2019	2009



RIFD	Partially	2019	2019
EBSCO	Fully	2019	2017
PROWESS	Partially	2019	2018

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5818	3306504	0	0	5818	3306504
e-Books	42	198000	92	493669	134	691669
Journals	18	89820	0	0	18	89820
No file uploaded.						

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
Mr.Amarpreet Singh Sijher (Dean)	<a href="https://amarsijher.wordpress.com">https://amarsijher.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Dr.Bikramjit Kaur	<a href="https://bikramjitgccbachd.wordpress.com">https://bikramjitgccbachd.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Dr. Manoj Kumar Bhambu	<a href="http://mkbhambu.wordpress.com">http://mkbhambu.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Mr. Yogesh Kumar	<a href="http://yogeshco.wordpress.com">http://yogeshco.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Dr. Naveen Pandhi	<a href="http://naveenpandhi.wordpress.com">http://naveenpandhi.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Dr. Rajiv Salwan	<a href="http://rajivsalwan.wordpress.com">http://rajivsalwan.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Dr. Amarnath Sharma (Librarian)	<a href="https://gccbalibrary.wordpress.com">https://gccbalibrary.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Ms.Vandana Jain	<a href="http://jainvandanaagccba.wordpress.com">http://jainvandanaagccba.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Ms. Mona Sodhi	<a href="http://mona1634.wordpress.com">http://mona1634.wordpress.com</a>	WWW.wordpress.com	01/01/2019
Ms.Kriti Mahajan	<a href="http://kritimahajan17.wordpress.com">http://kritimahajan17.wordpress.com</a>	WWW.wordpress.com	01/01/2019
<a href="#">View File</a>			

#### 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
Existin	202	3	10	0	0	5	3	10	0

g									
Added	0	0	0	0	0	0	0	0	0
Total	202	3	10	0	0	5	3	10	0

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

10 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
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://amarsiher.wordpress.com">https://amarsiher.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://bikramjitgccbachd.wordpress.com">https://bikramjitgccbachd.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://mkbhambu.wordpress.com">http://mkbhambu.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://naveenpandhi.wordpress.com">http://naveenpandhi.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://rajivsalwan.wordpress.com">http://rajivsalwan.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://gccbalibrary.wordpress.com">https://gccbalibrary.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://jainvandanagccba.wordpress.com">http://jainvandanagccba.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://monal634.wordpress.com">http://monal634.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://kritimahajan17.wordpress.com">http://kritimahajan17.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://aartiubs21.wordpress.com">https://aartiubs21.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://harinder15.wordpress.com">https://harinder15.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://amangccba42.wordpress.com">https://amangccba42.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://aanchal55.wordpress.com">https://aanchal55.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://renuka.mehra.wordpress.com">http://renuka.mehra.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://sandeepgccba.wordpress.com">http://sandeepgccba.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://managementaccountinggccba.wordpress.com">http://managementaccountinggccba.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="http://subinasyal.wordpress.com">http://subinasyal.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://sarbgorayaeco.wordpress.com">https://sarbgorayaeco.wordpress.com</a>
<a href="http://www.wordpress.com">www.wordpress.com</a>	<a href="https://gccbacomputer.wordpress.com">https://gccbacomputer.wordpress.com</a>

#### 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 incurred on maintenance of physical facilities
232000	232000	81000	81000

##### 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)

- As our college is Government institution, we are governed by GFR rules. (For this please refer our college website <http://gccbachd.org/>) The College had all the infrastructure facilities such as classrooms, laboratories,

library, common amenities like girls' common room, indoor and outdoor game facilities etc. are utilized optimally. Mini Auditorium room is available for college programs. Library shall cater to the academic and cocurricular needs of the students and staff. Library shall help its users to locate, select and acquire the information needed . Staff Members and Students can access theLibrary facilities and can borrow books, Magazines, periodicals, CD\_ROM and other materials as per the rules for each category. Library is accessible to the students after formalities and payment of charges as stipulated from time to time. Annual Stock taking of Library books has been conducted. Computer Lab:

The maintenance of the lab is managed by the Lab Assistant under the supervision of the HOD/Coordinator. They are required to maintain an inventory of the equipment and carry out Annual Stock checking and withdrawal/Scrap. Repairs and maintenance are handled as per the common policy of the college. General Maintenance: The office maintains registers to record the complaints related to AC, furniture, fixtures, plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of them are resolved by the in house staff. If required, the experts from outside agencies are called. Annual Maintenance Contracts are signed for AC, Pest Control, Water Purification and Coolers. Each year, the IT support staff has to carry out preventive maintenance (such as servicing, cleaning,formatting, updating antivirus software etc) of the IT equipment. The problems faced by the department and staff members should be reported to the technical staff using Google form which is updated when the complaints are solved. Use of common LCD's/Laptops for lectures should be recorded in log book. Sports college ground is common for all. The college plan their activities in advance and book the ground. The entire procedure of booking is handled by care taker. Students are not allowed to use indoor sports facility while his/her lectures or practical sessions are in progress. Indoor sports facilities shall not be provided during the examination period. The Gymnasium hall is closed one week prior to the semester end examination. In the college purchases are made from GEM and the payments are made through PFMS, FOR WHICH THE STOCK REGISTERS ARE MAINTAINED. For budget the caretaker keep the stock register and for PLA respective departments take care of respective registers. The user departments like sports, IT, cultural, examination etc maintain their respective user stock registers and get the stock checking at the end of March month every year. Physical Verification duties of stock checking is done and it is always in rotation. The user department makes the proper entries for issue and balance of items in registers. Library of the college have proper stock registers relating to issue of Id cards, issue return of books,damage or lost books etc

<http://gccbachd.org>

## **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	Scholarships/Fee concessions	105	1000000
Financial Support from Other Sources			
a) National	National Scholarship portal	105	1000000
b)International	0	0	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
Soft skill development	30/04/2020	24	GJIMT Mohali Webinar
Soft skill development	22/04/2020	25	GJIMT Mohali Webinar
Soft skill development	23/04/2020	34	GJIMT Mohali Webinar
Soft skill development	18/05/2020	12	GCCBA and LinkedIn Branding Expert (Gurasees Singh)
Soft skill development	25/05/2020	75	Pearl Academy
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
2019	Resume Writing ,Interview Tips, career counselling by Student placement coordinators	Nil	42	Nil	6
2019	seminar for banking olympiad and career counseling By Oberoi Educational Trust	Nil	56	Nil	6
2019	Expert talk by IIM Alumnus Innovations in Management , COMPETITIVE EXAMINATIONS, Career Talk by RMS	119	Nil	4	2
2019	Aptitude	84	Nil	5	3

test cum  
career  
counselling  
by NIIT

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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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Zestech Energies (Start up)	15	6

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BBA	GCCBA-50	Thapar School of Management	MBA
2019	9	BCOM	GCCBA-50	PU, CHD	MBA, MA in Economics

[View File](#)

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	8
CAT	1
GRE	8
TOFEL	1
Any Other	5

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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
Cultural Fest	State	22
Organised PU Youth Heritage Fest	Zonal	1800

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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
2019	GOLD MEDAL	National	1	3	NA	AS PER FILE

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Elections- 2019-20 (06.09. 2019) (Voting) 1. Mr Sunil Kumar Yadav, BCA III, President 2. Mr. Gurpreet Singh, B.Com III, Vice President 3. Ms. Divya, B.Com II, Secretary 4. Ms.Reshika Dutta, BBA III, Joint Secretary They have administered an oath during the investiture ceremony where they promise to maintain discipline in the campus and work for the welfare of students and the college to the best of their ability. The student council is very active and work along with the staff especially during events and functions such as Convocation, Prize Distribution function, IT Fest, Seminars etc. ANNUAL REPORT STUDENTS' COUNCIL 2019-20 The Students' Council in the year 2019-20 organized an array of academic and extracurricular activities, these activities not only fostered development among students but also cultivated a sense of leadership and discipline. The Students' Council OF THE COLLEGE is like minded individuals who strive to uphold the expectations of their fellow students and professors by facilitating several activities and events held for the welfare of students. As representatives of the student body, the council was held responsible for hosting events that helped students shape themselves as professionals with a variety of interpersonal skills. Every year the council begins with The Visibility Drive, the main purpose of the campaign is to encourage students to be a part of the council and educate them about the roles played by the student body in the college. The council has been immensely successful in encouraging students to be a part of The Clubs. The Clubs conducted several activities based on the students needs and interests. Many activities included a drama club, dance club, literature club, art club, photography club, movie club, etc. These clubs played an essential role in the holistic development of students. In the same year, when devastating floods in Kerala peaked, the council in collaboration with the NSS unit organized a Donation Drive which collected enough food, medicines, clothing, etc. for the wellbeing of those held in the floods. The council not only focused on the students but also organized a special event to honour the hard work and perseverance of the professors called Action Replay: Back to School to mark the occasion of Teacher's Day. Swachh BHARAT was another wonderful opportunity introduced by the student body to make sure that the premises of the college remain clean, the initiative helped raise awareness on the importance of cleanliness as each class representative along with the class took the responsibility cleaning the college premises. College festivals and events like Talent Hunt proved to be the most effective way to gather all students on the same platform, enhance social interaction and facilitate the exchange of ideas and thoughts. Throughout the year the Students Council in partnership with the faculty organized a series of postermaking competitions. Towards the end of the year, students witnessed a one of a kind debate competition called Rannbhoomi, this event not only helped students to gain knowledge about about the current trends in the market.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

700

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

## 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 college being a commerce and Business Administration college believes in complete decentralization and participative management. 1. Every year an annual duty list is prepared where by the entire staff is assigned duties. The senior most faculty is made the convener of the committee and a few other staff members are put n that committee. the entire management of he college starting from admissions, payment of fees, students Bus passes, discipline duty, Sports Day function, College cleanliness, Annual Prize distribution Convocation function, Societies and their in-charges, staff secretary, Anti-ragging, Grievance cell, Sexual harassment Committee, IQAC cell, Examination branch, Competitive exams, Placement cell, Alumni in-charge etc is all part of this annual duty list. Similarly in office too, the duties are assigned for establishment and finance work to the administrative staff. The Sweepers, peons and chowkidars too are assigned duties which is subject to rotation to ensure complete transparency. There is an advisory committee too consisting of senior faculty of the college, College Librarian and office Superintendent where all strategic decisions are taken and through this committee, the decisions so taken are communicated to the entire staff. The decisions like holding of elections, purchase of expensive software, infrastructure augmentation and the like. There is rotation of duties too so that every one gets to understand the working of the college. 2. At the departmental level, decisions are taken in their respective departments under the stewardship of their Heads of the departments. The decisions relating to departments like time table finalisation, allocation of subjects to the teachers as per mutual consensus, room allocation, finalizing annual activity chart, organizing annual welcome and fare well party for the freshers and out going students etc. Any minor disagreement is sorted at departmental level. However, any major issue is referred to the college Advisory committee and the matter is sorted out there. Normally, there are hardly any issues that are referred to Advisory committee for intervention.

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

Partial

### 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
Admission of Students	<p>All admissions held online through a centralised portal <a href="http://www.dhe.chd.gov.in">www.dhe.chd.gov.in</a>.</p> <p>This portal is common for all Government colleges and privately managed aided colleges of Chandigarh. The candidates apply online, their forms are scrutinized online, admissions are done online and fee payment is also online. Infact, there is common merit list for courses like B.Com / BBA/B,C.A and M.Com. Each college is allocated students as per their strength through this portal and the colleges can admit only those students. there are usually 2 rounds of common counselling and then the rights are decentralized for vacant seats.</p> <p>This system ensures complete transparency in admission process. 2021-22session will be the third year of this online admission process. Earlier there used to be Centralised admissions for different subjects in different colleges. and in 2018-19 our college was given the responsibility of centralised admissions in M.Com .</p>
Industry Interaction / Collaboration	<p>The college makes continued efforts to strengthen industry / Institute collaborations. Various industries are called to hold pre-placement drives and also the institutes involved in providing coaching to the students are invited for interaction with students. The College also holds various events and activities as and when the industry and Industrial associations like CII approach the college for example CII selects a few students for their annual fairs and Exhibitions.</p>
Human Resource Management	<p>This college being a government college does not have the autonomy to recruit staff of any kind. The college is under the aegis of Chandigarh Administration and all the decisions relating to human resource management are under the purview of Chandigarh Administration. The College currently does not have any sanctioned post and the case of which is under consideration by the MHRD since 2010. However the college is being run by Regular Faculty deputed from other Government Colleges of Chandigarh, Full time Contractual faculty and recruiting Temporary Teaching staff by the College</p>



	level Society (CHES)
Library, ICT and Physical Infrastructure / Instrumentation	The College has exclusive facilities in the Library and Computer labs. Each teacher is provided with a separate room, Desktop Computer and Internet leased line along with a laptop. The college library has databases and softwares like LIBSYS, EBSCO and Prowess <a href="http://gccbalibrary.ac.in/">http://gccbalibrary.ac.in/</a> All the class rooms are smart classrooms fitted with Projectors, screens and digital Podiums which have computers, visualizers and Sound system in built. All these faculties are open for all the stakeholders during college hours.
Research and Development	All faculty are encouraged and made aware of various schemes of MHRD and UGC and other funding agencies. All notices related to research and development are circulated in the form of emails. Seminars with ICSSR is in pipeline
Examination and Evaluation	As the directions of the Panjab University, Our College faculty participate in paper setting and marking of papers both In house and external exams conducted at Panjab university level. Duties being performed by staff as Centre Superintendent, Assistant Superintendent, and Daftri, Clerical etc.
Teaching and Learning	The College develops Online Teaching resources in the form of Weblogs which are available under each teachers weblogs. <a href="http://gccbachd.org/staff/teaching-staff/">http://gccbachd.org/staff/teaching-staff/</a>
Curriculum Development	Since the College is Affiliated to Panjab University the Curriculum development is done at the University Level. However our faculty members participate in the Board of Studies and recommend the amendments for the Syllabus. Workshop of BBA syllabus modification was attended.

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

E-governance area	Details
Administration	The college has democratic approach in administration. The Principal of the college is the head of the institution, she delegates authority and provide operational autonomy to the departments. The staff is made accountable for the complete execution of the tasks assigned and to ensure

effective implementation of the same. The members can consult the authorities for doubts and seek clarification for execution of the assigned tasks. The Principal delegates her power to the conveners of various committees and clubs for effective functioning. The Heads of the department decentralize their power by delegating their authority to the staff of the department like preparation of time table, preparing the list of books to be purchased, planning and arranging for the association meetings and seminars. This information regarding committees, seminars, time table, etc is also put up on the college website.

Finance and Accounts

The financial resources of the college are managed in a very effective manner. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through ONLINE BASIS UNDER PFMS.

Student Admission and Support

The college follows the policy of the Panjab University Chandigarh and Chandigarh Administration in its admission procedures under UGC guidelines. The admission process for B.Com, BBA, BCA and M.Com is purely centralized and done by the Panjab University for Chandigarh colleges. The university advertises and conducts online centralized admissions for all its affiliated colleges of Panjab University. The college also publishes the relevant information regarding admission process in the college prospectus which is uploaded on the college web site ([www.gccbachd.org](http://www.gccbachd.org)). The procedure adopted for admissions to various courses provided by the college is based on student's academic records. The rules and regulations set by the affiliating University and the Chandigarh Administration are strictly followed during students' admission.

Examination

The college monitors and communicates the progress and performances of the students through mid semester tests, class tests and end term Panjab university examination. Semester system is followed for all courses in the college. The date sheet for mid semester is prepared by college examination branch while that of end

term university examination is finalised by Panjab University and the same is put up on the college website well in advance for the benefit of students. The results of mid term exams is uploaded on e-campus solution while the results of end semester exams are declared on the university website. A copy of results downloaded from Panjab University website is kept in college examination branch for future reference. The assessment based on mid term results and cumulative performance is also uploaded on the e-campus app. The college offers academic guidance to those students who fail to successfully complete their programs to reappear and clear the examinations. There is a provision of retest in case a student is unable to appear for mid term exam due to unavoidable reasons.

### 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	NIL	NIL	NIL	Nil
No file uploaded.				

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0
<a href="#">View File</a>				

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

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
0	0	0	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
All the schemes of the Govt relating to leave, CCL, Medical Benefit, study leave and LTC are available for the staff.	All the schemes of the Govt relating to leave, CCL, Medical Benefit, study leave and LTC are available for the non teaching staff.	All Scholarships as per Government notification, any other scheme like e-Sanatak (for the distribution of Laptops to needy but deserving students), any other welfare scheme by Rotary Club Chandigarh, Lions Club Chandigarh are 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 external audit is done by the AG, office of U.T., Chandigarh Administration for Govt head related expenditure while the audit of PLA is conducted by Local AG office employees.. The last external audit took place in December 2018. In addition there is Bursar in the college who is a faculty member to monitor the usage of PLA. Also there are three different committee to purchase material and supplies. Each committee works independently to ensure complete transparency in the transaction.

##### 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
Annual Budget for Material and Supply, Wages, Salary, Other Charges, Office Expenses	31650000	1. To meet the salary of regular employees 2.To meet wages of out sourced employees 3. To meet office expenses 4. To meet any expenditure on account of purchase of goods services or renewal of software.
No file uploaded.		

##### 6.4.3 – Total corpus fund generated

27394134

#### 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	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

There is no formal Parent Teacher Association in our college. Departments conduct Parents Teachers meetings annually or biannually and the Class mentors update parents about the progress of their wards .In the event of Attendance defaulters or Discipline related issues , the concerned parents are called upon to intimate their wards absence from classrooms or indiscipline and warned about the possibility of not being allowed to sit for the ensuing examinations or being disallowed for admissions in the forthcoming year . Parents are also Indebted towards teachers and staff for her child having problem of Autism. PTMs are Well organised and Parents give suggestion for improvement in their wards performances.

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

PFMS programme to be conducted in the forthcoming years and the Office staff have attended training for updation of administrative procedures. Participation in all activities of the college i.e Annual Athletic Day, Cultural fests, celebration of important days like Independence day, Republic day etc Encourage them to keep themselves fit and healthy through meetings. Computer lab staff have undergone training programme for Instrument Maintenance from the supplier.

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

The college has already been accredited by NAAC (Cycle 1) and we are finally shifted in our own new building in Sector 50, Chandigarh with classes that officially started with effect from 29th October 2015. Other recommendations regarding 1. Introduction of MBA Course and 2. sanction / creation of sanctioned posts in process. The matter of creation of posts is pending with MHRD, Department of Higher Education GOI. And till the time the posts are sanctioned , the college cannot proceed with introduction of new courses.

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	Yes

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
2019	Organised PU Youth Heritage Fest at Zonal level	08/08/2019	23/09/2019	30/09/2019	1800
2020	Management IT fest YUVC LIQUE2019	14/02/2020	06/03/2020	07/03/2020	3100
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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
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			Female	Male
Registration of the students for the new session	27/07/2019	27/07/2019	71	70
Sanitation Drive at village Khajeri	05/10/2019	05/10/2019	23	0
Health Awareness Workshop	01/11/2019	01/11/2019	25	20
Celebration of 150th birthday of Gandhi Ji	10/01/2020	10/01/2020	8	7
"LOHRI KA PAIGAM, BETIYON KE NAAM-5"	14/01/2020	14/01/2020	10	8
Womens Day celebration	06/03/2020	07/03/2020	10	15

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
<p>Power requirement is met by 100kW through renewal energy (Solar Panel) installed in the campus. Two plantation Programmes have been conducted during 2019-20: On account of World Environment Day and on Van Mahotsav it was done with the association with adopted village of GCCBA College. • Plastic Ban Activities 62 volunteers took an initiative of making paper bags and about 150 bags were made and distributed these in slums. The volunteers also made Cotton Bags and distributed to the villagers of Kajheri. 55 volunteers were part of the awareness rally which was conducted with A Street play which is an initiative taken to promote cotton bags by distributing them to general public. Volunteers also explained the benefits of using the paper and cotton bags and bad effects of plastic bags. Consistent use of compost pit (Zero waste campus) Ground water recharge system Talks on Environmental Consciousness and Sustainability were organised . Student volunteers pledge for clean and green environment. Steps are taken for solid waste management. The college had its own sanitary vending machine where girl students can avail the facility of sanitary pads. The college also had pressure pumps for cleaning corridors, basement, parking areas. Vacuum cleaners for computer labs and Huge grass cutting machine for playgrounds. Talks on Environmental Consciousness and Sustainability were organised.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Provision for lift	No	Nil
Ramp/Rails	Yes	4
Braille Software/facilities	No	Nil
Rest Rooms	Yes	4

Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	12	4	10/07/2019	3	Swachh Pakhwara	yes	100
2019	12	4	19/09/2019	2	Nutrition month	yes	102
2019	23	5	24/12/2020	2	NDRF Drill	yes	102
2020	2	4	19/02/2020	3	Cleanliness drive in Kajheri	yes	48
2019	2	2	23/09/2019	5	Youth Fest	yes	1800
2019	3	2	06/03/2019	7	YUvclique	yes	3100
2019	2	2	15/08/2019	2	TRicity Competitions	yes	26
2019	4	4	16/07/2019	1	SC/ST scholarships, Fee concessions,	yes	97
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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)
Duties and Code of Conduct for teachers	26/09/2021	The code of conduct discusses responsibilities of teacher. Academic duties consisting of teaching, exam/assessment and coordination in carrying out various

		extracurricular and cocurricular activities. Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for other reason of an arbitrary or personal nature.
Joint Prospectus	16/05/2019	Details regarding admission in the Chandigarh colleges on centralised admissions
College Prospectue	22/05/2019	College wise details for admissions
Academic calender	07/05/2019	Mandatory on PU, Chandigarh site
Service rules	01/01/2019	Mandatory
Government circulars	01/01/2019	Mandatory

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachhta Pakhwara observation day's- Swachh Bharat Abhiyan 2019 at adopted village Kajheri	01/08/2019	15/08/2019	120
Oath on Swachhta in college campus	09/08/2019	09/08/2019	180
Plastic free Chandigarh rally at sector 17 plaza	11/09/2019	11/09/2019	50
Water conservation - JAL HI JEEVAN HAI 14.09.2019 60	14/09/2019	14/09/2019	60
Rally - Plastic Free Chandigarh	02/10/2019	02/10/2019	70
"Swacchta Plastic free Rally" oath	14/01/2020	14/01/2020	200
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree Plantation Drive
- Solar Power generation proposed
- Rain Water Harvesting system under construction
- Akshay Urja Diwas participation
- Anti-Cracker Rally <https://avnigccba.wordpress.com>

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices



1. Best Practices (2019-2020)

1. Title of the Practice ? 61st Zonal PU Youth amp Heritage festival, 2019 from 27 th September, 2019 to 30th September, 2019

2. Objectives of the Practice ? The college initiated various cultural activities to nourish talents of students on a large scale. The college gives due emphasis on the co-curricular activities to accelerate the overall development of the students.

3. The Context ? Our students got the opportunity to participate in the various events of Panjab University Youth amp Heritage Festivals at Zonal, Inter zonal and other Inter-College Competitions. In this festival 13 colleges of Chandigarh Zone A participated in all Youth and Heritage items and won many prizes. All the First prize winner teams of music items, Theatre items, Dance items amp Heritage items and First amp second Prizewinner teams of Fine art items and Literary items of 61st Zonal PU Youth Heritage festival, 2019 were sent for Inter Zonal Youth amp Heritage festival, 2019 at Guru Nanak National College, Doraha for participation and students of Chandigarh Zone A where they won many prizes over there.

4. The Practice ? Youth festival is a platform that refreshes the mind of youngsters and provide an opportunity to them to showcase their talent. Event like youth fest helps channelize energy and enthusiasm of the young students into creative and constructive field. All hopes are pinned on the institutions to build a congenial, peaceful and good environment for the promotion of art, culture and aesthetics. It is indeed the forum where young creative talents are discovered, preserving and keeping alive the decaying cultural heritage of Punjab.

5. Evidence of Success The link for the press releases for the four days: <http://gccbalibrary.ac.in/wp-content/uploads/2020/03/College-news-2019.pdf>

The students won the following prizes at various State levels, Inter Zonal, Zonal and Inter College competitions during the session 2019-20.

INTER-ZONAL YOUTH AND HERITAGE FEST 2019-20

S.NO	EVENT	NAME	CLASS	PRIZE
1	Folk Dance	Sammi Group	Group	Participation

P.U.ZONAL YOUTH AND HERITAGE FESTIVAL 2019-20

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PARTICIPATION
1. Folk Dance	Sammi	2. General Group	Dance - Individual
3. Muhavredar	Vartalap - Individual	1. General Group	Dance 2. Mimicry
3. Crochet Work	1. Bhand	2. Group singing	3. Group singing- Individual
4. Individual Folk dance	5. Muhavredar vartalap	6. Histrionics	7. Classical Dance
8. Skit-Individual	9. Rangoli	1. Poster making	2. Mehndi
3. On the spot painting	4. Cartooning	5. Still life painting	6. Installation
7. Essay writing	8. Short story writing	9. Debate	10. Elocution
11. Poem recitation	12. Quiz	13. Peerhi making	14. Eenu making
15. Khiddoo making	16. Peeri making	17. Mime	18. Ladies Traditional song
19. Rangoli	20. Play	21. Photography	22. Clay modeling
23. Mitti de Khidone	24. Pranda making	25. Naala making	26. Pakhi making

P.U.ZONAL YOUTH AND HERITAGE FESTIVAL 2019-20

S.NO	EVENT	NAME	CLASS	PRIZE
1	Folk Dance	Sammi Group	Group	First
2	General Group	Dance	Vibha Rawat	B CA III First
3	Muhavredar	Vartalap	Jaspreet Kaur	BBA III First
4	General Group	Dance	Group	Group Second
5	Mimicry	Sourav Sharma	BBA III	Second
6	Crochet work	Janvi Sood	BCom III	Second
7	Folk Dance	Luddi	Individual	Haesheen Kaur
B Com II	Third	8	Histrionics	Yashika Puri
BBA II	Third	9	Group Singing	Gaurav
BBA II	Third	10	Group Singing	Group
Group	Third	11	Bhand	Group
Group	Third	12	Classical Dance	Ishika Sood
B Com I	Third	13	Eenu Making	Arshpreet Kaur
B Com III	Third	14	Skit	Suryansh
BBA II	Third	15	Rangoli	Nidhi Sofat
B Com III	Third	6.	Problems Encountered and Resources Required ?	Lack of infrastructure ? Shortage of staff ? Limited sanctioned funds for hosting the event

7. Notes (Optional)

2. BEST PRACTICES

1. Title of the Practice ? Teacher Blogs

2. Objectives of the Practice Blogs offer many benefits for education: ? Encourages autonomous learning by offering opportunities for students to take more control of their learning. ? Motivates students to become better readers and writers. ? Endorses discussion among students. ? Boosts the use of the Internet and the Web among students (and teachers)

3. The Context ? Blogging is an excellent method for learning to be a responsible member of an online community in an authentic way. A blog is a place where all the material generated and explored in the online and offline world can be contained. This may include videos, podcasts, graphic

designs, articles, links etc. Blogs help in keeping the virtual world well organised year after year. It also helps the teachers to keep track of their work and learning. 4. The Practice ? A blog is created for educational purposes. The blogs maintained by the teachers aim at archiving and supporting the student and teacher learning by enabling collaboration and by providing environments for engaging students in the online teaching learning process. All the teachers of the college have their personal blogs on which they share their subject related material, which may include powerpoint presentations, videos, lectures etc. These blogs are further attached to the college website through which the students can have easy access to the material shared by the teachers. This is a very effective practice of our college and has been of great help to both the students and teachers especially during the times of online teaching due to COVID-19. 5. Evidence of Success ? The link for the blogs of the teachers: <http://gccbachd.org/staff/teaching-staff/> 6. Problems Encountered and Resources Required ? Lack of internet access to many students. 7. Notes (Optional)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gccbachd.org/best-practices/>

### 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

Government College of Commerce and Business Administration (GCCBA) started in 2006 with an objective to provide quality education and excellence in ever changing field of Commerce and Business Administration. GCCBA aims to be an institute of academic excellence with total commitment to quality education in Commerce, Management and related fields, with a holistic concern for better life, environment and society. It provides an ideal environment for every student to "Know, Explore and Grow" which is our college motto. The college endeavours to inspire, to know, then to explore and with that knowledge and exposition to grow both in academics, cultural and co-curricular activities. It is been a journey of several milestones that we have achieved all along as one united team working day in and day out to establish a name of its own in the tri-city. After grant of affiliation by the Panjab University, Chandigarh, in the first academic session (2007-08) that journey started with 185 students which presently, rose to 759 students on roll who are being offered the courses as Masters in Commerce, Bachelors in Commerce, Bachelors in Commerce (Honors), and Bachelors in Business Administration. A new course has been introduced in Bachelors in Computer Application from this session. And due to concerted efforts and hard work that our team has put in right from the beginning, we have achieved a LONG CHERISHED DESIRE of GCCBA bearing fruits and the college has already been accredited by NAAC (Cycle 1) and we are finally based in our own new building in Sector 50 with classes that officially started with effect from 29th October 2015. GCCBA was ranked 44th place in BBA as published by Times BBA Education Ranking survey 2020. Regarding admissions - Being the new college in the Chandigarh city, the cut off is very high and all seats filled with good percentage at second level out of 13 colleges in the city. The results of the college had also shown upward graph i.e. the students of our college had university top positions also. In our college we engage the students to join two societies out of 6 societies for their holistic development and personality development.

Provide the weblink of the institution

<http://gccbachd.org/sample-page/vision-mission/>

## 8.Future Plans of Actions for Next Academic Year

Future Plan of Action 1. To push the matter of creation of sanctioned posts both teaching and non -teaching in the college which is pending with MHRD since 2010. 2. To get permanent affiliation from Panjab University. 3. To get registered under UGC to be able to participate in its various funding schemes. 4. To evaluate the option of supplementing Swayam MOOC along with on campus teaching and implementing it. 5. To encourage faculty to participate in the research proposal schemes of ICSSR/ UGC/DST etc. 6. To encourage faculty for quality publication in journals of repute. 7. To organise motivational talks for the students and faculty. 8. To evaluate the possibility of developing linkage with Institutes of repute for resource sharing. 9. To Develop collaboration with NGOs for furtherance of establishment of incubation centre and entrepreneurship. 10. To Upgrade the Infrastructure and Resources to further Empower the College in this Massive Online Shift 11. To Upgrade the acoustics of Seminar Halls, provide more Laptops in the College to match the available Online Platforms in view of the fact that in the suggested Blended Learning proposed by the higher authorities. 12. To Procure implements/tools for Sanitization like dispensers, sanitizers, thermo scanners etc under Standard Operating Procedures. 13. To Strengthen efforts towards Mental Health Support of the students in the changed circumstances. 14. To create Awareness about Environment and Waste management and engagement with questions of Equity, Justice and Economic Distribution and end to Endless Consumption. 15. To Empower economically weaker Students and Faculty by providing them IT Tools. 16. To Organize Pre-Placement Talks, Workshops, seminars, Fellowship and Internship Programs. 17. To Organize Job Talks and Workshops with Academic and Research institutions. 18. To Make the College an attractive destination for Recruiters like Infosys, Deloitte, Ernst Young, Price Waterhouse Coopers, KPMG , Dell 19. To Organize Job Fair. 20. To further the depth of Community Outreach Program in collaboration with Sector 50 Medical Dispensary. 21. To conduct talent hunt competition, inter -college Management Fest for the students to identify their potential.