

**Govt. Bikram College of Commerce, Patiala**  
**PROCEEDINGS OF THE IQAC MEETING HELD ON 05-11-2022**

Date: 05-11-2022

Time: 2:10 p.m.

Venue: Principal office

Meeting of the IQAC of **Govt. Bikram College of Commerce, Patiala** was conducted under the guidance of Chairperson Prof. (Dr.) Kusum Lata, Principal on 05-11-2022 in the principal office at 2:10 p.m.. IQAC Coordinator Dr. Vaneeta Rani discussed the agenda of the meeting and the following points emerge from the discussion:

- To overview celebration of Library Week.
- To plan visit to university book fare.
- To plan conduct of Mid Semester Test.
- To overview working of washrooms.
- To overview working of generators.
- To identify need of various books for library.
- To plan **fresher's day**
- Celebration of Constitution Day.
- **Any other issues with the permission of chairperson.**


**Proceedings of Meeting of IQAC**


- **Library Week:** Ms Sukhbir Kaur, Librarian shared the various achievements of students in library week. Students were motivated to visit the library regularly. Book exhibition was held and teachers donated books for library. Library ambassadors were honoured for their contribution.
- **Visit to university book fare:** It was decided that library staff will take students for a visit to university book fare.
- **Mid Semester Test:** Mid semester tests will be held from 5-11-2022 to 12-11-2022.it will be held in 2 shifts.
- **Overview working of washrooms and generators:** College electricity and water committee apprised the house regarding working of washrooms and generators. It was decided to get repair of non working washrooms and generators.
- **Purchase of books for library:** All HODs were told to make a list of books to be purchased for library in relation to their subject.



- **Fresher's day: It was planned that** fresher's day for academic year 2022-23 'Aarambh' will be held in last week of Novemeber. All the staff members and tutors of B.Com I and B.Com II were assigned different duties.
- **Celebration of Constitution Day:** It was decided that NSS Volunteers will participate in the online quiz on "India-The Mother of Democracy" through web portal: constitutionquiz.nic.in. The NSS Program Officer Prof. Ram Kumar will read out the Preamble to the students present.
- **To plan Alumni get together**  
Alumni Meet, 2022 (Home Coming 2022-23) was decided to be held on 10<sup>th</sup> Dec. 2022. Preparations for the same were discussed in the meeting.

In the end Dr. Vaneeta Rani , coordinator NAAC thanked the Principal and the team for their valuable suggestions for the betterment and holistic development of the students.

  
Dr. Vaneeta Rani  
(NAAC Coordinator)

  
Principal  
Govt. Bikram College  
of Commerce, Patiala

# Govt. Bikram College of Commerce, Patiala

## ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 05-11-2022

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Principal on 05-11-2022 in the Principal office at 2:10 p.m. As per IQAC deliberations following actions were taken:

- Library Awareness Week was celebrated from 31-10-2022 to 5-11-2022. Book Exhibition was held and teachers donated books for library. Library ambassadors were honoured for their contribution.
- Library staff has taken students for a visit to university book fare on 22-11-2022.
- Mid semester tests were held from 5-11-2022 to 12-11-2022 for all classes.
- College electricity and water committee apprised the house regarding working of washrooms and generators. It was decided to get repair of non working washrooms and generators.
- All HODs were told to make a list of books to be purchased for library in relation to their subject and books were purchased for library.
- **Fresher's day** for academic year 2022-23 'Aarambh' was held on 29-11-2022. All the staff members and tutors of B.Com I and B.Com II were assigned different duties.
- NSS Volunteers celebrated Constitution Day on 29-11-2022 and participated in online quiz on "India-The Mother of Democracy" through web portal: constitutionquiz.nic.in. The NSS Program Officer Prof. Ram Kumar read out the Preamble to the students present.
- Alumni Meet, 2022 (Home Coming 2022-23) was held on 10-12-2022.

Dr. Vaneeta Rani  
(NAAC Coordinator)

Principal  
Govt. Bikram College  
of Commerce, Patiala

**Govt. Bikram College of Commerce, Patiala**  
**PROCEEDINGS OF THE IQAC MEETING HELD ON 03-12-2022**

Date: 03-12-2022

Time: 2:10 p.m.

Venue: Principal office

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Prof. (Dr.) Kusum Lata, Principal on 03-12-2022 in the principal office at 12:30 p.m. A total of 13 Members attended the meeting along with student Nominee IQAC Coordinator Dr. Vaneeta Rani discussed the following agenda of the meeting:

- To overview sports activities in the college.
- To plan Alumni get together.
- To assess RUSA grant utilization.
- To overview Mid Semester Test result, plan about Retest and Preparation of Internal assessment.
- To plan FDP by Computer Department.
- To chalk out NSS seven days Camp.
- To collaborate with various schools for library utilization.
- To make a programme for visit of catchment areas for enrollment awareness.
- To assess status of SSR preparation for NAAC accreditation.
- To overview status CM scholarship scheme in college.
- Position of Certified Courses running under Jagat Guru Nanak Dev Punjab State Open University.
- Any other issue with the permission of chairperson.

**Proceedings of Meeting of IQAC**

- **To overview sports activities in the college**

Dr. Paramjeet Kaur shared the various achievements of students in sports. It was decided to promote sports in the college by providing better facilities overcoming the hurdles faced by the students.

- **To plan Alumni get together**

Alumni Meet, 2022 (Home Coming 2022-23) was decided to be held on 10<sup>th</sup> Dec, 2022. Preparations for the same were discussed in the meeting.

- **To assess RUSA grant utilization**

Dr. Reetu Kapoor shared the utilisation of RUSA grant. She shared that Rs 50,00000 were spent on infrastructure Rs. 55244 were spent on MMER and Rs. 93750 were spent on Equity Initiative Component during the session 2022-23.

- **To overview Mid Semester Test result, plan about Retest and Preparation of Internal assessment**

The result of Mid semester tests were reviewed by the teachers and retest for Non Qualifying students were decided to be held from 5<sup>th</sup> to 10<sup>th</sup> of Dec, 2022. it was decided in the meeting that preparations of internal assessment to be completed by the teachers by 23rd Dec, 2022.

- **To plan FDP by Computer Department**

Prof. Ram Kumar, Head, Dept of Computers shared the details of Faculty Development Programme to be organised by his department in January, 2023.

- **To Chalk out NSS seven days Camp**

Prof. Ram Kumar, Dr. Apra and Ms. Satinder Kaur proposed the schedule for 7 days NSS Camp to be organised from 22-01-2023 to 28-01-2023.

- **To collaborate with various schools for library utilization**

Librarian Madam Sukhbir Kaur elaborated about the e-resource centre to be established in the campus during the session 2023. She also told about the programme related to sharing of library sources with various schools.

- **To make a programme for visit of catchment areas for enrollment awareness**

It was also shared by Prof. Ram Kumar that various members of faculty from the college will visit different schools of the city and nearby areas for the awareness of enrollment in our college.

- **Preparation of SSR for NAAC accreditation**

Prof. (Dr.) Kusum Lata guided the teachers about the preparation of SSR and NAAC accreditation. She motivated the teachers to gear up for the preparation of SSR and said that a rough draft of SSR should be prepared by 9<sup>th</sup> of Jan, 2023. Prof. Ram also proposed to organise an Entrepreneurship based skill based workshop to be held in the month of Jan, 2023.

- **Magazine and Annual report**

In other issues, publishing of College magazine and annual report was discussed. Also the admission in Certificate courses under Jagat Guru Nanak Dev Open University was shared by Dr. Apra.

- **National Institutional Frame work (NIRF)**

Our College Faculty members and students are registering themselves on NIRF Portal it will be completed up to first week of Jan, 2023

- **Chief Minister Scholarship**

It is a Percentage based scholarship. 88 students of B.Com-I, 20 students of M.Com-I, 22 students of B.C.A-I had already applied for this scholarship and process of applying for B.Com-III and M.Com-II students is under process.

- **Any other issues with the permission of chairperson.**

In the end Dr. Vaneeta Rani , coordinator NAAC thanked the Principal and the team for their valuable suggestions for the betterment and holistic development of the students.



Dr. Vaneeta Rani  
(NAAC Coordinator)




Principal  
Govt. Bikram College  
of Commerce, Patiala


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## ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 03-12-2022

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Principal on 03-12-2022 in the Principal office at 12:30 p.m. As per IQAC deliberations following actions were taken:

- Alumni Meet, 2022 (Home Coming 2022-23) was held on 10-12-2022.
- The utilization of RUSA grant Rs 5000000 were spent on infrastructure Rs. 55244 were spent on MMER and Rs. 93750 were spent on Equity Initiative Component during the session 2022-23.
- The retest for Non Qualifying students were from 5-12-2022 to 10-12-2022.
- E-resource centre established in the campus during the session 2023.
- 270 Students were admitted in Certificate courses under Jagat Guru Nanak Dev Open University
- Various members of faculty from the college visited different schools of the city and nearby areas for the awareness of enrollment in our college.
- Rough draft of SSR prepared on 9-01-2023.
- 88 students of B.Com-I, 20 students of M.Com-I, 22 students of B.C.A-I had already applied for Chief Minister Scholarship scholarship and process of applying for B.Com-III and M.Com-II students is under process.

  
Dr. Vaneeta Rani  
(NAAC Coordinator)

  
Principal  
Govt. Bikram College  
of Commerce, Patiala

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

**PROCEEDINGS OF THE IQAC MEETING HELD ON 04-02-2023**

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Prof. (Dr.) Kusum Lata, Principal on 04-02-2023 in the principal office at 11:15 a.m. IQAC Coordinator Dr. Vaneeta Rani discussed the agenda of the meeting and the following points emerge from the discussion:

**Proceedings of Meeting of IQAC**

- Repair and renovation of room number 05,07,11,12 and Vocational lab has been completed by PWD. Paint of internal corridors has been completed. Paint of classrooms in PTA block and repair of rooftops is under process.
- Activities of NSS seven days Camp: NSS officer Prof. Ram Kumar apprised the house with activities conducted during NSS.
- Convenor of Sports committee, Dr. Paramjit kaur told that Inter House Athletic meet will be held on 17-02-2023.
- 2<sup>nd</sup> draft of SSR: All the criterion incharges discussed their issues faced by them while preparing report in the meeting. Principal Dr. Kusum Lata and NAAC Coordinator Dr. Vaneeta Rani resolved the issues of all criterion incharges and their team members.
- Convenor of Cultural committee Dr. Amrinder Kaur discussed that Nukad Natak will be organized in college campus by the end of 2<sup>nd</sup> week of February, 2023 by students of Theatre Department, Punjabi University, Patiala.
- College magazine: Dr. Apra apprised that her team is receiving articles written by students and the work of editing articles is under process.
- Registrar of House examination Prof. Ram Kumar discussed that they are planning to conduct convocation for pass out students of year 2021-22 by the last week of February or first week of March 2023.

In the end Dr. Vaneeta Rani, coordinator NAAC thanked the Principal and the team for their valuable suggestions for the betterment and holistic development of the students.



Dr. Vaneeta Rani  
(NAAC Coordinator)



Principal

Govt. Bikram College of Commerce,  
Patiala

# Govt. Bikram College of Commerce, Patiala

## ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 04-02-2023

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Principal on 04-02-2023 in the principal office at 11:15 a.m. As per IQAC deliberations following actions were taken:

- Paint of internal corridors and classrooms in PTA block and repair of rooftops has been completed.
- NSS Programme Officer, Prof. Ram Kumar apprised the house with activities conducted during NSS Camp.
- Inter House Athletic meet was conducted on 17-02-2023. Students had participated in various games like 100m Race, 200 m Race, Tug of War, Spoon Race, Badminton, Kho-Kho etc
- Principal Dr. Kusum Lata and NAAC Coordinator Dr. Vaneeta Rani resolved the issues of all criterion incharges and their team members for preparation of SSR 2<sup>nd</sup> draft.
- Nukad Natak was organized in college campus on 08-02-2023 by students of Theatre Department, Punjabi University, Patiala.
- Convocation for pass out students of year 2021-22 was held on 31-03-2023.





## Govt. Bikram College of Commerce, Patiala


### PROCEEDINGS OF THE IQAC MEETING HELD ON 06-03-2023

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Prof. (Dr.) Kusum Lata, Principal on 06-03-2023 in principal office at 1.45 p.m. IQAC Coordinator Dr. Vaneeta Rani discussed the agenda of the meeting and the following points emerged from the discussion:

#### Proceedings of Meeting of IQAC

- **Unitization of Syllabus:** Time Table Incharge Dr. Apra apprised the house that lesson plan has been prepared by all the faculty members of their respective subjects. Around 50 percent syllabus has been completed by all the teachers in their respective classes.
- **2<sup>nd</sup> draft of SSR:** All the criterion in charges are editing their respective criterion. Data Templates of all the criterions have been prepared.
- **Convenor of Cultural committee** Dr. Amrinder Kaur told students had participated in Poster Making and Turban Wearing events in Craft Mela – Rangla Punjab-2023 and 2 students of college got 2<sup>nd</sup> and 3<sup>rd</sup> position in Turban Wearing event .
- It was apprised by Finance Secretary PTA that maintenance of cash book will be completed by 31-03-2023 and it will be sent to Chartered Accountant for audit.
- **College Magazine:** Dr. Apra apprised that her team editing work is under process.
- Dr. Apra told that PTZ video Conferencing Camera Adonis AV, Digital CNPA Mixer Adonis AV, and Interactive Panel & Accesories of Samsung will be purchased under the grant for Digital Class Rooms with E content.
- **Nodal officer of Training Placement and Career Guidance Cell** Dr. Rekha Rani told a Seven Day Workshop Commverve 23 has been started from 2-03-23 for the benefit of students .
- **Nodal officer of Training Placement and Career Guidance Cell** Dr. Rekha Rani apprised the house that educational trip will be organized on 10-03-2023 for Pushpa Guzral Science City, Kapurthala for B.Com III and M.Com 1 and II students and Infosys Mohali for B.C.A students.
- **International Women Day** will be celebrated on 9-03-2023, Dr. Reetu Lehal, Director Women Study Centre, Punjabi University, Patiala will be the guest of honour of the day.

  
Dr. Vaneeta Rani  
(NAAC Coordinator)

  
Principal  
Govt. Bikram College of Commerce,  
Patiala

# Govt. Bikram College of Commerce, Patiala

## ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 06-03-2023

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Principal on 06-03-2023 in the principal office at 1:45 p.m. As per IQAC deliberations following actions were taken:

- 2<sup>nd</sup> draft of SSR had been sent to Directorate of Higher Education on 31 March 2023.
- Convenor of cultural committee Dr. Amrinder Kaur told students had participated in Poster Making and Turban Wearing events in Craft Mela – Rangla Punjab-2023 and two students of college got 2<sup>nd</sup> and 3<sup>rd</sup> position in Turban Wearing event .
- Dr. Apra told that articles for college magazine were edited and printing work is under process.
- Nodal officer of Training Placement and Career Guidance Cell, Dr. Rekha Rani told a Seven Day Workshop Commverve 23 had been organised from 02-03-2023 to 10-03-2023 ,120 students had participated in this workshop.
- 150 students of B.Com and M.Com had visited Pushpa Guzral Science City, Kapurthala and 59 students of B.C.A had visited Infosys Mohali on 10-03-2023.
- International Women Day was celebrated on 09-03-2023, Dr. Reetu Lehal, Director Women Study Centre, Punjabi University, Patiala was the guest of honour of the day.
- It was apprised by Finance Secretary PTA that Cash Book and Pass Book had been completed on 03-2023 and sent to Chartered Accountant for audit.



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



Principal  
Govt. Bikram College  
of Commerce, Patiala.

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

### **PROCEEDINGS OF THE IQAC MEETING HELD ON 03-04-2023**


Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Prof. (Dr.) Kusum Lata, Principal on 03-04-2023 in principal office at 1.45 p.m. IQAC Coordinator Dr. Vaneeta Rani discussed the agenda of the meeting and the following points emerged from the discussion:

#### **Proceedings of Meeting of IQAC**

- Registrar of House Examination Prof. Ram Kumar di that MST will be conducted in the third week of April.
- Registrar of House Examination Prof. Ram Kumar apprised that for conducting MST question papers will be received from subject teachers for printing purpose.
- Prof. Ram Kumar apprised that visit was conducted in village Ucha Gaon by 8 volunteers of NSS .
- Registrar of House Examination Prof. Ram Kumar discussed that for conducting Prize Distribution Function list of prize Winning students will be prepared

In the end Dr. Vaneeta Rani , coordinator NAAC thanked the Principal and the team for their valuable suggestions for the betterment and holistic development of the students.

  
Dr. Vaneeta Rani  
(NAAC Coordinator)

  
Principal  
Govt. Bikram College of Commerce,  
Patiala

# Govt. Bikram College of Commerce, Patiala

## ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 03-04-2023

Meeting of the IQAC of Govt. Bikram College of Commerce, Patiala was conducted under the guidance of Chairperson Principal on 03-04-2023 in the Principal office at 11:15 a.m. As per IQAC deliberations following actions were taken:

- MST for all classes were conducted from 17 April-24 April 2023.
- 8 NSS volunteers conducted Survey of Youth Not in Formal Education or Regular Employment in village Ucha Gaon and interacted with villagers.
- Annual Prize Distribution function was conducted on 02-05-2023 and prizes were distributed by Gautam Jain I.A.S Chief Administrator PEEDA and Dr. Parminder Singh Principal, Govt. State College of Education.



Dr. Vaneeta Rani  
(NAAC Coordinator)



Principal  
Govt. Bikram College of Commerce,  
Patiala