

**ACADEMIC AND ADMINISTRATIVE AUDIT**

**ACADEMIC SESSION 2021-22**

**P.G. DEPARTMENT OF COMMERCE**



**DR.MANEETA KAHLON**

Dr. MANEETA KAHLON

**PRINCIPAL**

Principal  
G.N.Kh. College for Women  
Gujarkhan Campus, Model Town,  
Ludhiana.



**MRS.MANINDER KAUR**

BURSAR

**H.O.D. & BURSAR,**  
G.N. Kh. Coll. for Women,  
Model Town, Ludhiana.

**Academic & Administrative Audit Format**

1. Academic Session: 2021-22
2. Department : PG Department of Commerce
3. HOD : Mrs.Maninder Kaur, Associate Professor

Mobile: 9872727865

E-mail ids: maninderkaurrekhi@gmail.com

4. Details of Academic Programmes

Sr. No.	Programme	Start Year	Sanctioned Intake	Actual no. of Admissions
1	B.com I	174	210	160
2	B.com II	175	210	170
3	B.com III	193	210	193
4	M.com I	37	40	37
5	M.com II	23	40	23
6	B.com II (Hons.)	36	60	35
7	B.com III (Hons.)	41	60	41

(Supporting documents attached as Annexure I)

5. Was Academic Calendar Prepared at the beginning of the session and strictly adhered to?  
(Yes/No) \_\_\_\_\_ Yes \_\_\_\_\_

For Academic Calendar please click on the links in Annexure II

**6. Plan of Action Chalked by the department in the beginning of the Academic Year towards Quality Enhancement and the Outcome achieved by the end of the Academic Calendar**

<b>Sr. No.</b>	<b>Plan of Action</b>	<b>Achievements / Outcomes</b>
1	To organize orientation of students & review of syllabus to be done	Meeting for Review of Syllabus done on February 28, 2022 Orientation held on September 6, 2021 & March 02-04, 2022 (beginning of each Semester)
2	To Organize a Webinar	Webinar on Stock Market- organized on September 13, 2021
3	Decluttering of Departmental Library and Distribution of Books	Done on September 18, 2021 and March 04, 2022
4	To collect Data regarding the vaccinated students	Done (September 20, 2021- September 23, 2021)
5	To Promote Ethical values by organizing various activities	<ul style="list-style-type: none"> <li>• Cleanliness drive- on October 12, 2021</li> <li>• Gurpurab Celebration on October 22, 2021</li> <li>• Sangrand Celebration on December 15, 2021</li> </ul>
6	To identify advance learners and slow learners & Organize Special Program	Held on December 17, 2021 & April 08, 2022 <ul style="list-style-type: none"> <li>• Advance Learners Felicitated</li> <li>• Slow Learners- Mentors guided them</li> </ul>
7	To Mark Minorities Rights Day & National Farmers Day	Webinar organized on December 18, 2021 & December 23, 2021
8	To Organize a session on Union Budget & Central Excise Duty	Webinar on Union held on February 03-04, 2022 & Webinar on Central Excise duty held on February 24, 2022
9	To Organize number of activities for PG Students	<ul style="list-style-type: none"> <li>• Presentation on “Military Origin of Strategy” held on March 15, 2022 for M.com 2<sup>nd</sup> Sem.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>An Activity of Role Playing on “Consumer Behavior” organized for M.com 4<sup>th</sup> Sem on April 07, 2022</b></li> <li>• <b>Group Discussion on “Impact of E-commerce on Supply Chain Management” for M.com 2ns Sem on April 8, 2022</b></li> <li>• <b>Group Discussion on “Conflict in decision making from Ethical and economic point of view on April 22-23, 2022</b></li> <li>• <b>Collage Making Activity on “Impact of Business Environment on Strategy formulation for M.com 2<sup>nd</sup> Sem held on April 13, 2022</b></li> <li>• <b>Case Study Analysis on “Service Marketing” for M.com 4<sup>th</sup> Sem was held on April 11-13, 2022</b></li> <li>• <b>Advertisement copy writing Competition was held on April 19, 2022 for M.com 2<sup>nd</sup> Sem.</b></li> </ul>
<b>10</b>	<b>To organize activities for UG Students like writing Competition, Workshops</b>	<ul style="list-style-type: none"> <li>• <b>Article Writing Competition on ‘Covid-19: A Boon or a Curse for Digitalization’ for the students of B.Com 4th Semester was organized in April 2022 to enhance the writing skills of students.</b></li> <li>• <b>3 Day workshop on “How to file Income Tax Return ITR” was organized to highlight the Practical Aspect of Income Tax on April 11-13, 2022</b></li> <li>• <b>Workshop on Stock Market organized on June 7, 2022</b></li> <li>• <b>2 Day “Power Point Presentation activity on “Analysis of Stock Indices” for B.com (Hons.) 6<sup>th</sup> Sem was organized on April 19-20, 2022</b></li> </ul>

**7. List of faculty members with details of Mandatory Key Result Areas**

S. No.	Name	Details of Paper published in Journal	Details of Paper Presented at Conference	Details of Paper Presented at Conference Proceeding	Details of Paper Published in an edited book	Details of FDP/Orientation/ Refresher Course
1	Mrs. Maninder Kaur					
2	Mrs. Manmeet Kaur					
3	Dr. Kuldeep Kaur					
4	Dr. Neetu Prakash					
5	Mrs. Punpreet Kaur					
6	Mrs. Manpreet Kaur					
7	Mrs. Rajwinder Kaur					
8	Dr. Pratibha Tyagi					
9	Mrs. Ritu Priya					
10	Ms. Ekroop Kaur Ahuja					
11	Mrs. Pavneet Kaur					
12	Ms. Neha Dawar					
13	Mrs. Shaifali Arora					
14	Ms. Jyoti					
15	Ms. Shubhra Sharma					
16	Ms. Harpreet Kaur Bhamrah					
17	Ms. Jaswinder Kaur					

**(Attached as Annexure III)**

**8. Students' Profiling after Admission**

**a. Was the Profiling done into Advance & Slow Learners (Yes/ No): Yes**

**b. List the Initiatives taken for Advance & Slow Learners**

<b>S. No.</b>	<b>Initiatives for Advance Learners</b>	<b>Initiatives for Slow Learners</b>
<b>1</b>	<b>Preparing Assignment on more challenging topics</b>	<b>Encouraging them to participate in class discussion</b>
<b>2</b>	<b>Encouraging them to participate in various Co-curricular activities and inter college competitions</b>	<b>Mentoring by faculty members &amp; Praising their Success.</b>
<b>3</b>	<b>Felicitating &amp; granting Scholarship</b>	<b>Using online sources like YouTube and Whatsapp to improve the learning skills of the students</b>
<b>4</b>	<b>Giving guidance for Career Planning</b>	<b>Frequently varying instructional techniques in classroom itself &amp; checking for understanding during lessons.</b>
<b>5</b>	<b>Organizing Extension Lectures/ Seminars in order to make them industry ready &amp; excel in their careers.</b>	<b>Providing Peer Tutoring by high ability class mates</b>
<b>6</b>	<b>Knowledge Dissemination</b>	
	<b>Extended Library use</b>	

**(Attached as ANNEXURE IV)**

**9. Contribution of Alumni to the development of the department**

**Alumni Association serves a pivotal role shaping & preserving a lasting relationship between former students and the institute to keep them in touch with the present growth, development & also challenges before the institute. As a regular practice Alumni meet is held annually in which the Alumni are informed about the current changes, achievements and future plans.**

Constructive suggestions to upgrade the institute's social commitment stature are also invited. Contribution of Alumni in the development of department happens in non-financial form. They come to the college and share their personal experience & expertise with the students. They also extend the support in organizing an industrial visit/ summer training and promoting department (institutional) brand through word of mouth marketing. They indeed play a valuable role in shaping & preserving a lasting relationship between former students and existing students who share a unique & common trait that is they belong to "PG Department of Commerce of GNKCW".

#### 10. Exemplary Performance Assessment

S. No.	Programme	No. of students with $\geq 90$ Marks
1	B.Com Sem I (Dec. 2021)	25
2	B.Com Sem III (Dec. 2021)	68
3	B.Com Sem V (Dec. 2021)	91
4	M.Com Sem I (Dec. 2021)	09
5	M.Com Sem III (Dec. 2021)	01
6.	B.Com Sem IV (May 2022)	01
7.	M.Com Sem II (May 2022)	01

(Merit list attached as Annexure V)

#### 11. Department Support for University Examinations

No. of Faculty Member involves in University Examination as Evaluators / University Representatives: 17 (Odd Semester)

A standard examination system ensure quality assessment & evaluation of teaching & learning in an academic lesson in order to conduct the smooth functioning of the work of examination, support of faculty members as paper setters, paper evaluation, Centre Superintendents, Deputy Superintendents, Assistant Superintendents, Flying Squad etc. is required. Faculty members of PG Department of Commerce have always played an active role in the conduct of university examination. The detail of the duties performed by them is as follows:

Sr. no.		
1	<b>Paper Evaluators</b> • Odd Semester	17 -
2	<b>Centre Superintendents (Even Sem)</b>	01
3	<b>Deputy Superintendents</b>	02
4	<b>Assistant Superintendents (Outsiders)</b>	02
5	<b>Conduct of Viva-Voce (Internal- Dr. Kuldeep Kaur)</b>	01
6	<b>Conduct of Viva-Voce (External)</b> <b>Outside College:</b> • Mrs. Maninder Kaur (1) • Mrs. Manmeet Kaur (1) • Mrs. Punpreet Kaur (2)	04
7	<b>Member of Flying Squad Team</b> • Mrs. Maninder Kaur (2) • Dr. Neetu Prakash (2)	04

(Supporting Document attached as ANNEXURE VI )

## 12. Placement Activities (See Placement report on Website – Annexure VII)

## 13. Assessment of Feedback form Stakeholders

Stakeholders	Feedback (Yes/ No)	Observation / Suggestions (only 5)	Action Taken (only 5)
Students		<ul style="list-style-type: none"> <li>• More Placement Seminar</li> <li>• Book Bank Facility</li> </ul>	<ul style="list-style-type: none"> <li>• Taken</li> <li>• Given</li> </ul>
Alumni		<ul style="list-style-type: none"> <li>• White Suit as Uniform on every Monday should not be there</li> <li>• Timings for gating should be reduced</li> </ul>	<ul style="list-style-type: none"> <li>• No uniform now</li> <li>• Done</li> </ul>



Parents		<ul style="list-style-type: none"> <li>• Explain in Punjabi Language</li> <li>• Use of computer labs</li> </ul>	<ul style="list-style-type: none"> <li>• Frequency increased</li> <li>• Given</li> </ul>
---------	--	---	--

**14. List three Best Practices and three Distinctive Practices currently being practiced at your Department**

**Best Practices**

**1. Induction:**

Students of all classes were given a warm welcome by all teachers in the beginning of the session. It was a very emotional moment as we were meeting the students on offline mode after such a long gap. The first-year students were making a transition from high school to the college and the orientation programme was designed to guide and acquaint them about the college environment. Students were acclimatized about the new surroundings and given information about the timetable, books, curriculum, and various extracurricular activities to be organized during the semester.

**2. Mentor-Mentee Relationship**

The relationship between a mentor and mentee is special. Faculty of our department plays a crucial role in both the personal and professional growth of mentee.

**Teachers as mentor:**

- Encourage our students to set clear goals & objectives. Career counseling sessions were organized by the mentor of B.com 3<sup>rd</sup> year from April 5-13, 2022 to make them aware of various career options available after B.com so that they can make a right decision
- Provide answers to any queries the might have
- Are easily approachable & communicate with the mentee in an open & friendly manner
- Encourage the students to participate in extra co-curricular activities and appreciate them on participation and achievement.
- Provide moral & Ethical guidance also.

It is really worth mentioning here that Parents applauded the Mentor-mentee rapport that exists in the institution in the PTM held on 31<sup>st</sup> May, 2022.

### **3. Scholarship Scheme for Meritorious Students**

Sultan Chand Draupadi Devi memorial scholarship was awarded to the students of BCom 1st year and B.Com 2nd year for the session 2020- -2021 for standing first in the college in the university examination. The scholarship was given to Ashpreet Kaur and Aakriti Jain on 30/11/2021. It was sponsored by Sultan Chand Draupadi Devi Education Foundation, New Delhi.

Senior Citizens' Conclave Scholarship 2021-2022 was awarded to GNKCW students. The scholarship amount of Rs. 3,000/- was given to each awardee at a function held in Panday Auditorium, Nehru Sidhant Kender Complex, Feroz Gandhi Market, Pakhowal Road, Ludhiana

### **Distinctive Practices:**

#### **1. Advance learners felicitated**

Through the performance in mid-semester examination and participation in classroom activities, our department identified advance learners or high achievers and the slow learners in B.com. The advance learners were given a token of appreciation as encouragement for their outstanding performance.

#### **2. Maintaining Department Library & Distributing Books**

**Books are meant to be read and not just for decoration”**

As a regular feature decluttering of the books of the department library is done in the beginning of every semester. The books which are no longer required are sent either to the exchange counter or the College Library. Books are sorted and stacked up neatly for distribution among the students. They are issued to the students for the whole semester. Our faculty puts in tremendous efforts to motivate the students to donate the books and give second life to the books.

This way twin goal, that is, habit of sharing and value of books are both developed among students

### **3. Encouraging students to join NSS, NCC, Youth Club & Red Ribbon Club & other Societies.**

69 students joined NSS, 65 students were enrolled in youth club and red ribbon club and 15 students joined NCC. Besides these a number of students are a part of SAP and various clubs and societies. They participate in various activities as and when organized by these committees

## **15. Departmental SWOC Analysis**

### **Strengths**

- Well qualified, experienced & dedicated faculty is the pillar of the department.
- Student-centered teaching: A part from regular schedule of class room teaching, teachers attend to the problems of students. Regular mentor-mentee meet are held.
- Teachers also provide counseling to the students for pursuing higher education & Career opportunities.
- Well-equipped Library.
- Students are encouraged to join NCC, NSS, Youth Clubs and other clubs & societies.
- Located in the prime area of the city.

### **Weaknesses**

- Lack of proficiency in language often hampers the students in learning

### **Opportunities**

- Provide Opportunities to the students to excel in various fields like Business, Banks, Accounting firms, industry etc.
- Job opportunities through campus interviews organized by the Placement cell of the college.
- Improving the usage of ICT in teaching learning process
- To organize national/ international conference/ seminars

### **Challenges**

- Competition with other degree colleges.

- To develop social responsibility among students
- To promote research culture among students

**Future Plan:**

- To organize investment awareness & tax planning for college staff.
- To conduct a national seminar.
- Encourage faculty to publish research work & attend conferences, FDPs & seminar.

**ANNEXURES**

**I Class-wise Time Table for the session**

<https://www.gnwdh.com/wp-content/uploads/2022/01/Master-Time-Table-2021-22.pdf>

**II Academic Calendar (Planned and Executed)**

Sr.no.	Programme	Link of Academic Calendar
1	B.Com Sem I	<a href="https://drive.google.com/file/d/1hhhMraydu9gc3K3IUWssZzoZtWOWIj6-/view">https://drive.google.com/file/d/1hhhMraydu9gc3K3IUWssZzoZtWOWIj6-/view</a>
2	B.Com Sem II	<a href="https://drive.google.com/file/d/1b193cFrzhEYTTiIgBsWC-JJGdW8tF0Pw/view">https://drive.google.com/file/d/1b193cFrzhEYTTiIgBsWC-JJGdW8tF0Pw/view</a>
3	B.Com Sem III	<a href="https://drive.google.com/file/d/1plv0IoWnN1HjIGxLc-K_GtIUjA72eS86/view">https://drive.google.com/file/d/1plv0IoWnN1HjIGxLc-K_GtIUjA72eS86/view</a>
4	B.Com Sem IV	<a href="https://drive.google.com/file/d/1iQkfWLUwMNHtougH0AkxNeI9NthWD9/view">https://drive.google.com/file/d/1iQkfWLUwMNHtougH0AkxNeI9NthWD9/view</a>
5	B.Com Sem V	<a href="https://drive.google.com/file/d/1cgosfv9YGRHmltxF1J2F3PpwSWNTALEm/view">https://drive.google.com/file/d/1cgosfv9YGRHmltxF1J2F3PpwSWNTALEm/view</a>
6	B.Com Sem VI	<a href="https://drive.google.com/file/d/1-gFaqLkgI162UIrJd2Qw9tTgFmeYr_3N/view">https://drive.google.com/file/d/1-gFaqLkgI162UIrJd2Qw9tTgFmeYr_3N/view</a>
7	M.Com Sem I	<a href="https://drive.google.com/file/d/1Mbt-O0-Dxoy4nw9MJ9IPytZrG0nizORE/view">https://drive.google.com/file/d/1Mbt-O0-Dxoy4nw9MJ9IPytZrG0nizORE/view</a>

8	M.Com Sem II	<a href="https://drive.google.com/file/d/1Js_DpF40gedF5n62YgQK5kcelvMpFqAU/view">https://drive.google.com/file/d/1Js_DpF40gedF5n62YgQK5kcelvMpFqAU/view</a>
9	M.Com Sem III	<a href="https://drive.google.com/file/d/1Js_DpF40gedF5n62YgQK5kcelvMpFqAU/view">https://drive.google.com/file/d/1Js_DpF40gedF5n62YgQK5kcelvMpFqAU/view</a>
10	M.Com Sem IV	<a href="https://drive.google.com/file/d/1W5mgVrXsgVwBplP5tBLvU7gvKEZUJZNV/view">https://drive.google.com/file/d/1W5mgVrXsgVwBplP5tBLvU7gvKEZUJZNV/view</a>

### III Departmental Report

[https://drive.google.com/file/d/1s9KQcHy50mG7I-bgpz\\_ZzOZHIFnOAuv4/view](https://drive.google.com/file/d/1s9KQcHy50mG7I-bgpz_ZzOZHIFnOAuv4/view)

[https://drive.google.com/file/d/1GC-4VED\\_0rB-PCvNoH5guprVpJJlkrxc/view](https://drive.google.com/file/d/1GC-4VED_0rB-PCvNoH5guprVpJJlkrxc/view)

### IV Students Profiling Details:

[https://docs.google.com/spreadsheets/d/1YACcWUZxX6BSlbcZElnMFJ432shDIWCX/edit?usp=share\\_link&oid=101140631784431414147&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1YACcWUZxX6BSlbcZElnMFJ432shDIWCX/edit?usp=share_link&oid=101140631784431414147&rtpof=true&sd=true)

### V .Merit List:

[https://docs.google.com/spreadsheets/d/1fuM34eOZ\\_VrguT01wbfq5aY9qZbl\\_XG/edit?usp=share\\_link&oid=101140631784431414147&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1fuM34eOZ_VrguT01wbfq5aY9qZbl_XG/edit?usp=share_link&oid=101140631784431414147&rtpof=true&sd=true)

### VI. Teachers allotted University Duties:

<https://drive.google.com/file/d/19lqOF10fQ31npjEx5pVK3iRNZs9f5M8J/view>

### VII. Placement Report:

<https://drive.google.com/file/d/1yAzcOZDIZQGC8vzUrc6-Hz2P5p4MzFyz/view>

<https://drive.google.com/file/d/1Sx-DmF41MMjdAViO1FTU8JZYH2QtpB-v/view>