

## Annexure- C-7(7.1.5)

The college has notified internal Administrative & Academic Audit committees in 2023. The Committee has conducted Administrative & Academic Audit for the session 2023-24 and the detailed report of the same is available on the college website <https://gcghumarwin.ac.in/wp-content/uploads/2024/02/Internal-Academic-and-Administrative-Audit-AAA-2023.pdf>

<b>Administrative Audit</b>		
S. No.	Particular	Remarks
1	Has the institution got Permanent Principal	Yes
2	Has the institution got adequate faculty for UG and PG courses	Yes, Adequate for UG and Partial for PG
3	Has the institution prepared Institutional Development Plan	Yes
4	Has the Institution its own website	Yes
5	<b>General Administration</b>	
	<ul style="list-style-type: none"> <li>• Service Books &amp; Registers Management</li> <li style="padding-left: 20px;">a. Service Books maintenance and update tracking</li> <li style="padding-left: 20px;">b. Service Books maintenance and update tracking</li> </ul>	Yes Yes
	• File Control Register maintained	Yes
	• Division of Work (File-wise)	Yes
	• Timely Submission of Annual Confidential Reports (ACRs) to Higher Authorities	Yes
	• Maintenance of Teacher-wise Personal Files	Yes
	• Dairy Dispatch Register Maintained	Yes
	• Implementation of e-Office and File Management & Tracking System	Partial
	• Estate and Residence Allocation Management	Yes
	• Compliance with RTI and HP Public Service Guarantee Act 2011	Yes
	• Vidhan Sabha Questions and Legal Case Management	Yes
	• Archive for Minutes and Resolutions	Partial
	• Central Data Unit establishment in the college	Partial
	• Specifications of duties and responsibilities of administrative staff	Yes
	• Training and development of administrative staff	Yes
	• Delegation of duties in the absence of technical staff	Yes
	• Proper maintenance of record of Equipments/activities/decisions	Yes
	• Are all documentation entries signed or initiated by responsible staff?	Yes
	• Proper record & display of Files is maintained	Yes
	• Proper Utilization of existing storage/ Amirah	Yes
	• Training and development of administrative staff	Yes
	• Repairing of electric, sanitary & wooden appliances/furniture	Yes
	• Display of Do's and Don'ts are properly placed	Yes
	• Lab Development Fund: planning, procurement, up gradation, deployment, and maintenance of Laboratories/departments	Yes
	• IQAC established	Yes

	• PM USHA (RUSA), UGC-NAAC Cells established	Yes
	• Scholarship Committee established	Yes
	• College Advisory and Hostel Advisory Committee established	Yes
	• Cells: SC/ST/Minority and OBC established	
	• Anti Sexual Harassment Cell Established	Yes
	• Anti Ragging Committee	Yes
	• Bus Pass Committee for Students	Yes
	• Career Counselling and Placement cell	Yes
	• Sports, Cultural and Co-curricular Committee	Yes
<b>6</b>	<b>Financial Management</b>	
	• Purchase Committee established	Yes
	• PFMS	Yes, Partial
	• Expenditure Control Register	
	• Stock register to be maintained in proper format i.e. As per rules	Yes
	• Receipt of goods in good condition and full quantity	Yes
	• Authentication by stock keeper/In-charge	Yes
	• Verification by Stock In-charge	Yes
	• Annual Physical verification of stock with signatures of stockkeepers as per rule	Yes
	• Record of issue of items.	Yes
	• Record of excess stock/material	Yes
	• Proper maintenance of Balances	Yes
	• Procedure and record of written-off items	Yes
	• Entries to be verified by Store In-charge/supervisory official	Yes
	• Page certificate on the first page to be recorded	Yes
	• Balances to be maintained properly	Yes
	• Record of consumables and non-consumables	Yes
<b>7</b>	<b>Admissions</b>	
	• Offline/Online	Online
	• Publicity (Measures of Wider Publicity) - I. Procedures II. Process III. Migration/Cancellation IV. Grievances V. Migration/Cancellation	Yes
	• Fee Collections & Disbursement	Yes
	• Allocation of Fees Into: Section, Co-Curricular Activities (NCC/NSS/SPORTS), Co-Curricular Activities (NCC/NSS/SPORTS)	Yes
<b>8</b>	<b>Examinations</b>	Yes
	• Mid Term Test	
	• Internal Assessment	
	• End term Exam / Annual Examination	Yes
	• Submission of Examination Form & Fee	Yes

	• Distribution of Exam Admission Ticket	Yes
	• Verification of Internal Assessment	Yes
	• Grievances Redressal System	Yes
<b>9</b>	<b>Results</b>	
	• Mid-term Test/ Examination (MTT) Conducted	Yes
	• Course Wise and Programme wise result of MTT maintained	No
	• Data pertaining to Annual Result available Course wise	No
	• Degrees and Result cards data maintained	Yes
	• Degrees disbursed through Speed post/Courier	No
<b>10</b>	<b>Attendance Record</b>	Yes
	• Process of attendance (Online/offline)	Yes
	• Date/frequency of uploading attendance on website if any	Yes
	• Person responsible for attendance uploading	Yes
	• Process of rectification of any problem	Yes
	• Does all the teachers upload attendance	Yes
<b>11</b>	<b>Visitors Record</b>	Yes
	I. Procedure	Register
	II. Maintenance	Yes
	III. Verification	Yes
	IV. Checking & Counter Signed by Section/Departmental In-charge	Yes
<b>12</b>	• Records of Computers, Printers, Laptops, Scanners, Projectors and Licensed Software's	Yes
	• Process of Procurement and installation of Genuine/original Software(s) should be ascertained.	
	• Annual Verification	yes
	a. Consumable	
	b. Non-consumable	
<b>13</b>	<b>Accounts Section:</b>	
	• Cashbook	Yes
	• Ledger	Yes
	• Salary Registers	yes
	• Salary Bills	Yes
	• Vouchers	Yes
	• Receipt Books	Yes
	• Fee Registers, etc.	Yes
	• Maintenance of Medical bills (claim and reimbursements)	Yes
	• Child allowances (claim and reimbursements)	No



## Academic Audit

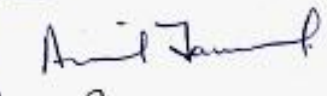

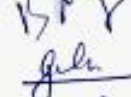

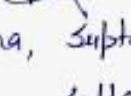




Academic Aspects	Particular	Remarks
Teaching, Learning and Evaluation	<ul style="list-style-type: none"> <li>• Coverage of syllabus</li> </ul>	To a greater Extent
	<ul style="list-style-type: none"> <li>• Information on curriculum revision</li> </ul>	Very Good
	<ul style="list-style-type: none"> <li>• Student feedback on curriculum</li> </ul>	Very Good
	<ul style="list-style-type: none"> <li>• Addon certificate courses offered</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Innovation teaching introduced</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Classes for Slow learners conducted</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Use of supplementary teaching tools and applications of ICT</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Conduct of House/internal exam</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Result analyses: 1. UG 2. PG</li> </ul>	Yes Very Good Excellent
	<ul style="list-style-type: none"> <li>• Faculty development initiative if any</li> </ul>	Yes (Orientation Program, Refresher, Induction programme etc.
	<ul style="list-style-type: none"> <li>• Student feedback on teaching learning and evaluation</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• No. of research guide in the Deptt.</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Research paper published during the assessment year. I. International II. National</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Paper presented in the conferences during the assessment year</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Book authored by teachers</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Chapter in books</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Books edited</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Seminars/workshops/training programs conducted</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Research collaboration</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>• Awards/achievements/recognition of students and teachers</li> </ul>	Yes
<ul style="list-style-type: none"> <li>• Consultancy services</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Other extension activities</li> </ul>	Satisfactory to a greater extent	
<ul style="list-style-type: none"> <li>• New Equipments and infrastructure added</li> </ul>	Yes	



<b>Infrastructure and Learning Resources.</b>	• Use of these Equipments	Satisfactory
	• E-classrooms	Yes
	• Computer Labs	Yes
	• Access timings of the library	10AM to 5:00 Pm
	• e-resources and e-journals	Yes
	• Integration with Integrated Library Management System (e.g., SOUL)	Yes
	• ,	
	• Features include DDC Classification, OPAC, Barcoding, User Access Control, Wi-Fi Facility	Yes
	• Geo-Tagging of Library Activities for records	Yes
	• Facilities for disabled students	Yes
	• Maintenance of drinking water	Yes
	• Maintenance of sanitation	satisfactory
	• Restroom for women students	Sufficient
<b>Research and Innovation</b>	• Research and Development Cell established	Yes
	• MOUs for on-the-Job Training (OJT) for Students	Yes
	• Internship Programs and Training for Student	Yes
	• Research Centre established	Yes
	• Special Leave for Teacher to participate in Conferences and Seminar	Yes
<b>Student Support and Progression</b>	• Availability of a system for student support and mentoring	Yes
	• Student Aid fund/ Endowments etc.	Yes
	• Placement derives/ Rozgar mela organised	Yes
	• Scholarship Management	Yes
	• Soft Skill Development	Yes
	• Competitive Exam Guidance, Career Counselling etc.	Yes
	• No: of students qualified in the following examinations	
	1. NET	Nil
	2. SLET	Nil
3. GATE	Nil	
4. State Civil Services	Nil	
5. UPSC	Nil	
• Student moving to Higher Education PG, MBA, LLB etc.	Yes	
• Alumni /Old Student Association established	Non-Functional	

Innovation and Best Practices	• Vision and Mission of Institution adopted	Yes
	• Best practices followed by the Department	Yes
	• Innovative Practices followed by the Department	Yes
	• Green Initiatives by the institution	Yes
	• Actions taken on the recommendations made by the peer team during NAAC visit	To a greater extent
	• Strengths of the Department	Better teaching learning environment
	• Weaknesses of the Department	Overcrowded and overburden
	• Overall Report and Suggestions for Improvement	Need to implement UGC guidelines in letter and spirit.

• Committee Members! -

1. Prof. Anil Samwal 
2. Dr. Prakash Chand 
3. Dr. Basu Dev 
4. Prof. Gyoti Barwal 
5. Prof. Amar Paul 
6. Sh. Pritam dal Sharma, Suptd. Grade I 
7. Sh. Pankaj Chauhan, Suptd. Grade II 
8. Sh. Gyoti Prashad, office clerk 
9. Ms. Keeta Devi, Librarian Incharge 

  
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