

ANNEXURE-A**Proforma for Academic & Administrative Audit
of Govt. Colleges of Haryana****A. BASIC DETAILS:**

1	Name of College: Government P.G. College for Women, Rohtak Website: http://gpgcw.ac.in Email-id gcwrohtak@gmail.com Ph. No./contact of Principal: 9813342460 District: Rohtak Date of establishment of college:1959
2	NAAC GRADE: Yes, Accredited (valid status) GRADE WITH CGPA: B++ (2.93) (Annexure 1)
2.1	NAME OF IQAC CO-ORDINATOR: Mrs. Jyoti CONTACT DETAILS:9996641374 E-MAIL ID: samjyotisam@gmail.com
3	Type of college : Women
4	Having own building : Yes
4.1	FINANCIAL STATUS : State Govt. Funded and Covered under UGC 2f and 12 (B) (Annexure 2)
5.	Name of Affiliating University: M.D.University, Rohtak
6.	Names of programmes offered :UG=15 and PG=06, PG Diploma=1 (Annexure 3)
7.	Number of teaching Faculty: 192(Regular=106,Extension=84,Guest Lecturer=2) (Annexure 4)
8	Number of Posts Sanctioned:212 (Annexure 5)
9.	Number of Student Strength: Total=6277 (Annexure 6) Boys:Nil Girls:6277 Transgender:Nil

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ACADEMIC AUDIT:**I. TEACHING-LEARNING AND CURRICULAR ASPECTS:**

-	A. Curricular aspects:
	1. Number of Departments with Names of departments : 22 (Annexure 7)
	2. Implementation of academic Calendar: Yes (Annexure 8)
	3. College activity register maintained : Yes (Annexure 9)
	4. Value-added courses/ <u>Skill based training</u> /ability enhancement courses (name with details) : Yes (Annexure 10)
	5. Maintenance of student attendance register: Yes
-	B. Teaching, learning & Evaluation:
	6. Lesson /teaching Plan: Yes (uploaded on the website)
	7. Coverage of syllabus : Yes
	8. Conduct of internal examination: Yes
	9. Subject -wise result analysis: Yes (Annexure 11)
	10. Programme-wise result (college): Yes (Annexure 12)
	1. Teacher -wise result analysis: Yes (Annexure 13)
	i. above university percentage: In most of the cases above university percentage
	ii. Below university percentage: In very few cases
	iii. At par: -
	11. feedback mechanism: Yes, all stakeholders (students/teachers/alumni/Parents)
	1. collection : Yes
	2. Analysis: Yes
	3. corrective measures taken: Yes (Annexure 14)
12. Mentor-Mentee Ratio: 1:41	
12.1 Regular meetings of Mentor-Mentee: Yes (Annexure 15,16)	
+	II. FACULTY AND STAFF:
	II A. Designation -wise names of the staff: (Annexure 17)
	II B . FACULTY DEVELOPMENT PROGRAMMES ORGANIZED /ATTENDED: (Annexure 18)
	II C. DUTIES OF WORKING BRANCH/STAFF: (Annexure 19)

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20/05/24

20/05/24

20/05/24

20/05/24

	III. RESEARCH & INNOVATION/ EXTENSION ACTIVITIES :
12	a. Number of Research Projects submitted/ongoing/completed(major/minor/other):Nil b. Total grants received: Nil Utilization of funded projects: Nil
13	Inter -institutional collaborations: 07 (Annexure 20) National collaborations: Nil International collaborations: Nil
14.	IPR CELL CONSTITUTED : Yes (Annexure 21)
15.	Record MOU (functional) during the academic year :Yes (Annexure 22)
16.	Research & development cell constituted : Yes (Annexure 23)
17.	Publications: 1. Number of Papers published:11 (Annexure 24) 2. Number of Books/chapters with ISBN:2+12 (Annexure 25) 3. Number of publications-referred & indexed journals:11 (Same as in 17.1) 4. Number of sponsored/funded projects: NIL 5. Number of research proposal: NIL
18	Seminar/workshop proceedings : 02 (Annexure 26) No. of Publications:No
19	Record of extension activities/collaboration activities maintained (documentation done properly) : Yes (Annexure 27) 1. NSS: Yes 2. NCC: Yes 3. WOMEN CELL: Yes 4. Entrepreneur & PLACEMENT CELL : Yes 5. RED RIBBON CLUB: Yes (Youth Red Cross) 6. ECO-CLUB: Yes 7. SPORTS ACTIVITIES : Yes 8. ANY OTHER: Yes (Cells/ Societies/ Departments)
	IV STUDENTS SUPPORT /PROGRESSION :
20.	Awards/Recognitions received at the National and International level by FACULTY: No Students: Yes (12) (Annexure 28)
21	Number of students benefitted through scholarship schemes of govt./others:1845+06=1851 (Annexure 29)
22.	How many students have cleared Civil Services and Defense Services examinations, NET/JRF= 03 SET (SLET), GATE and other competitive examinations(JAM)=02 (Annexure 30)
23	Enrolment in Higher education for Higher studies: Deptt. Wise record maintained : Yes (Annexure 31)
24	Placements records maintained : Yes (Annexure 32)
25	Alumni association: Yes (Registered) Record of regular meetings maintained: Yes (Annexure 33) Number of Alumni: 98

26. Best Practices: any 02

1. Gender sensitivity (Annexure 34)
2. Any other - Cultural and Literary (Annexure 35)
3. Green Initiatives (Annexure 36)
4. Waste Management (Annexure 37)

Rajesh Kumar
20/05/24

20/05/24

20/05/24

20/05/24

20/05/24

ADMINISTRATIVE AUDIT:

	V Financial management:
27	CASH BOOK(FUND) MAINTAINED: YES
28	BUDGET RECEIVED (SOURCES) : YES
29	Amount of budget received from various sources: YES (Annexure 38)
30	IF BUDGET RECEIVED : UTILIZED
	VI. INFRASTRUCTURE /FACILITIES
31	LIBRARY : 1. NO. OF BOOKS/e-books:67753 2. No. of Journals/e-Journals (prescription) : 01/ (all N-List Journals) 3. DIGITAL LOUNGE WITH INTERNET FACILITY: YES 4. SOFTWARE FOR ISSUING /RETURN OF BOOKS: YES (SOUL 3.0.4) 5. ONLINE ACCESS to books/e-Journals :Records maintained of student's & teachers: Yes (all N-List E-Books) 6. Institutional membership: No
32	IT INFRASTRUCTURE :SUFFICIENT/NON-SUFFICIENT : (Annexure 39) 1. Smart boards (numbers):10 2. Projector:14 3. Wi-fi connectivity: Yes 4. Lease line :Yes 5. No. of computers for students:203 6. Content development facility :NIL
	VII. HUMAN RESOURCE DEVELOPMENT:
33	STAFF TRAINING organized for teaching & non-teaching : Yes (Annexure 40)

Observations & Recommendation of committee:

A committee constituted by DGHE vide letter No. DHE-250001/2/2024, dated 20.02.2024 and MDU Rohtak letter No. CB-1/2024/4472-4510, dated 23.04.2024 visited Govt. P.G. College for Women, Rohtak on 20.05.2024 to carry through the Academic and Administrative Audit of the college for the session 2023-2024.

The members of the committee had communication with the faculty members (teaching & non-teaching) and the students. After that they received the feedback about the teaching work, extra-curricular activities, administrative work and about other facilities from different sources. Further, the committee members checked thoroughly the Annual Report of the College, Lesson Plans, Attendance Registers, Mentor-mentee report and other official record.

The Findings of the Committee:-

Curriculum Aspects:-

- The college was accredited by NAAC in 2023 for Cycle II and was awarded B++ with CGPA-2.93
- The college building has Blocks, i.e. A, B,C, F, G, Library and Gymnasium Hall.
- At Present, following programmes are being run in the college:-
 - (a) U.G. Programmes-15 - B.A, B.Sc., B.Com Pass Course, B.A Hons.-Economics, Hindi, English, Psychology, B.Com Hons, B.Com Vocational, B.Sc. Hons- Physics and Mathematics, BBA, BCA, B.Sc. Home Science
 - (b) P.G. Programmes-6 (Geography, History, Economics, Hindi, Commerce, Computer Science)
 - (c) P.G. Diploma- 01 (APGDCA)
- The total strength of students in the College is 6277 and the total number of sanctioned teaching post is 212.) Total no. of teaching staff is 192 (Regular 106, Extension Lecturer 84 and Guest Lecturer-02)
- Nonteaching Staff : 24(Regular), 31(Out Source Part II), 3(Others), 14(HKRN).

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20/05/24

20/5/24

- The number of Departments in college 22, i.e. English, Hindi, Mathematics, Commerce Economics, Sociology, Political Science, History, Home Science, Fine Arts, Music (V), Geography, Psychology, Physics, Chemistry, Botany, Computer Science, Physical Education, Statistics, Environmental Science, Zoology and Sanskrit.
- The syllabi of all the above said courses are in accordance with M.D.U., Rohtak curriculum framework and are covered within the stipulated time.
- Apart from theoretical knowledge, skillbased training, like Computer Skills, Defense training and different personality development skills are imparted on regular basis to the students.

Teaching-Learning and Evaluation:-

- Admission Procedure for all the courses is followed according to the M.D.U., Rohtak and D.G.H.E guidelines.
- Teacher-wise Lesson Plans are displayed on the College website, & Concern Department Notice board.
- The college has a Registrar Cell that conducts online University Registration of students, online examinations form filling and compiling the data of internal assessment and practical awards. The result of the college is analysed on the following basis: Subject wise result, Programme wise result, Teacher wise result. The difference of pass percentage between the college result and University Result is evaluated. The pass percentage of the college remained above to the University percentage in maximum courses. Further, in session 2023-2024 students of different courses secured university merit position.
- The feedback is taken from the teachers, alumni, students and parents through online google form and suggestions are implemented accordingly. Moreover, the college also organized Parents-Teachers Meeting in the college campus to have feedback from the parents.
- The Mentor-Mentee Ratio in the college is 1:41 and there are 155 mentor groups in the college and the class is met twice a month.

Research and innovations/ activities:-

Teaching staff of the college is engaged in various research activities. 11 papers were published in different journals, 14 books and chapters were published by teaching staff members. 8 members are guiding the students for their Ph.D. course in different subjects. One workshop in commerce department and one National seminar was organized in Geography department. 12 students received national level awards. Various cells and subject societies are working properly in shaping the student's overall development.

Infrastructure /Facilities:-

- The college has well equipped laboratories in different departments such as Geography, Home Science, Computer Science, Psychology, Commerce, Physics, Chemistry, Botany, Zoology, Mathematics and English Language Lab and various class rooms also.
- There are 10 Smart Class rooms in the college.
- There are 14 Projectors and 3 LED.
- CCTV Cameras have been installed in every nook and corner of the college.
- The college has 15 water coolers along with purifier system.
- The college has a fully automated library equipped with internet facility and Software-Soul 3.0.4. There are 67753 books in the library.
- The college campus is well equipped with lease line, Wifi connectivity is 150 mbps.
- The college has a Gymnasium Hall which provides indoor games facility for the following games:-
Table Tennis, Badminton, Judo, Netball, Chess and Carrom. Moreover, there are courts for outdoors games like Kabaddi, Vally-Ball, Baseball, Softball, Handball and Cricket.
- The college has a well-maintained Botanical Garden and compost Pit also.
- There are 04 hostels for the students.

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Administrative Audit:-

- The administrative function of the college is going smoothly.
- The IQAC functioning system is adequate.
- The functioning system of the other constituted committee is also well-maintained.
- The college has well preserved data of all the activities.
- The college implements all the norms given by D.G.H.E and M.D. University, Rohtak.
- Financial Audit System is well maintained.
- Bursar and DDO conduct the internal checking of various accounts.
- Auditor is deputed by the Director General Higher Education, Haryana and Accountant General, Haryana to carry through the financial audit time to time.

Area of Recommendation:-

- There is a requirement of new building for Computer Department.
- Construction of Seminar Hall is the dire need.
- Construction of Canteen with proper seating arrangement is the pre-requisite of the college.
- Extension of Library with more computers is also required.
- Solar Panel and Solar Lights should be installed in the college campus.
- There should be a provision for Parking Shed for Staff members and students as well.
- Girls Common Room is the pre-requisite for the girl students.
- Ramps for physically disabled persons should be constructed.
- More non-teaching staff is required.

External Members:

1. Prof. Rajesh Punia, Deptt. Of Physics, MDU Rohtak (Chairperson)
2. Dr. Naresh Kumar Dua, Principal, SJKPG College, Kalanaur
3. Dr. Manju Jain, Alumni of GPGCW, Rohtak

Signature

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Naresh
20/05/24
Manju

Internal Members:

1. Dr. Darshana, Principal, Govt. P.G. College for women, Rohtak
2. Dr. Jyoti, IQAC Coordinator of GPGCW, Rohtak

Darshana
20/05/24

Jyoti
20/05/2024