

ANNEXURE-A

**Proforma for Academic & Administrative Audit of Govt. Colleges of
Haryana**

A. BASIC DETAILS:

1	Name of college : Govt. College for Women, Narnaul Website : www.gcwnarnaul.ac.in Email-id : gcw_narnaul@yahoo.co.in Ph. No./contact of Principal: 01282250260 District : Mahendergarh Date of establishment of college: 1988
2	NAAC GRADE: accredited (valid status)/non-accredited (not-valid) GRADE WITH CGPA : Not Valid IF not valid status/non-accredited then progress of NAAC: SSR and DVV Submitted.
(2.1)	NAME OF IQAC CO- ORDINATOR : Dr. R.P. Singh CONTACT DETAILS : 9467830500 E-MAIL ID : dr.rpsingh1974@gmail.com
3	Type of college : Co-EDU/Women : Women
4	College having own building/make-shift building / any other: Own Building
(4.1)	FINANCIAL STATUS/Grants-in aid/ UGC 2f and 12 (B)/ Self- financing (please specify) : UGC 2f and 12 (B)
5.	Name of Affiliating University : Indira Gandhi University, Meerpur (Rewari)
6.	Names of Programmes offered: BA/B.Com/B.Sc. at UG level and MA Hindi, English & Political Science, M.Com and M.Sc. Geography and Maths. at PG Level
7.	Number of teaching Faculty : 19 Regular + 45 Extension=64 (regular/SFS/Contractual/extension/adhoc)
8	Number of Posts Sanctioned : Attached ANNEXURE-I
9.	Number of Student Strength: Total : 3125 Boys : 0 Girls : 3125 Transgender : Nil

ACADEMIC AUDIT:

1. TEACHING- LEARNING AND CURRICULAR ASPECTS:

10	<p>A. Curricular aspects:</p> <table border="1"> <tr> <td>1. Number of Departments with Names of departments : Annexure-II</td></tr> <tr> <td>2. Implementation of academic Calendar: yes/no : yes Annexure-III</td></tr> <tr> <td>3. College activity register maintained :(yes/no/partially maintained) : Yes Maintained</td></tr> <tr> <td>4. Value-added courses/Skill based training/ability enhancement course (name with details) Yes/No : Yes Computer Awareness Level-I</td></tr> <tr> <td>5. Maintenance of student attendance register yes/no/ partially done (Deptt-wise) : Yes (Teacher wise)</td></tr> </table> <p>B. Teaching, learning & Evaluation:</p> <p>6. Lesson/teaching Plan: (department- wise) uploaded on the portal (Yes/no/partially made) : Yes (Teacher wise and department wise)</p> <p>7. Coverage of syllabus: (Department-wise) : average as per date of audit Yes/No : 100%</p> <p>8. Conduct of internal examination: unit/half/yearly : Monthly Unit test</p> <p>9. Subject-wise result analysis: Yes</p> <p>10. Programme-wise result (college): Yes</p> <p>1. Teacher-wise result analysis: Yes</p> <p>1. Above university percentage : 51</p> <p>2. Below university percentage: 11</p> <p>3. At par : 02</p> <p>11. Feedback mechanism: all stakeholders (parents/students/teachers/alumni)</p> <p>1. collection (yes/no) : Yes (File Maintained) Annexure XII</p> <p>2. Analysis (yes/no) : Yes</p> <p>3. corrective measures taken (yes/no): yes</p> <p>12. Mentor-Mentee Ratio : 49:01 Maintained</p> <p>12.1 Regular Meeting of mentor-mentee done: Yes</p>	1. Number of Departments with Names of departments : Annexure-II	2. Implementation of academic Calendar: yes/no : yes Annexure-III	3. College activity register maintained :(yes/no/partially maintained) : Yes Maintained	4. Value-added courses/Skill based training/ability enhancement course (name with details) Yes/No : Yes Computer Awareness Level-I	5. Maintenance of student attendance register yes/no/ partially done (Deptt-wise) : Yes (Teacher wise)											
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	<p>II. FACULTY AND STAFF:</p> <p>II (A). Designation-wise names of the staff: Annexure-IV</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of the Staff</th><th>Designation</th><th>Budgeted/SFS/outsource/HKRN/ other</th></tr> </thead> <tbody> <tr> <td>1.</td><td></td><td></td><td></td></tr> <tr> <td>2.</td><td></td><td></td><td></td></tr> <tr> <td>3.</td><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No.	Name of the Staff	Designation	Budgeted/SFS/outsource/HKRN/ other	1.				2.				3.			
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	<p>II B. FACULTY DEVELOPMENT PROGRAMMES –Annexure-V ORGANIZED/ATTENDED (LIST)</p> <p>II C. DUTIES OF WORKING BRANCH/STAFF: DUTY LIST UPDATED YES/NO/PARTIALLY MAINTAINED –Annexure-VI</p>
	III. RESEARCH & INNOVATION/EXTENSIOIN ACTIVITES:
12.	<p>12 a. Number of Research Projects: submitted/ongoing/completed (major/minor/other) : No</p> <p>12 b. Total grants received: : Nil</p> <p>Utilization of funded projects: yes/no/not applicable</p>
13.	Inter-institutional collaborations: No
	National collaborations: No
	International collaborations: No
14.	IPR CELL CONSTITUTED : YES/NO : NO
15.	Record MoU (functional) during the academic year : Nil
16.	Research & development cell constituted : yes/no: Yes
17.	<p>Publications: : Attached Annexure- VII</p> <p>1. Number of Papers published: 07</p> <p>2. Number of Book with ISBN: 05 Books</p> <p>3. Number of publications-referred & indexed journals/SCI/Scopus: NIL</p> <p>4. Number of sponsored/funded projects :NIL</p> <p>5. Number of researched proposal : submitted/ongoing/completed :NIL</p>
18.	Seminar/workshop proceedings: No of Publications : nil
19.	<p>Record of extension activities/collaboration activities maintained (documentation done properly) : yes/no /not maintained : Yes Maintained</p> <p>19.1NSS</p> <p>19.2 NCC</p> <p>19.3WOMEN CELL</p> <p>19.4 ENTREPRENEUR & PLACEMENT CELL</p> <p>19.5 RED RIBBON CLUB</p> <p>19.6 CULTURAL ACTIVITIES</p> <p>19.7SPORTS ACTIVITIES</p> <p>19.8 ANY OTHER</p>
	IV STUDENTS SUPPORT / PROGRESSION:
20.	<p>Awards/Recognitions received at the National and international level by Faculty</p> <p>Students: Nil</p>
21.	<p>Number of students benefitted through scholarship schemes of govt.</p> <p>Annexure- VIII</p>
22.	<p>How many students have cleared Civil Services and Defence Services examinations, NET,SET (SLET), GATE and other competitive examinations : 06 Students</p> <p>Annexure VIII(B)</p>
23	Enrolment in Higher education for Higher studies: Deptt. Wise record maintained :

	yes/no/partially maintained: Yes Annexure- IX
24.	Placements records maintained : yes/no/partially maintained : Yes
25.	Alumni association: Not registered Record of regular meetings :- Yes maintained Number of alumni: N/A

26. Best practices: any 02

1. Green initiatives Annexure-X
2. Waste management
3. Gender sensitivity Annexure-XI
4. Any other – regularly maintained Annexure-XII (Feedback Mechanism)

ADMINISTRATIVE AUDIT:

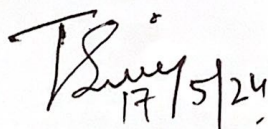
	Financial management: Yes
27.	Balance sheet / CASH BOOK (GRANT /FUND) MAINTAINED: duly verified by Bursar : yes /no/incomplete : Yes Completed
28.	BUDGET RECEIVED (SOURCES): YES/NO : Yes
29.	Amount of budget received from various sources: Attached Annexure- XIII
30.	IF BUDGET RECEIVED : UTILIZED/UN-UTILIZED: Yes Utilized

	VI. INFRASTRUCTURE / FACILITIES
31.	LIBRARY: Attached Annexure- 1. NO. OF BOOKS/e-books: 23146/ nil 2. No. Of journals/e-journals (prescription) : NO 3. DIGITAL LOUNGE WITH INTERNET FACILITY : YES 4. SOFTWARE FOR ISSUING /RETURN OF BOOKS: yes(Soul 3.0) 5. ONLINE ACCESS TO books/e-journal : Records maintained of student's & teachers: No 6. Institutional membership: Membership of British Library Annexure XIV
32.	IT INFRASTRUCTURE : SUFFICIENT/NON-SUFFICIENT : 1. Smart boards (numbers): 12 2. Projector: 02 3. Wi-Fi connectivity: yes/no : Yes 4. Lease line: Yes 5. No. of computers for students: 160 6. Content development facility: No

	VII. HUMAN RESOURCE DEVELOPMENT:
33.	STAFF TRAINING organized for teaching & non-teaching: Yes (NEP)

Observations & Recommendation of committee done with Signature:

1. GIS Lab. for Geography, Computer Lab for PG students, Zoology and Botany Lab for UG Students should be established.
2. The Library should subscribe to the online resource (N List) and Print journals.
3. The faculty should prepare and submit research project for financing. The college may organize workshop/Training for this purpose.
4. The reading room is not sufficient to accommodate students, hence the same may be expanded or a new reading room may be established.
5. The number of classrooms are not sufficient to cater classes as per workload .Hence new classrooms should be constructed.
6. The college should engage its Alumni and the efforts should be made to form a registered alumni association.
7. During interaction with faculty members it was observed that they are keen to develop online contents. For this purpose a content development facility may be established in the college.
8. There is an acute shortage of teaching faculty as per the sanctioned post and workload. Hence, the teaching staff should be posted/recruited on urgent basis. The department of Home Science and Sociology has no teaching faculty.
9. All the smart class rooms are in the old teaching block of the college. Hence around 10 more smart classrooms should be established in the new teaching block.
10. The capacity of the generator should be increased or new Solar system should be installed to meet out energy requirement of the college.



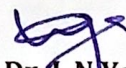
Prof. Tej Singh
Representative, I.G.U. Meerpur



Smt. Radhika
Alumni & member of IQAC



Principal,
Govt. College for Women,
NARNAUL (Haryana)



Dr. L.N. Yadav
External Member
Principal GC M.Garh



Dr. R.P. Singh
Coordinator IQAC