

Academic and Administrative Audit Report of Govt. College, Bahu, Jhajjar

Introduction:

This report presents the findings of the Academic and Administrative Audit conducted at Government College, Bahu, Jhajjar. The College offers B.A. and B.Com programs with a total intake of 420 students and a faculty strength of 16 members (10 regular and 6 extension lecturers). The audit highlights significant strengths, including well-maintained infrastructure, a comprehensive library, accessibility facilities, and robust mentor-mentee and alumni records. The college is equipped with modern amenities like computer and English language labs and smart classrooms. It benefits from strong community and alumni support, active student participation in extracurricular activities, and effective use of ICT tools. However, areas for improvement include the need for permanent affiliation, NAAC accreditation, enhanced transportation facilities, and increased non-teaching staff. The report also includes recommendations for future development, emphasizing academic and administrative enhancements, and outlines plans for expanding the college's program offerings.

Strengths of College:

1. The College has sufficient infrastructure to run the programs. It has a spacious library with a seating capacity of 60 students and a good collection of books.
2. The College has ramp and toilet facilities for physically challenged individuals.
3. The mentor-mentee record is well maintained.
4. The alumni records are well organized.
5. The staff members are well qualified and committed.
6. The computer lab has 20 computers.
7. The English Language Lab is equipped with 20 computers.
8. The library is well-stocked with books and subscribed journals & magazines along with 952 books of placement cell.
9. The College building has 17 classrooms and 04 furnished labs.
10. The College has 10 acres of land for the development of sports and other facilities.
11. There is a 10 KW Solar Panel installed.
12. The College has a separate E-Library section.
13. There is a separate Book Bank section in the library.
14. The College provides 50 MBPS internet speed.
15. CCTV cameras are installed for security at main entry, college entry and Library entry.
16. The College has subscribed to N-List Inflietnet.
17. The College coordinates online/distance learning/outreach programs of IIRS, ISRO, Dehradun.
18. The campus is lush green and well-maintained.
19. **The placement cell has 952 books.**
20. The College has well-equipped sports facilities.

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21. The College has a robust feedback system for continuous improvement through IQAC.
22. Active involvement of students in various extracurricular activities and clubs.
23. Strong support from the local community and alumni network.
24. Effective use of ICT tools in teaching and administration.
25. Well maintained Smart Class Rooms

Areas of Gaps:

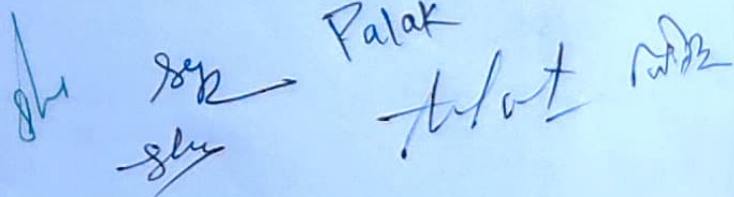
1. Lack of permanent affiliation.
2. NAAC accreditation is required. Although college has submitted IQA for this.
3. Lack of transportation facilities for students.
4. Insufficient non-teaching staff.
5. Inadequate documentation of college activities.
6. The formation of an R & D cell is required.
7. The multipurpose hall is unfurnished.
8. Fire safety measures do not meet the norms.

Recommendations:

1. Ensure regular maintenance of the generator.
2. Appoint a Physical Education teacher.
3. Increase the number of non-teaching staff.
4. Furnish the multipurpose hall with sufficient furniture and accessories.
5. Establish language labs for Hindi with adequate seating capacity.
6. Develop a comprehensive transportation plan for students.
7. Enhance documentation practices for various co-curricular activities.
8. Form an R & D cell to encourage research and innovation.
9. Allocate funds for regular maintenance and development.
10. Strengthen community engagement and partnerships for collaborative projects.
11. Encourage faculty development programs to enhance teaching and administrative skills.
12. Fire safety measures to be implemented

Future Plan:

1. **Introduction of New Subjects and Programs**
 - o Planning to introduce Mathematics as a subject.
 - o Initiating B.Sc. Non-Medical program.
 - o Starting postgraduate courses in History and Political Science.
2. **Research and Development**
 - o Formation of a Research and Development (R&D) cell to foster innovation and research activities.
 - o Encouraging faculty to engage in research projects and publications.
3. **Community Engagement and Outreach**
 - o Strengthening community engagement and partnerships for collaborative projects.


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- o Developing a comprehensive transportation plan for students to improve accessibility.
- 4. **Sustainability Initiatives**
 - o Expanding the use of renewable energy sources, such as increasing the capacity of the existing solar panel system.
 - o Promoting environmental sustainability through green campus initiatives.
- 5. **Accreditation and Quality Assurance**
 - o Working towards obtaining permanent affiliation.
 - o Continuing efforts to achieve NAAC accreditation, including the submission of IQA and subsequent steps.

External Member:

1. Dr. Sapana Garg, Dean of Academic Affair Nominee

Sapana Garg
30/5/2024

2. Dr. Rajwanti Sharma, Principal at Vaish Arya Kanya M. B. Garh (Jhajjar)

Rajwanti Sharma
30/5/2024

(Administrative expert)

3. Sh. Atul Gupta, Industrial Representative, Atul Pipe corporation LTD. Charkhi Dadri

Atul Gupta

4. Ms. Palak, Alumnus Representative

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Internal Members:

1. Dr. Jitender Kumar Bhardwaj, Principal, Government College, Bahu, Jhajjar

Jitender Kumar Bhardwaj

2. Dr. Sunil Kumar, IQAC, Coordinator, Government College, Bahu, Jhajjar

Sunil Kumar

Academic and Administrative Audit Of Government College, Bahu, Jhajjar

A. BASIC DETAILS:

Sr. No.	Detail	Status	Page No.
1.	Name of College	Government College, Bahu, Jhajjar	
	Website:	gcbahu.ac.in	
	Email-id	gcwbahu@gmail.com	
	Ph. No./contact of Principal:	01259-279010; 9215200587,	
	District:	Jhajjar	
	Date of establishment of college:	15/06/2012	Page No. 01
2.	NAAC GRADE: accredited (valid status)/non-accredited (not- valid) GRADE WITH CGPA: IF not valid status/non-accredited then progress of NAAC:	Non-accredited (Under Process)	
2.1.	NAME OF IQAC CO-ORDINATOR:	Dr. Sunil Kumar	
	CONTACT DETAILS:	9416690817	
	E-MAIL ID:	skdgopal@gmail.com	
3.	Type of college: Co-EDU/Women	Women	
4.	Own having own building/make-shift building /any other	Yes	
4.1	FINANCIAL STATUS/Grants-in aid/UGC 2f and 12 (B)/ Self-financing (please specify)	Grants-in aid 2 F	Page No. 2,3
5.	Name of Affiliating University:	Maharishi Dayanand University, Rohtak	
6.	Names of programmes offered:	BA and B.Com.	
7.	Number of teaching Faculty: (regular/SFS/Contractual/extension/adhoc)	10 Regular and 06 Extension	Page No. 4
8.	Number of Posts Sanctioned:	20	Page No. 5-9
9.	Number of Student Strength: Total	420	Page No. 10

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Boys:	0	
Girls:	420	
Transgender:	0	

B. ACADEMIC AUDIT:

1. TEACHING-LEARNING AND CURRICULAR ASPECTS:

Sr. No	Detail	Status	
A.	Curricular aspects:		
1.	Number of Departments with Names of departments:	Department of Commerce Department of Economics Department of Geography Department of History Department of Political Science Department of English Department of Hindi	
2.	Implementation of academic Calendar: Yes/No	Yes	Page No. 11
3.	College activity register maintained: Yes/No/Partially maintained	Partially maintained	Page No. 12-14
4.	Value-added courses/Skill based training/ability enhancement courses (name with details): Yes/no	No.	
5.	Maintenance of student attendance register: yes/no/partially done (deptt- wise)	Yes	Page No. 12-14
B.	Teaching, learning & Evaluation:		
6.	6. Lesson/teaching Plan: (department-wise) uploaded on the portal: Yes/no/ partially made	Yes	Page No. 15-35
	7. Coverage of syllabus: (department-wise): average as per date of audit yes/no	Yes	Page No. 12-14
	8. Conduct of internal examination: unit/half	Unit Exams conducted/Assignments taken	Page No. 12-14



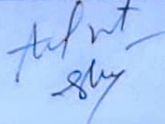
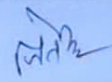
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Aditya


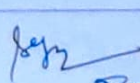
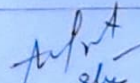

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	yearly	from students	
9.	Subject-wise result analysis: (Result of Last one semester is available for this academic session)	In Percentage	
	BA	46.33	
	English	87.42	Page No. 36
	Hindi	84.32	
	History	76.57	
	Geography	88.1	
	Economics	98.48	
	Political Science	55.93	
	B.com.	60.87	
10.	Programme-wise result (college):		Page No. 37
	BA	46.33	
	Bcom.	60.87	
	11. Teacher-wise result analysis:		
	i. above university percentage		
	Dr. Sunil Kumar	98.48	Page No. 38
	Dr. Mohan Kumar	89.28	
	Dr. Reena	100	
	Dr. Sukhvir	86.35	
	Sh. Kulbir Singh	82.3	
	Sh. Narender Kumar	75.64	
	Sh. Aditya Goyal	77.5	
	Dr. Pankaj	87.51	
	Ms. Pooja Sharma	No Result (On Maternity Leave)	
	Dr. Ravinder Singh	88.49	
	Ms Monika	86.35	
	Ms. Rekha	88.88	


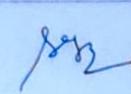
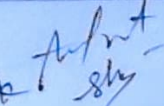

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	Sh. Sunil Kumar		82.5	
	Dr. Suchitra		100	
	Ms. Sangeeta		98.81	
	ii. Below university percentage At par			
	Dr. Jitender Bhardwaj		55.93	
11.	11a. feedback mechanism: all stakeholders (parents/students/teachers/alumni)			
	1. collection (yes/no)		Yes	Page No. 39-45
	2. Analysis (yes/No)		Yes	
	3. corrective measures taken (yes/no)		Yes	
	12. Mentor-Mantee Ratio		25-30: 1	Page No. 46-47
	12.1 Regular meetings of Mentor-Mantee done Yes/No		Yes	Page No. 48-49
II.	FACULTY AND STAFF:			
	II A. Designation-wise names of the staff:			
	Sr.No.	Name of the Staff	Designation	Budgeted/SFS/ Outsource/HKRN/
	1	Dr. Jitender Bhardwaj	Associate Professor	Budgeted/Regular
	2	Dr. Sunil Kumar	Assistant Professor	Budgeted/Regular
	3	Dr. Mohan Kumar	Assistant Professor	Budgeted/Regular
	4.	Dr. Reena	Assistant Professor	Budgeted/Regular
	5.	Dr. Sukhvir	Assistant Professor	Budgeted/Regular
	6.	Sh. Kulbir Singh	Assistant Professor	Budgeted/Regular
	7.	Dr. Pankaj	Assistant Professor	Budgeted/Regular
	8.	Sh. Narendra Kumar	Assistant Professor	Budgeted/Regular
	9.	Sh. Aditya Goyal	Assistant Professor	Budgeted/Regular



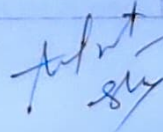

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II B	10	Ms. Pooja Sharma	Assistant Professor	Budgeted/Regular	
	11.	Dr. Ravinder Singh	Extension Lecturer	Budgeted/Extension	
	12.	Ms Monika	Extension Lecturer	Budgeted/Extension	
	13	Ms. Rekha	Extension Lecturer	Budgeted/Extension	
	14	Dr. Suchitra	Extension Lecturer	Budgeted/Extension	
	15	Ms. Sangeeta	Extension Lecturer	Budgeted/Extension	
	16	Sh. Sunil Kumar	Extension Lecturer	Budgeted/Extension	
		Non-Teaching			
	1.	Sh. Sunil	Clerk	Budgeted	
	2.	Ms. Lata	Peon	Budgeted	
	3.	Sh. Nishu	Peon	Out sourcing Part 2	
	4.	Sh. Rajesh Kumar	Chaukidar	Out sourcing Part 2	
	5.	Sh. Krishan	Chaukidar	HKRN	
	6.	Sh. Ashok Kumar	Chaukidar	HKRN	
	7.	Sh. Rajkumar	Sweeper	HKRN	
	8.	Ms. Rajesh	Sweeper	HKRN	
	9.	Sh. Chhaju Ram	Mali	HKRN	
	10	Sh. Sunil	Mali	HKRN	
	11.	Ram Niwash	Junior Librarian	HKRN	
	12.	Ms. Sudesh	Restorer	HKRN	
	13	Sh. Jagdeep	Lab Attendant	HKRN	
		FACULTY DEVELOPMENT PROGRAMMES ORGANIZED/ATTENDED		02	Page No. 50-51
	11 C.	DUTIES OF WORKING BRANCH/STAFF: DUTY LIST UPDATED		Yes	Page No. 52-58
YES/NO/PARTIALLY MAINTAINED					
III. RESEARCH & INNOVATION/ EXTENSION ACTIVITIES:					

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12.	a. Number of Research Projects: submitted/ongoing/completed (major/minor/other) 12 b. Total grants received: Utilization of funded projects: yes/no/not applicable	Nil	
13.	Inter-institutional collaborations: National collaborations: International collaborations:	Nil	
14.	IPR CELL CONSTITUTED: YES/NO	No	
15.	Record MoU (functional) during the academic year:	Nil	
16.	Research & development cell constituted: yes/no	No	
17.	Publications:		
	Number of Papers published:	03	Page No. 59-71
	Number of Books with ISBN:	00	
	Number of publications-referred & indexed journals/SCI/Scopus	Total 03, Dr. Sunil Kumar (2), Dr. Pankaj Bhardwaj (1)	
	Number of sponsored/funded projects	00	
	Number of research proposal: submitted/ongoing/completed	00	
18.	Seminar/workshop proceedings: No. of Publications	00	
19.	Record of extension activities/collaboration activities maintained (documentation done properly): yes/no/not maintained		
	19.1 NSS	Organised two One Day Camps on dated 21/11/2023 and 08/02/2024 Organised one seven days special NSS Camp from 17/02/2024 to 23/02/2024	Page No 72-77
	19.2 NCC	No NCC in College	



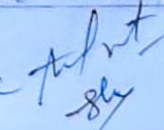

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	19.3 Women Cell	Govt. College Bahu (Jhajjar) Report of Women Cell Activities 2023-24 The college has a well-established Women cell. It provides various opportunities to the girl students of college by providing them an opportunity for their all-round development through participating in various activities which are conducted by Women Cell throughout the year. In the session 2023- 24 the Women cell organized various Competitions under its aegis like Rangoli Making, Poster Making, Slogan Making and Collage Making etc. The conducted Poster Making on 07 th March, 2024 on the occasion of International Women Day.	Page No. 78
	19.4 Entrepreneur & PLACEMENT CELL	Govt. College Bahu (Jhajjar) Report of Placement Activities 2023-24 The college has a well-established Placement cell. It provides various opportunities to the girl students of college by providing them an opportunity for participating in various job fairs and organizes expert lectures to enlighten them keeping in view their career prospects. In the session 2023 - 24 the Placement cell organized various lectures under its aegis like Career opportunities in commerce and banking, Career opportunities in law and legal rights, Swavlambi Bharat Abhiyan, Career opportunities in tourism and hotel management and Career opportunities in English language and literature. In collaboration with Axis Bank a job fair was organized on 18th April 24 to provide the students an opportunity to get selected as assistant manager. Our 24 students	Page No. 79

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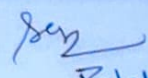
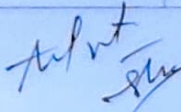

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		participated in this job fair and 15 students were shortlisted for the next round. Total 952 books are there in library under Placement Cell which includes books on various competitive exams, NET/SLET, UPSC etc. 38 books having purchased in 2023-24 from the grant received from DGHE in this regard.	
	19.5 RED RIBBON CLUB:	Yes (1)	Page No. 80
	19.6 ECO-CLUB	The Eco-Club of Government College, Bahu, Jhajjar organized a week-long plantation drive in August 2024. This initiative aimed to enhance the college's green cover, promote environmental awareness, and instill a sense of responsibility towards nature among students and faculty members. Additionally, the Eco-Club provided plants to guests visiting the college on various occasions, further spreading the message of environmental conservation.	Page No. 81-82
	19.7 SPORTS ACTIVITIES	Govt. College Bahu (Jhajjar) Report of Sports Activities 2023-24 A Sports meet of Govt. College Bahu (Jhajjar) was organized on January 20, 2024. Total 161 students of the college participated in this sports meet. Various events which were held in this meet include 100 m race, 200 m race, 400 m race, Javelin Throw, Discus Throw, Shot put and Long Jump, Lemon race etc. There was a healthy spirit of competition among the participants. Pooja D/o Balwan Singh of B.A. III was adjudged as Best Athlete of the college of the session 2023-24. The basketball team of this college participated in Inter College state level	Page No. 83-85


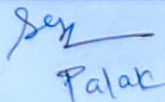
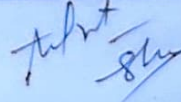
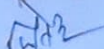
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		<p>basketball women tournament 2023-24 which was held on 27th October 2023. A team of seven students participated in this event. It is further stated that the college has various sports facilities for girl students of college which includes indoor as well as outdoor games. Besides it, the college has facilities of Basketball, Kabaddi Volleyball, Wrestling, Badminton, Carom- Board, Table Tennis, Chess etc. The college prepares the girls as a good player for various sports every year.</p> <p>Revin, a student of 10th Com. Third year participated and secured Third Position in 16th Senior Haryana State Net Ball Championship (W) held at Govt. Sr. Sec. School Sisana (Sonapat) from 10-12 Feb.2023. She also participated in 73rd National Basket Ball Championship (W) at Ludhiana, Punjab from 3-10 December, 2023.</p>	
	19.8 ANY OTHER:	<p>In addition to the usual events of activities, the days of National Importance i.e. Independence Day, Republic Day, Environment Day, Voters Day and National and Regional Festivals are celebrated in the college as per schedule.</p>	Page No. 86
IV STUDENTS SUPPORT/PROGRESSION:			
20	Awards/Recognitions received at the National and International level by		
	FACULTY	01 Best Paper (National)	Page No. 87
	Students:	01	Page No. 88

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21	Number of students benefitted through scholarship schemes of govt.	Consolidated: 132 PMS: 34 National Scholarship: 02 Received: (168) Verified: 56 PMS: 22 Consolidated: 04 State Merit Scholarship (UG): 04 Haryana State Meritorious incentive: 25 National Scholarship: 01	Page No. 89-100
22	How many students have cleared Civil Services and Defence Services examinations: NET, SETI (SLET), GATE and other competitive examinations	An alumni named Payal of B. Com. selected and joined on September 12, 2023 as Executive Assistant in Central Board of Indirect Taxes and Customs	Page No. 101-105
23	Enrolment in Higher education for Higher studies: Deptt. Wise record maintained: yes/no/partially maintained	Partially Maintained	Page No. 106
24	Placements records maintained: yes/no/partially maintained	Yes	
25	Alumni association: registered/not registered Record of regular meetings maintained/not maintained Number of alumni	Not registered Record of Alumni Meets maintained	
26.	Best Practices: any 02		
	1. Green initiatives	The Green initiative is always remain on our priority. The college has a very lush green campus. Every year new saplings are planted and taken care attentively.	
	2. Waste management	The college has a very arranged system of college waste material like waste papers, garbage, waste of tree & plants. We dispose of the waste material properly to keep the campus	Page No. 107-108

		meat and clean. Dustbins for the dry and wet garbage have been arranged in the campus.	
	3. Gender sensitivity	Keeping in view the Gender Sensitiveness, a Anti-Sexual Harassment Committee/Cell has been established. Expert Lecturers are being held time to time for the General Awareness among the girls. Whenever girls come with any problem, we try our best to solve their problems as soon as possible.	
	4. Any other -regularly maintained	Regularly Meeting of IQAC and College Council	


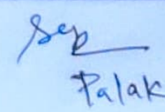
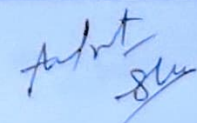

ADMINISTRATIVE AUDIT:

V Financial management:

		Status
27	Balance sheet /CASH BOOK (GRANT/FUND) MAINTAINED: duly verified by	Funds: Completed up to December 2023 Grant: Completed up to April 2024
28	Budget Received (Sources): Yes/No	Yes Source: DGHE
29	Amount of budget received from various sources:	Rs. 23488100
30	IF BUDGET RECEIVED: UTILIZED/UN-UTILIZED	18960000 3928006 (Utilised) 15031994 (Un-utilised)

VI. INFRASTRUCTURE /FACILITIES:

		Status	
31	LIBRARY:		
	1. NO. OF BOOKS/e-books:	3418	Page No. 109-110
	2. No. of journals/e-journals (prescription): YES/NO	05	Page No. 111
	3. DIGITAL LOUNGE WITH INTERNET FACILITY: YES/NO	Yes	
	4. SOFTWARE FOR ISSUING/RETURN OF BOOKS:	Soul 3.0	Page No. 112

5. ONLINE ACCESS to books/e-journals: Records maintained of student's & teachers: yes/no	Yes (N List)	
6. Institutional membership: yes/no	Yes (N List, NDL)	

32	IT INFRASTRUCTURE: SUFFICIENT/NON-SUFFICIENT:	Status	Page No. 113
	Smart boards (numbers):	05	
	Projector:	05	
	3. Wi-Fi connectivity: yes/no	Yes	
	4. Lease line:	Yes	
	5. No. of computers for students:	40	
	6. Content development facility:	Yes	

	VII. HUMAN RESOURCE DEVELOPMENT:	Status
33	STAFF TRAINING organized for teaching & non-teaching: YES/NO	No

Observation & Recommendation of committee done with signature:

External Member:

Dr. Rajwanti Sharma
Principal
V.A.K.M., P. Gaur
(Administrative Expert)

Sgt
30/5/2024
Prof. Sufana Garg
Dean Academic Affairs
Montrose

Internal Members:

Dr. Palak

Sgt

Dr. Palak