

OFFICE OF THE PRINCIPAL, PANDIT NEKI RAM SHARMA GOVT. COLLEGE ROHTAK

To

The Director,
Higher Education Haryana
Siksha Sadan, Sector 05, Panchkula


Memo No.:- PTNRS/GCR/2024/ 541

Date:- 05.06.2024

Subject:- Submission of Academic and Administrative Audit Report for the session 2023-24.

Respected Sir,

Vide your letter no. DHE- 250001/2/2024 Deputy Director Statistical – DHE dated 20.02.2024 the college has completed its Academic and Administrative Audit for the academic year 2023-24. The Academic and Administrative Audit conducted on 18.05.2024 by the Academic and Administrative Audit Committee. The Report is forwarded to you for necessary action and compliance. A Copy of Academic and Administrative Audit Report is attached herewith.


Principal
Pt. N.R.S. Govt. College
Rohtak

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

A. Basic details

1	Name of College		Pandit Neki Ram Sharma Government College, Rohtak
	Website	http://nrsgcrohtak.ac.in/home	
	Ph. No./Contact of Principal	+91-7027278432 (Dr. Lokesh Balhara)	
	District	Rohtak	
	Date of establishment of college	1927	Annexure-1
2	NAAC Grade: accredited (valid status)/non-accredited (not-valid)		accredited (valid status) till 23/06/2028
	Grade with CGPA		B++ with CGPA 2.85 Annexure-2
2.1	Name of IQAC co-ordinator		Dr. Kuldeep Malik
	Contact Details		+91-8930580021
	E-mail id		kuldeepmalik76@gmail.com
3	Type of college		Co-education college
4	Own building /make-shift building /any other		Own building
4.1	Financial status		Grant-in-aid/UGC 2f and 12(B) Annexure-1
5	Name of affiliating University		
6	Names of Programmes offered in session (2023-24):		Annexure-3
	S.N.	Name of Course	Intake
	1	B.A.(Honour's) Economics	60
	2	B.A.(Honour's) Geography	80
	3	B.A.(Honour's) Hindi	80
	4	B.A.(Honour's) History	80
	5	B.A.(Honour's) Political Science	80
	6	B.A.(Honour's) Psychology	40
	7	B.A.(Honour's) English	80
	8	B.Com.(Honour's)	80
	9	B.Com. (Pass)	240
	10	B.Sc. (Honour's) Mathematics	60
	11	B.Sc. (Pass)	640
	12	B.Sc. (Honour's) Physics	80
	13	B.Sc. (Honour's) Chemistry	80
	14	B.A.	720
	15	B.B.A.	60
	16	B.C.A	120
	17	M.A. (Geography)	40
	18	M.Sc. (Mathematics)	40
	19	M.Sc.(Physics)	40
	20	M.A. (Political Science)	60
	21	M.Com.	60
	22	PGDCA	60
	23	M.A. (Economics)	60
		Total	2940

7	Number of teaching faculty: (Regular/SFS/Contractual/Extension/Adhoc)			
	Regular	Guest	Extension	Total
	113	4	89	206
(Annexure-4)				
8	Number of posts sanctioned			
	Teaching		Non-teaching	
	227		54	
9	Number of student strength			
	Boys	Girls	Transgender	Total
	3497	3057	01	6555

Academic Audit

I. Teaching-learning and curricular aspects

A. Curricular aspects:

1.	Number of Departments with Names of Departments: 23		
	<div>1. English</div> <div>2. Hindi</div> <div>3. Political science</div> <div>4. History</div> <div>5. Geography</div> <div>6. Psychology</div> <div>7. Physical Education</div> <div>8. Economics</div> <div>9. Defence Studies</div> <div>10. Botany</div> <div>11. Zoology</div> <div>12. Physics</div> <div>13. Chemistry</div> <div>14. Commerce</div> <div>15. Computer Science</div> <div>16. Mathematics</div> <div>17. Geology</div> <div>18. Sanskrit</div> <div>19. Sociology</div> <div>20. Environment Science</div> <div>21. Bachelor of Business Administration</div> <div>22. Public Administration</div> <div>23. Music Vocal</div>		
2	Implementation of academic calendar	Yes, as per academic calendar of Maharshi Dayanand University, Rohtak	
		Annexure-5	
3	College activity register maintained	Yes, maintained	
		Annexure-6	
4	Value-added courses/skill-based training/ability enhancement courses		
	Annexure-7		
	S.N	Value-added courses/skill-based training/ability enhancement courses	Dept.
	1.	Language (ability enhancement) through	English

		Language Lab	
	2.	Compulsory Computer Certificate Course (Level-1)	Computer Science
	3	Soil Testing Course	Chemistry
	4	Add on Course Basic Foundation of Data Science	Mathematics
	5	Summer Training for BBA 3 rd Year Students	BBA
5	Maintenance of student attendance register		Dept. Wise list attached Annexure-8

B. Teaching, Learning & Evaluation

6	Lesson /Teaching plan(department-wise) uploaded on the portal	Yes, link given below
link	http://nrsgcrohtak.ac.in/data?menu=2+rx+n0hanc=&submenu=mf/kk07wzpc=	
7	Coverage of syllabus: (department-wise) : average as per date of audit	Yes, 100% completed by all department Annexure-9
8	Conduct of internal examination	Unit-wise Annexure-10
9	Subject -wise result analysis I. Above university percentage II. Below university percentage III. At par	 20 00 03 Annexure-11
10	Programme-wise result (college) I. Above university percentage II. Below university percentage III. At par Teacher -wise result analysis I. Above university percentage II. Below university percentage III. At par	 15 00 08 Annexure-12 Annexure-13 148 05 53
11	Feedback mechanism: all stakeholders (Parents/Students/Teachers/Alumni) Collection Analysis Corrective Measures Taken	Parents/Students/Alumni Yes, http://nrsgcrohtak.ac.in/feedback Yes, http://nrsgcrohtak.ac.in/feedbackdetails Yes, Annexure-14
12	Mentor-Mentee ratio	6555/178=36.83 Annexure-15(Student Strength) Annexure-16(Mentor-Mentee)
12.1	Regular meetings of Mentor-Mentee	Yes , Annexure-17

II. Faculty and Staff

	II. A Faculty and Staff	Annexure-18
	II. B Faculty development programmes organized /attended (list)	Annexure-19
	II. C Duties of working branch/staff: duty list updated	Yes Annexure-20

III. Research & Innovation/ Extension Activities

12(a)	Number of research projects: (major/minor/other) submitted/ongoing/completed		Nil
12(b)	Total grants received: Utilization of funded projects: yes/no/not applicable		Nil
13	Inter –institutional collaborations		Nil
	National collaborations		Nil
	International collaborations		Nil
14	IPR cell constituted		No
15	Record MOU (functional) during the academic year	01,	Annexure-21
16	Research & development cell constituted		No
17	Publications:		
	Number of papers published	31	Annexure-22
	Number of books with ISBN	07	Annexure-23
	Number of publications-referred & indexed journals/sci/Scopus	27	Annexure-22
	Number of sponsored/funded projects	Nil	
	Number of research proposal: submitted/ongoing/completed	Nil	
18	Seminar/workshop proceedings: no. of publications	12	Annexure-24
19	Record of extension activities/collaboration activities maintained (documentation done properly): yes/no/not maintained (Annexure-25)		
	19.1 NSS		Annexure-25A
	19.2 NCC		Annexure-25B
	19.3 Women Cell		Annexure-25C
	19.4 Entrepreneur & Placement cell		Annexure-25D
	19.5 Red Ribbon Club		Annexure-25E
	19.6 Eco-Club		Annexure-25F
	19.7 Sports Activities		Annexure-25G
	19.8 any other		

	IV students support /progression and Placement		
20	Awards/recognitions received at the national and international level by		
	Faculty	02	Annexure-26
	Students	05	Annexure-27
21	Number of students benefitted through scholarship schemes of govt. 1631 Annexure-28		
22	How many students have cleared civil services and defence services examinations, NET, SLET, GATE and other competitive examinations : 11 Annexure-29		
23	Enrolment in higher education for higher studies: Deptt. Wise record maintained : yes/no/partially maintained along course-wise data Yes, record maintained (Annexure -30)		
24	Placements records maintained : yes/no/partially maintained yes Annexure-31		
25	Alumni association: registered /not registered yesAnnexure-32 Record of regular meetings maintained/not maintained yes Number of alumni 852		

26. Best practices: any 02 (annexure -33)

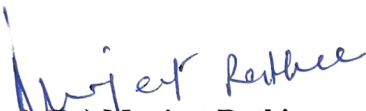
1. Green initiatives
2. Yoga Training for Students
3. Hawan on every Wednesday from 5pm to 6pm

Administrative Audit:

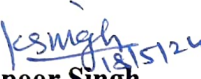
	V. Financial Management:	
27	Balance sheet (govt grant/fund) Cash book(grant/fund)	Maintained Maintained
28	Budget received (sources)	338,006,034(annexure -34)
29	Amount of budget received from various sources: Government of Haryana	
30	If budget received : utilized un-utilized	337,694,355 (Annexure -34) 311,679 (Annexure -34)
	VI . Infrastructure /facilities	
31	Library : 1. No. Of books/e-books: 100793 newly added in 2023-24 2. No. Of journals/e-journals (prescription) : yes/no 3. Digital lounge with internet facility 4. Software for issuing /return of books 5. Online access to books/e-journals :records maintained of student's & teachers 6. Institutional membership: yes/no	100793 535 (Annexure-35) No (List of paper/Mag) (Annexure-36) No Soul software 3.0 Yes, N-list subscription given to students (PG) and teachers for online access. yes, N-list subscription
32	It infrastructure: sufficient/non-sufficient : 1. Smart boards (numbers): 09sufficient 2. Projector: 08sufficient	

	3. Wi-fi connectivity: yes/no yes(sufficient) 4. Lease line: no(non-sufficient) 5. No. Of computers for students: 187(sufficient) 6. Content development facility: no (non- sufficient)
	VII. Human Resource Development
33	Staff training organized for teaching & non-teaching : yes/no YES NEP (Annexure -37) NIRF(Annexure -38)

External committee members



Prof. (Dr) Manjeet Rath
Chairperson
Dept of English, MDU Rohtak


Dr. Naresh Kumar
Administrative Expert
Principal, SJK College, Kalanaur


Dr. Kapoor Singh
Alumnus Member, IQAC


Deepak Malik
Industry Expert, IQAC

Internal members


Prof. (Dr) Kuldeep Malik
Coordinator, IQAC


Principal
Dr. Lokesh Balhara
Pt. N.R.S. Govt. College
Principal
Rohtak

Academic and Administrative Audit Report of Pandit Neki Ram Sharma Government College, Rohtak

A Committee constituted by DGHE, Haryana vide letter no. DHE-2500001/2/2024, dated 20.02.2024 and MDU letter no. CB-1/2024/4511-30, dated 23.04.2024 visited Pandit Neki Ram Sharma Government College, Rohtak on 18.5.2024 to carry out the Academic and Administrative Audit for the session 2023-2024

The members of the committee interacted with the faculty members, non-teaching staff and the students. They got their feedback about teaching, extra-curricular activities, administrative work and other facilities from different sources. The members have gone through the Annual Report of the College, checked lesson plans, Registers, mentor-mentee reports, feedback mechanism, record of extension activities/ collaboration activities, Balance sheet, Cash book and other official records.

Findings of the committee are as follows:

Curriculum Aspects:

- a) In total, 23 Programmes are being run by the college in the session 2023-24.

Names of Programmes offered in session (2023-24):		Annexure-3
S.N.	Name of Course	Intake
1	B.A.(Honours) Economics	60
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22	PGDCA	60
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	Total	2940

- a) Total strength of students in the college, as on date, is 6555 (Boys: 3497, Girls: 3057 and Transgender: 1).
- b) The total no. of sanctioned teaching posts is 227 against which 206 faculty members are working (113 regular + 89 extension lecturer and 04 guest lecturers) as on date.
(Annexure 4, 4 a)

- c) Sanctioned non-teaching posts are 54; out of which 13 non-teaching staff is working including 02 contractual and 04 through HKRN. (Annexture 4 b)
- d) The syllabi of all the above-mentioned courses of the college are in accordance with Maharshi Dayanand University, Rohtak course curriculum framework.
- e) There is proper implementation of academic calendar. The sessions and activities are being conducted as per academic calendar of Maharshi Dayanand University, Rohtak. (Annexture 5)
- f) College activity register and Students Attendance register is properly maintained. (Annexture 6 and 8)
- g) In addition to syllabus and theoretical knowledge in teaching, emphasis is also laid on skill development, like enhancing the computer skills and overall personality development of the students. (Annexture 7)
- h) The college has a fully automated library equipped with a total number of 100793 books as per Accession register, with 535 newly added books in the session 2023-24 (Annexture 35), 18 Newspapers in total, 09 in English and 09 in Hindi and 25 Magazines. (Annexture 36) All the books, Newspapers, magazines etc. were available in the library at the time of the visit. The books were relevant and useful for the students.
- i) However, there were no journals or e-journals in the library and no provision of digital lounge with Internet facility
- j) Online access to books is available and proper record is maintained. N-list subscription is given to students (PG) and teachers for online access.
- k) The students have free accessibility to the Principal of the college as well as other faculty members whenever required.

Teaching-Learning Aspects:

- a) Every year, admission to all the Programmes is made as per D.G.H.E and M. D. University guidelines and norms through online system.
- b) Department wise Lesson/ Teaching plan is uploaded on the Portal (Link attached)
- c) The College ensures proper coverage of syllabus. (Annexture 9) Apart from regular examinations, the college has its own examination cell that strictly follows university norms for continuous evaluation of students in the form of class tests, assignments, regular presentations and group discussion. Unit wise Internal exams are conducted as per M.D. Univ. Calendar and guidelines and the Internal assessment record is attached herewith. (Annexture 10)
- d) Subject -wise and Programme-wise result analysis in comparison with university result is attached herewith. (Annexture 11 and 12) Teacher-wise result analysis (Annexture 13) shows that 148 teachers have above university percentage, while 05 teachers fall below university percentage, and 53 teachers are at par with the Univ. average
- e) The feedback Forms are collected from the teachers, alumni, students and parents from time to time and corrective measures are taken accordingly. (Annexture 14) The links for the Students, Parents, Alumni and Employees feedback Forms are also attached.
- f) The tutorials/mentoring of classes are conducted for the overall academic improvement and personality development of the students. (Annexture 17)
- g) Mentor - Mentee ratio is 1:37.(Annexture 16)

- h) Designation wise list of the Faculty and Staff, Teaching as well as Non-teaching staff, is attached herewith. (Annexture 18)
- i) Faculty Development Programmes in the form of One Day District Level Workshop was organized by the College on March 02, 2024 and was attended by 11 teachers of the College. Professional Development Programme on "Implementation of NEP -2020" was attended by 08 teachers.(Annexture 19)
- j) An updated Staff Duty List is attached herewith. (Annexture 20)
- k) The future plan for the next academic year is in the process of being finalized to initiate and strengthen value adding facilities/practices for the students, faculty members and the college as a whole.

Research and Innovation / Extension Activities:

- a) Research Projects and grants received for the same is nil.
- b) The College does not have any Inter-institutional, National or International collaboration.
- c) The IPR Cell and Research and Development Cell has not been constituted.
- d) The College has signed one MOU with Navjyoti Global Solutions Pvt Ltd. with effect from Feb. 11, 2024, with the objective to impart the Employability Skill Development Training and to conduct the job Fair. (Annexture 21)
- e) The College does not have any sponsored or funded Projects, or any research proposals submitted/ ongoing or completed.
- f) However, a total number of 27 papers have been published in referred and indexed journals, including Scopus. (Annexture 22) , 31 Papers have been published in Peer reviewed Journals (Annexture 22), 07 books with ISBN have been published (Annexture 23) and 12 Seminar/ Workshops proceedings. (Annexture 24).
- g) Record of various extension and collaborative activities by various Cells/ Committees is maintained by the College, though, some improvement is required in writing of minutes and proper maintenance of the record of various activities. (Annexture 25 and its sub-parts)

Students Support/ Progression and Placement:

- a) A total number of 05 students and 02 Faculty members have received Awards/ recognitions at the National and International level. (Annexture 26 and 27)
- b) The college has an impressive data of number of students (1631) who have benefitted through Scholarship schemes of the Govt., (Annexture 28), 11 students have cleared competitive exams (Annexture 29) and 230 students have been enrolled in Higher education for higher studies (Annexture 30)
- c) The placement records are maintained (Annexture 31). A total number of 46 students could find placement in various companies including Lead Box Marketing Pvt. Ltd, Kotak Agency Patner Pannel, Navjyoti Global Solutions, Pukhraj Healthcare Pvt. Ltd. and NIIT.
- d) The Alumni association has been registered in 2021 and the record of regular meetings and various activities with Alumni is being maintained. Number of alumni registered is 852.

- e) Green initiatives and Yoga Training for students are the two best practices followed by the College. A plantation drive is organized every year in the College Campus. The Dept. of Botany also prepares plant seedlings of different varieties and distributes them for plantation every year. Hawan is also organized every Wednesday from 5.00 to 6.00 pm.
- f) Waste management system is quite good.

Infrastructure and Learning Resources:

- a) The college is well equipped with different types of laboratories such as Geography, Psychology, Mathematics, Physics, Chemistry, Botany, Zoology, Defense Studies and Computer labs.
- b) The College has 09 Smart rooms with Smart boards and 08 Projectors available.
- c) It has a well-furnished and functional English Language Lab. established in 2010, with 26 Computers in English Language Lab, 116 computers in Computer lab and a total number of 187 Computers, though the HP Computers with Window 7 have become old and the speed is slow. The Wi-fi connectivity is available.
- d) It has a big Auditorium with a capacity of over 600 seats.
- e) The content development facility is not available in the College.
- f) CCTV Cameras have been installed at different locations in the college.
- g) Adequate number of Class-Rooms(total 87 class rooms) are available.
- h) The College also has facility of an open Gymnasium with various machines which is regularly used by the students for health purposes.
- i) Rooms for House Examination, Career Counseling & Guidance Cell, ICC, SC/ST Cell, Sports, NSS, First Aid, Pantry etc. are available to facilitate the students.
- j) The college has ramp and toilet facilities for physically challenged persons.
- k) The College has 03 Hostels for the benefit of outside students- 02 for boys with current capacity of 253 boys and 01 hostel for girls, where, currently, 236 girls reside.
- l) The college has sufficient water coolers attached with purifier system.
- m) Fire Safety measures are there in Labs and other places with filled up cylinders
- n) The Parking Area for staff and students is available with shed.

Administrative Audit:

- a) Administrative function of the college: Good
- b) Timely disposal of files: Yes
- c) Functioning System of IQAC at college level: Very Good
- d) Functioning system of other constituted committees: Good
- e) Preserving the Data: Yes
- f) Implementation of all norms given by D.G.H.E and M.D. University Authorities: Good
- g) Behavior of teachers with staff & students: Cordial and supportive
- h) Financial Audit System: Very Good
 - Bursar (Internal member) and DDO conduct the internal checks on various accounts.
 - Auditor is deputed by the Director General Higher Education, Haryana and Accountant General, Haryana to carry out the financial audit from time to time.


Area of Recommendation:

- I. Appointment of regular teacher in the subject of Public Administration, Sociology, BBA and Environment Science for smooth running of UG Classes.
- II. Appointment of Non-Teaching Staff and lab instructors including posts of Sr. and Jr. Librarian, Restorer, Lab Attendants and Hostel Superintendent.
- III. The software in the Language Lab and the computers that are being used need to be upgraded
- IV. Value Added Courses should be initiated.
- V. Research Journals, e- resources need to be subscribed and Library may be upgraded in terms of property counter, new arrivals corner, computers with internet facility and air conditioners.
- VI. Need to organize sufficient Faculty Development Programs, Seminar/ Workshops for teachers.
- VII. Regular training of teaching and non-teaching staff members would certainly improve the academic standards and quality.
- VIII. More emphasis needed on research projects, grants and research publications.
- IX. Need for National and Inter-national collaborations to provide students and teachers with more opportunities to enhance their skills and capabilities.
- X. Solar Panel, solar lights should be installed.
- XI. Vacant posts of the faculty should be filled on priority basis.
- XII. Stay of College Principal should at least be ensured for three years to implement the plans initiated by them completely.


Corrective Action Plan: -


- I. Appointment of more regular teacher in various subjects for smooth running of UG Classes.
- II. Appointment of Non-Teaching Staff, especially that of Librarian, Lab Attendants & Class IV employees.
- III. Introduction of Value-added Courses should be ensured at the earliest.
- IV. Since the computers and software in the Language Lab happen to be quite old, there is an urgent need to upgradation so that it can be more relevant for the students.
- V. Improvement in training of teaching and non-teaching staff members. Organization of FDPs/Seminars/ Workshops should happen at regular intervals.
- VI. More emphasis and focus on Research publications and Research projects.

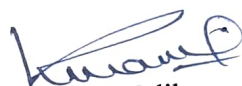
- VII. Urgent need for collaborations at various levels.
- VIII. IPR Cell and Research and development Cell should be constituted at the earliest.
- IX. The student attendance registers need to be maintained in a proper and regular manner.
- X. Mentor-Mentee ratio needs to be improved and regular meetings should be ensured
- XI. The record of extension and collaboration activities, as well as of the activities of various Cells/ Clubs/ Committees need to be maintained in a proper manner where, along with the date, the number of students/ teachers, the name of the Resource Person, Topic, a few photographs along with the banner, the responses and suggestions etc. need to be included.
- XII. The Internal Complaint Committee (ICC) as part of POSH (Prevention of Sexual Harassment) which is mandatory, should be constituted as per the guidelines of the law and must have an NGO representative or a legal expert, whose presence in the meetings and signatures on the Minutes must be ensured.


Prof. Manjeet Rathee
Chairperson

Academic and Administrative Team Academic and Administrative Team


Dr. Lokesh Balhara
Principal
Pandit Neki Ram Sharma Govt. College
Rohtak
Principal
Pt. N.R.S. Govt. College
Rohtak


Dr Naresh Kumar Dua
Expert


Dr. Kuldeep Malik
IQAC Coordinator
Pandit Neki Ram Sharma Govt. College
Rohtak