

INTERNAL ADMINISTRATIVE AUDIT (2024-25)**Date: September 15, 2025****Auditors: Dr. Anupama Tandon Tomar, Dr. Devina Auchoybur****1 Faculty Recruitment**

No.	Metric Title	Metric Description	Verification (Yes/No)	Comments/Nos.	Suggestions for Improvement
1	Recruitment	Faculty sourcing practices include:			
		1. Shortlisting based on ORDINANCES of Central/State/other Universities	Yes	State and HPU	
		2. List of candidates shortlisted posted on the website of the institution	Yes		
		3. Provision of appeal against shortlisting	Yes	No appeal made	Document procedures for appeals for transparency.
		4. Selection committees constituted as per UGC regulation 2018	Yes	Committees formed as required	
		5. Roster followed for selection of teachers	No	Roster not followed being a minority institution.	
		6. Selection based on Academic Score/Written Test/Personal Interview	Yes	Comprehensive evaluation process	
		7. Required No. of teaching positions as per regulatory body and filled posts of faculty			
		8. Selection process for faculty is transparent and open	Yes		

Pay and Allowances

No.	Metric Title	Metric Description	Verification (Yes/No)	Comments/Nos.	Suggestions for Improvement
2	Pay and Allowances	Whether the pay and allowances are as per UGC/AICTE norms	Yes	Aligned with UGC norms for permanent staff	

2 INFRASTRUCTURE & LEARNING RESOURCES (100)

Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
3	Adequate facilities of classrooms, staff room, laboratories, etc.: mention number			
	Classrooms: [Number]	26	Sufficient for current enrollment	
	Language Lab	Yes	Not used	Promote usage among students and staff
	UGC Resource Centre	Yes	Active	
	Department Rooms: [Number]	Yes	All departments have rooms.	
	Infirmery with first aid facility	Yes		
	Hostel facility for students with all amenities and Mess	Yes	Fully functional	
	Aqua Guard (Safe drinking water)	Yes	Adequate supply	Regular checks on maintenance
	Spacious Canteen with adequate infrastructure	Yes	Kitchen not very clean	Increase frequency of visits by the canteen committee and infrastructure requires upgradation
4	Adequate facilities for sports, games, and cultural activities			

	Indoor and Outdoor games/sports	Yes	Facilities available but student participation is less	More students should be encouraged to participate in sports
	Multi-purpose Auditoriums	Yes	Sufficient for events	
	Common Room	Yes	Accessible for all students	
	Well-equipped Gymnasium & Yoga Centre	Yes	Not used frequently	Promote fitness programs
5	No. of classrooms & seminar halls with ICT facilities	10 +2	Adequate for needs	Continue to upgrade facilities
	Power backup facility	Yes	In place	
6	Budget allocation for infrastructure augmentation excluding salary	45,80,229	Audit reports available	
7	Is the library automated using Integrated Library Management System?	Yes	Automated system in use	Promote usage among students and staff
8	Collection of rare books/manuscripts/special reports (Mention the Departments)	Yes	Diverse collection	
9	Does the institution have 1) e-journals 2) E-Shodh Sindhu 3) Shodhganga Membership 4) E-books 5) Databases	Yes	Access to multiple resources	Increase user training on accessing these
10	Annual Expenditure for purchase of books and journals for department/library	Yes	Adequate budget allocated	
11	Availability of remote access to e-resources of the library	Yes	Remote access functioning	Promote access to users
12	No. of teachers and students using department library per day	Very Few	Old editions	Budget should be allocated

	Book Bank facility	Yes	Available for student use	Increase awareness among students
	Reprography facilities	Yes	Operational	
13	Student Computer ratio	3:1	Adequate ratio maintained	
14	Frequency of updates in IT facilities including Wi-Fi	Need Based	Updates maintained regularly	Plan for future upgrades
15	Available bandwidth of internet connection	100MBPS	Sufficient for needs	Regular assessments of bandwidth
16	Facilities for e-content development (Media centre, Recording facility, Lecture capturing system)	No	Not available	Invest in necessary equipment
17	Exp on maintenance of Physical & academic support facilities excluding salary component Vs total expenditures	Academic- 23,53,409 Physical- 62,02,603	Expenditures in line with budget	Continue monitoring for efficiency

3 GOVERNANCE, LEADERSHIP AND MANAGEMENT (100)

Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
18	E-Governance in areas of operation			
	i. Planning and Development	Yes	Policies to be formed in consultation with the management.	
	1. Decentralization and participative management for smooth functioning monitored by:			
	a. Principal	Yes	Well-structured management	Continue promoting participative management
	b. IQAC Coordinator	Yes	Effective	Maintain regular updates and communication

	c. College Committees	Yes	Active and engaged	Foster more inter-committee collaboration
	d. Academic Monitors	Yes	Functioning	Regular feedback sessions recommended
	2. Are regular internal audits conducted? Are recommendations from audits (internal/external) implemented?	Yes		
	3. Budgeting and Financial Planning: Are budgets prepared annually and approved by the governing body?	Yes	Budgets prepared and approved annually	Ensure alignment with strategic goals
	4. Financial audits done periodically	Yes	Internal audits conducted	
	ii. Administration			
	Data storage and retrieval management system (ERP/MIS)	Yes	System in place	
	Service books and leave records of teaching and non-teaching staff	Yes	Maintained regularly	
	iii. Finance & Accounts			
	Software available for finance-related matters	Yes	Appropriate software used	
	Accounts and finance scheme; salary registers, bills, vouchers, leaves, cashbooks, etc., maintained	Yes	All records maintained	
	iv. Student admission and support	Yes	All records maintained	
	Security:			

	- No. of security guards	5	The campus is guarded by security guards.	
	- Cameras for surveillance	Yes	70 CCTV cameras are installed	
	Students benefited by scholarships and free ships provided by Governments and other agencies	Govt.2+other-4		Students should be informed regularly.
	Fair and democratic form of student council election and functioning	Yes	Elections conducted fairly	
	Student Council representatives in academic and administrative bodies/committees	Yes	Student council representatives are in various committees of the college	
	Grievance redressal cell	Yes	In place	
	Internal complaint committee	Yes	In place	
	Support to differently abled students	Yes	In place	
	Mentoring system	Yes	In place	
	Counselling Cell	Yes	The room is locked.	Ensure regular availability of the counsellor
	v. Examination			
	CBCS guidelines, Notifications, Meetings, Datasheets, Stock registers, Result and other records well maintained	Yes	Records well maintained	
19	Welfare measures of teaching staff	Yes	Provided adequately	Review and enhance awareness of benefits

4 INSTITUTIONAL VALUES AND BEST PRACTICES (100)

Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
Institutional Values and Best Practices				
20.	Gender Equity presentation at the institutional level	Yes	Various activities are organized by the Women's Cell and individual departments.	
21.	Institution shows Gender sensitivity in providing facilities			
	a. Safety and security	Yes	Adequate measures in place	
	b. Counselling	Yes		Ensure regular availability of the counsellor
	c. Common room	Yes		
22.	Renewable energy sources accessed	Yes	Utilized effectively	
23.	LED bulbs as environmental consciousness	Yes	Widely adopted	Continue monitoring for efficiency
24.	Waste Management steps initiated			
	a. Solid waste management	Yes	Waste is Segregated incinerators, paper recycling unit, composting unit are in place	
	b. Liquid waste management	Yes	Liquid waste is connected to Municipal Corporation sewage system	
	c. General waste management	Establish a budget tracking system	Establish a budget tracking system	Regular audits and reports recommended

25.	Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions	Yes	Transparency measures in place	
26.	Rainwater harvesting structures and utilization in the campus	Yes	Effective use observed	Regular maintenance checks needed
27.	Green practices by students and staff			
	• Bicycles	No		
	• Public transport	Yes	Encouraged among students	Enhance information on public transport
	• Pedestrian-friendly roads	Yes		
	• Plastic-free campus	Yes	Measures implemented	
	• Paperless office	Yes	Records are maintained online	
	• Green landscaping with trees and plants	Yes	Well-maintained areas	
28.	Expenditure on green initiatives and waste management (excluding salary)	35,990		
29.	Differently abled students friendly facilities			
	Physical facilities/lift/ramp/rest rooms/scribes for exam/special skill development	Yes	Ramps, wheelchairs, and toilet available	

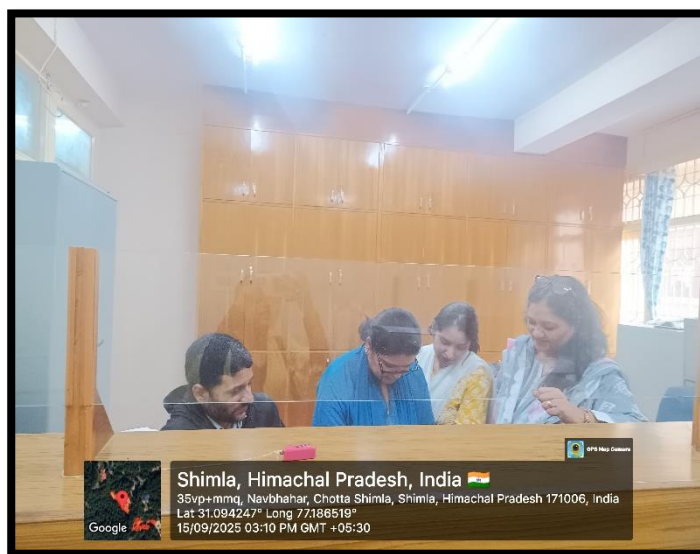
5 RANKINGS, ACCREDITATIONS

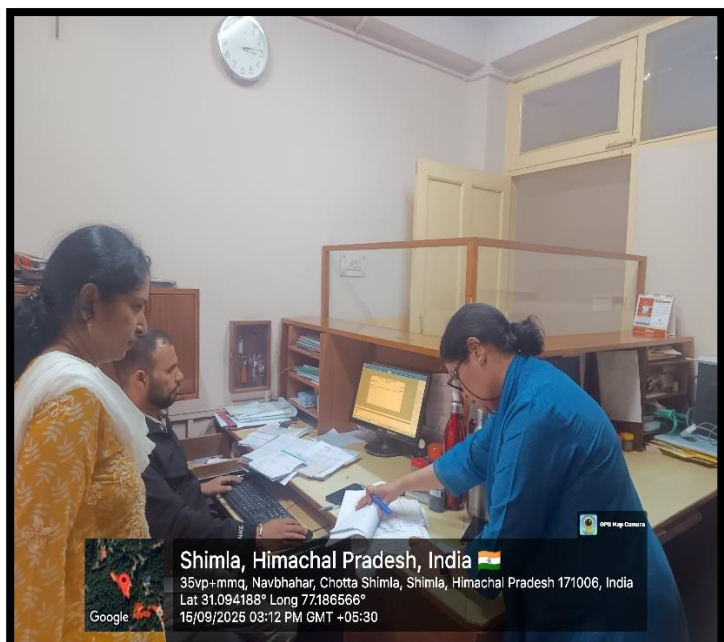
Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
Rankings and Accreditations				
30.	NAAC	Yes	Accredited successfully	Ensure continuous quality improvement for re-accreditation

31.	NIRF	No	Not ranked in 2024-25	
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6 FUNDINGS

Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
Fundings				
32.	Institution Innovation Cell	No	There is no mention of such a cell on the website.	
33.	UGC	Yes	No funds received in 2024-25	.
34.	DST Star College scheme	Yes	No funds received in 2024-25	
35.	RUSA	75,28,642		
36.	Research Projects	Yes	Ongoing ICSSR Project Faculty Economics	
37.	Funds for organizing conference/seminar/events	No	No funds received in 2024-25	





Auditors

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