INTERNAL ADMINISTRATIVE AUDIT (2025-26)
Date: October 22-23, 2026
Auditors: Dr. Gitanjali Mahendra, 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 Himachal Pradesh University Shimla.	--
		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 is pending.
		4. Selection committees constituted as per UGC regulation 2018	Yes	Committees formed as per UGC regulation 2018	--
		5. Roster followed for selection of teachers	No	Roster not followed as the college is a minority institution.	--
		6. Selection based on Academic Score/Written Test/Personal Interview	Yes	Comprehensive evaluation process is followed.	--
		7. Required No. of teaching positions as per regulatory body and filled posts of faculty	Yes	Required no=67 Filled posts of faculty=49	--
		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]	Yes	26	Sufficient for current enrollment
	Language Lab	Yes	Is used by department of English and Hindi	--
	UGC Resource Centre	Yes	Functional	--
	Department Rooms: [Number]	Yes	All departments have rooms.	
	Infirmary 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	Regularly maintained.
	Spacious Canteen with adequate infrastructure	Yes	Cleanliness maintained.	Infrastructure and furniture 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	Is regularly utilized	--
	Common Room	Yes	Is actively used	--
	Well-equipped Gymnasium & Yoga Centre	Yes	Not used frequently	Promote fitness programs.
5	No. of classrooms & seminar halls with ICT facilities	Yes	10+2	Actively utilized.
	Power backup facility	Yes	--	--
6	Budget allocation for infrastructure augmentation excluding salary	Yes	14,21,958/-	Audit reports available
7	Is the library automated using Integrated Library Management System?	Yes	Automated system in use	--
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	Currently unavailable Under epg pathshala there are 22,000 e-books	The subscription for N-list will be restored from January 2028.
10	Annual Expenditure for purchase of books and journals for department/library	Yes	Books- 1,77,001/- Journals/ magazines 1,88,913/-	--
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	Yes	On an average 225 students &teachers use the library.	Records maintained manually.

	Book Bank facility	Yes	5140 books	--
	Reprography facilities	Yes	Operational	--
13	Student Computer ratio	Yes	3:1	Adequate ratio maintained
14	Frequency of updates in IT facilities including Wi-Fi	Yes	Need Based	Updates maintained regularly
15	Available bandwidth of internet connection	Yes	100MBPS+ 100MBPS (Hostel)	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	Yes	Physical-34,10,056 Academic-25,97,682	Records well, maintained.

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	All the audits are conducted at conducted	The recommendations of audits are implemented.
	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	Yes	5	The campus is guarded by security guards.
	- Cameras for surveillance	Yes	70 CCTV cameras are installed	Installed all around the college.
	Students benefited by scholarships and free ships provided by Governments and other agencies	Yes	Govt.2+other-2	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	Fully functional	--
	Internal complaint committee	Yes	Functional	--
	Support to differently abled students	Yes	--	--
	Mentoring system	Yes	Students have teachers as mentors	All the students have Mentor cards.
	Counselling Cell	Yes	There is a counselling room available.	Department of Psychology provides counselling to students.
	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				
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 departments.	--
21.	Institution shows Gender sensitivity in providing facilities			
	a. Safety and security	Yes	Adequate measures for safety	--
	b. Counselling	Yes	The faculty provides counselling when required.	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	Yes	Waste is managed systematically.	--

25.	Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions	Yes	Transparency measures maintained.	--
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 campus	--
28.	Expenditure on green initiatives and waste management (excluding salary)	Yes	40,500/-	--
29.	Differently abled students friendly facilities			
	Physical facilities/lift/ramp/rest rooms/scribes for exam/special skill development	Yes	Ramps, wheelchairs, and toilet available	--

4 RANKINGS, ACCREDITATIONS

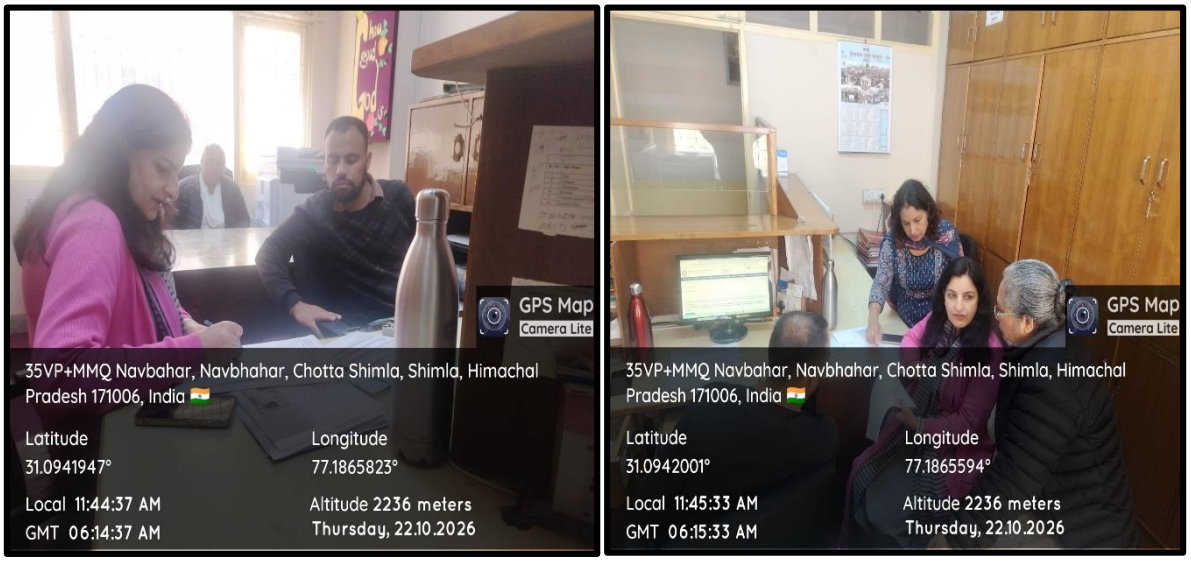
Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
Rankings and Accreditations				
30.	NAAC	Yes	Accredited successfully	Continuous quality Improvement initiatives are taken for re-accreditation.

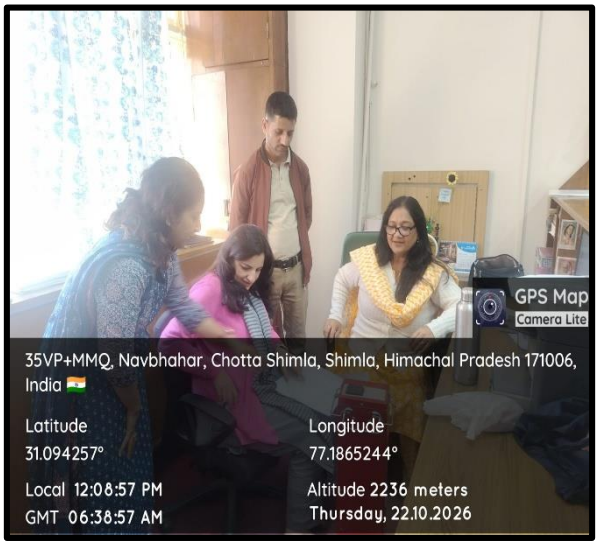
31.	NIRF	No	Not ranked in 2025-26	--

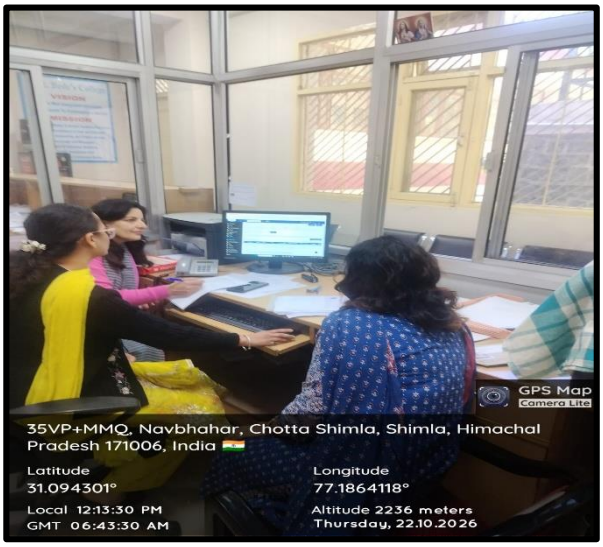
5 FUNDINGS

Criteria	Parameters	Verification (Yes/No)	Comments	Suggestions for Improvement
Fundings				
32.	Institution Innovation Cell	No	New innovations are initiated by the departments.	--
33.	UGC	Yes	No funds received in 2025-26	--
34.	DST Star College scheme	Yes	No funds received in 2025-26	--
35.	RUSA	Yes	24,71,358/-	--
36.	Research Projects	No	No funds received in 2025-26	--
37.	Funds for organizing conference/seminar/events	Yes	5,18769/-	For organizing various events.

Administrative Audit for the Session 2025-26







Audit Team During Administrative Audit



Library Audit



Audit in Department of Computer Science



Audit at College Canteen

Auditors

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Dr. Devina Auchoybur