ANNEXURE-A

ProformaforAcademic&AdministrativeAudit of Govt. Colleges of Haryana

A.BASICDETAILS:

1	Name of College: Government College, Pataudi, Gurugram Website: Email-id: gcpataudi@gmail.com Ph.No./contactofPrincipal:9416607721 District: Gurugram Date of establishment of college: 22-06-2022
2	NAAC GRADE: Non- Accredited GRADE WITH CGPA: Not applicable IFnotvalidstatus/non-accreditedthenprogressofNAAC: NA
2.1	NAME OF IQAC `````CO-ORDINATOR: Dr.Usha Yadav CONTACT DETAILS:9813627819 E-MAILID: ushayadavgeo82@gmail.com
3	Typeofcollege :Co-Edu
4	Ownhaving: Any other
4.1	FINANCIALSTATUS/Grants-inaid/UGC2fand12(B)/Self-financing(please specify): No
5.	NameofAffiliatingUniversity: Gurugram University
6	Namesofprogrammesoffered: 02 Bachelor of Arts Bachelor of Commerce
7.	NumberofteachingFaculty: No teaching/non-teaching faculty posted on regular basis
8	Number ofPostsSanctioned: 32 Teaching-17 Non-teaching-15
9.	NumberofStudentStrength: Total: 317 Boys: 120 Girls: 197 Transgender:Nil

I.TEACHING-LEARNINGANDCURRICULARASPECTS:

A.Curricular aspects:

1.NumberofDepartmentswithNamesofdepartments: 11

I.	Department of English
II.	Department of Hindi
III.	Department of Geography
IV.	Department of Commerce
V.	Department of Mathematics
VI.	Department of History
VII.	Department of Economics
VIII.	Department of Political Science
IX.	Department of Physical Education
X.	Department of Computer Science
XI.	Department of EVS .

2ImplementationofacademicCalendar:Yes

3.Collegeactivityregistermaintained: Yes

4.Value-addedcourses/Skillbasedtraining/abilityenhancementcourses (namewithdetails): Yes

5Maintenanceofstudentattendanceregister:Yes

B.Teaching,learning& Evaluation:

6. Lesson/teachingPlan:(department-wise) uploadedontheportal:No

7. Coverageofsyllabus:(department-wise):100%

8. Conductofinternalexamination:Yes, Class Test for Internal Assessment

9. Subject-wiseresultanalysis: Yes

10. Programme-wiseresult(college): Yes

   1.Teacher-wiseresultanalysis: Yes

i.	aboveuniversitypercentage: University Pass percentage not available
ii.	Belowuniversitypercentage
iii.	At par

11. Feedbackmechanism: allstakeholders (parents/students/teachers/alumni)

1. collection : Yes (Under process for Session 2023-24)
2. Analysis : NO
3. corrective measurestaken: No

12. Mentor-MenteeRatio: Depend on teachers' availability

   RegularmeetingsofMentor-Menteedone: Yes

II. FACULTY AND STAFF:

IIA. Designation-wise names of the staff:
Teaching:

S.No	Name of Teacher	Subject	Designation
1.	Dr. Usha Yadav(Deputed for last 3days in a week)	Geography	Assistant Professor
2.	Ms. Rekha kumari(Deputed for first 3 days in a week)	Commerce	Extension lecturer
3.	Dr. Kavita(Deputed for first 3 days in a week)	Hindi	Extension lecturer
4.	Ms. Jyoti(Deputed for last 3 days in a week)	Math	Extension lecturer

Non-Teaching:		
1.	Sh. Nitish Kumar	L.A through HKRN

IIB. FACULTY DEVELOPMENT PROGRAMMES ORGANIZED/ATTENDED (LIST) : NO

IIC. DUTIES OF WORKING BRANCH/STAFF: DUTY LIST (2023-24, Odd Semester)

III. RESEARCH & INNOVATION/EXTENSION ACTIVITIES:

12	a. Number of Research Projects: NIL 12b. Total grants received: NIL Utilization of funded projects: Not applicable
13	Inter–institutional collaborations: Nil
	National collaborations: Nil
	International collaborations: Nil
14.	IPR Cell Constituted: Yes
15.	Record MoU(functional) during the academic year: No
16.	Research & development cell constituted: No
17.	Publications: No
	1. Number of Papers published: - NIL
	2. Number of Books with ISBN: -NIL
	3. Number of publications-referred & indexed journals/SCI/Scopus: NIL
	4. Number of sponsored/funded projects: - NIL
	5. Number of research proposal: - NIL.

19	Recordofextensionactivities/collaborationactivitiesmaintained (documentation done properly): 19.1 NSS-NA 19.2 NCC-NA 19.3 WOMENCEL-Yes 19.4 Entrepreneur&PLACEMENT CELL-Yes 19.5 RED RIBBON CLUB-Yes 19.6 ECO-CLUB-Yes 19.7 SPORTSACTIVITIES-NO 19.8 Cultural Activities-YES, Maintained
	IVSTUDENTS SUPPORT/PROGRESSION:
20.	Awards/RecognitionsreceivedattheNationalandInternationallevelby
	FACULTY - NIL
	Students: - NIL
21	Numberofstudentsbenefittedthroughscholarshipschemesofgovt.: Data provided is of Session 2022-23. For session 23-24, it is under process. SC Scholarship Beneficiaries: BC Scholarship Beneficiaries:
22.	HowmanystudentshaveclearedCivilServicesandDefenceServices examinations, NET, SET(SLET),GATEandothercompetitiveexaminations: - NA(Newly opened college)
23	EnrolmentinHighereducationforHigherstudies: Deptt. Wise record maintained: NA
24	Placementsrecordsmaintained:NO
25	Alumniassociation:NA Recordofregularmeetings: NA Number of alumni: -NA

26. BestPractices:any02

1. Plastic free,Drug Free and Smoke Free Campus.

2. Wastemanagement: Routine management carried on with the help of local municipal committee
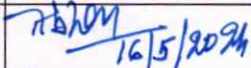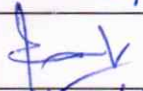
3.Anyother- NIL

ADMINISTRATIVEAUDIT:

	VFinancialmanagement:
27	Balancesheet/CASHBOOK(GRANT/FUND)MAINTAINED:dulyverified and complete Yes
28	BUDGETRECEIVED(SOURCES):NIL
29	Amountofbudgetreceivedfromvarioussources: NIL
30	IFBUDGETRECEIVED:UTILIZED/UNUTILIZED Balance: NIL

	VI.INFRASTRUCTURE/FACILITIES
31	**LIBRARY: NO** 1. NO.OFBOOKS/e-books : NA 2. No. ofjournals/e-journals(prescription):NA 3. DIGITALLOUNGEWITHINTERNETFACLITY: NA 4. SOFTWAREFOR ISSUING/RETURNOFBOOKS: NA 5. ONLINEACCESStobooks/e-journals: Recordsmaintainedof student's & teachers: NA 6. **Institutional membership: NA**
32	**ITINFRASTRUCTURE:SUFFICIENT/NON-SUFFICIENT:** 1. Smart boards(numbers): NO 2. Projector: NO 3. Wi-ficonnectivity:NO 4. Leaseline: NO 5. No. ofcomputersforstudents: NO 6. Contentdevelopmentfacility: NO

	VII.HUMANRESOURCEDEVELOPMENT:
33	**STAFFTRAININGorganizedforteaching&non-teaching:No faculty posted on regular basis.**

Observations&Recommendationsofcommitteedonewith signature:

1. The college is running in a makeshift building so there is lack of proper building plan of the college.
2. Teaching faculty should be provided as per workload.
3. Non-teaching staff such as Clerks, Sweeper, LA's and Mali should be provided/appointed for the smooth functioning of the college administration.
4. The college should organize seminars, workshops and invited lectures for the exposure of the students.
5. The college should prepare itself for implementation of NEP 2020.
6. Feedback should be properly analysed followed by planning of initiatives based on analysis of the feedback. Action should be taken on the findings of the feedback analysis.
7. Capacity building FDPs should be organized in the college.
8. The college should initiate the work on points where information is 'NIL/No' in the above proforma.
9. Inspite of the lack of the resources, the college is striking hard to maintain the excellence as is obvious from strength of the students and their university results.

ExternalMembers			
Sr. No.	Name of the Member	As	Signature
1.	Prof. A.S.Yadav Representative from Gurugram University, Gurugram	Chairperson	16/5/2024
2.	Dr. D.P. Singh, Principal, NBGSM, Sohna, Gurugram	Administrative Expert	
3.	Mr. Sudhir Kumar Mudgil(Advocate)	IQAC Member	
Internal Members			
1.	Sh. Dalbir Singh, Principal, GC Pataudi, Gurugram	Principal	
2.	Dr. Usha YadavIQAC coordinator, GC Pataudi,Gurugram	A.P	