

OFFICE OF THE PRINCIPAL, SAKSHI MALIK GOVT. COLLEGE MOKHRA

To

The Additional Chief Secretary,
Higher Education Department, Haryana,
Chandigarh.

Memo No: 402-405

Dated: 18.05.2024

Subject: Regarding submission of Academic & Administrative Audit Report of Sakshi Malik Govt. College Mokhra.


Respected Sir,

With reference to the subject cited above it is stated that as per your worthy office order no. DHE-250001/2/2024 dated 20 February, 2024; the academic and administrative audit of the college for the session 2023-24 was conducted on 13 May 2024 by the officers appointed by the Directorate of Higher Education, Haryana. The audit committee's report has been forwarded to you for your kind information and further necessary action.


Principal
S.M.G.C.G.
S.M.G.C.G. Mokhra (Rohtak)

Copy to:-

1. The Director General, Higher Education Haryana, Shiksha Sadan, Sector-5, Panchkula.
2. Professor Satyawan Baroda, Director, Institute of Management Studies & Research, M.D.U. Rohtak
3. Dr. Naresh Kumar, Principal, Sat Jinda Kalyana P.G. College, Kalanaur, Rohtak.
4. Office of the Principal, Sakshi Malik Govt.College, Mokhra.


Principal
S.M.G.C.G.
S.M.G.C.G. Mokhra (Rohtak)
18/05/2024

Academic and Administrative Audit Report of Sakshi Malik Government College for Gilrs, Mokhra (Rohtak)

A Committee constituted by DGHE, Haryana vide letter no. DHE-2500001/2/2024, dated 20.02.2024 and MDU letter no. CB-1/2024/4472-4510, dated 23.04.2024 visited Sakshi Malik Govt. College for Gilrs, Mokhra (Rohtak) on 13.5.2024 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 and other official records.

Findings of the committee are as follows:

Curriculum Aspects:

- a) Only 01 programme is being run by the college.
 - B.A.- 3 years programme with an intake of 160 students.
- b) Total strength of the college is 201
- c) Total no. of sanctioned teaching posts are 10 out of which 09 faculty members are working, but 04 faculty members are on deputation to other colleges. Therefore, only 05 faculty members are available in Govt. College for Girls, Mokhra to teach the students. Most importantly, the faculty post for English language is vacant.
- d) Sanctioned non-teaching posts are 16 out of which 13 non-teaching staff is working including 02 contractual and 04 through HKRN.
- e) The syllabi of all the above-mentioned courses are mainly in accordance with M.D. University, Rohtak curriculum.
- f) Emphasis is also laid on enhancing the computer skills and overall personality development of the students.
- g) The feedback from the teachers, alumni, students and their parents were taken time to time in form of the feedback Performa and suggestions were incorporated.
- h) The college has a fully automated library equipped with a 2364 number of books.
- i) The students have free accessibility to meet the Principal of the college as well as other faculty members whenever required.

Teaching-Learning Aspects:

- a) Every year admission to all programmes are made according to D.G.H.E and M.D. University, Rohtak rules as per schedule fixed by them through online system.
- b) 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.
- c) Tutorials/Mentoring classes are also conducted for the overall academic improvement and personality development of the students.
- d) Mentor - Mentee ratio is 1:50- (Very High Ratio).

None
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- e) The future plan for the next academic year is still to be finalized to initiate and strengthen value adding facilities/practices for the students, faculty members and the college as a whole.

Infrastructure and Learning Resources:

- a) The college is well equipped with different types of laboratories such as Geography, Language lab and Computer labs.
- b) Smart Class rooms are available with latest facilities.
- c) 32 CCTV Cameras are available and installed at different locations.
- d) Adequate number of Class-Rooms are available.
- e) Rooms for House Examination Cell, Career Counseling & Guidance Cell, SC/ST Cell, Sports, NCC/NSS, First Aid, Room etc are available to facilitate the students.
- f) The college has ramp and toilet facilities for physically challenged persons.
- g) Water purifier/water coolers are available in the college.
- h) Parking Area for staff and students without shed is available.

Administrative Audit:

- a) Administrative function of the college: Good
 - b) Timely disposal of files: Yes
 - c) Functioning System of IQAC at college level: Yes
 - d) Functioning system of other constituted committees: Very Good
 - e) Preserving the Data: Yes
 - f) Implementation of all norms given by D.G.H.E and M.D. University Authorities: Yes
 - g) Behavior of faculty with staff & students: Helping nature
 - h) Financial Audit System: Yes
- 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 time to time.


Area of Recommendation: -

- I. Appointment of teaching faculty in English subject for smooth running of UG Classes.
- II. Appointment of Non-Teaching Staff and lab instructors including Librarian, Restorer & Class IV employees.
- III. Multipurpose Hall to be furnished with sufficient furniture sound acoustics for proper functioning.
- IV. More computers along with furniture and wi-fi facility needs to be provided.
- 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. Organization of FDP's Seminar/ Workshop for teachers and quizzes and English language coaching classes.
- VII. Value Added Courses and Skill based courses be initiated.


- VIII. Training of teaching and non-teaching staff members.
- IX. More emphasis on research publications and research projects be initiated.
- X. Frequency of Alumni Activity and sports events be increased.
- XI. More focus on career counselling and placement activities be initiated.
- XII. More emphasis should be given on admissions to fill up the sanctioned intake.
- XIII. Solar lights and Waste Management System should be installed.
- XIV. Parking sheds for staff and students should be constructed.
- XV. Vacant posts of the faculty be filled on priority basis.
- XVI. Stay of College Principal be ensured at least for three years to implement the plans initiated by them completely.


Corrective Action Plan: -

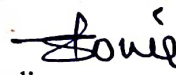
- I. Appointment of teaching faculty in English subject for smooth running of UG Classes. Appointment of Non-Teaching Staff and lab instructors including librarian, Restorer & Class IV employees. Multipurpose Hall to be furnished with sufficient furniture & sound acoustics for proper functioning.
- II. More computers along with furniture and wi-fi facility need to be provided, research Journals, e-resources need to be subscribed and Library may be upgraded.
- III. Initiatives to start the PG program in Geography, Political Science and UG programs in Computer Applications (BCA) and Commerce (B.Com.) be taken to provide the opportunities to rural students along with utilization of resources available in the college.
- IV. Students requested that the Physical Education and Defence Studies should be started at UG level as subjects.
- V. Training of teaching and non-teaching staff members be initiated. Organization of FDPs/Seminars/ Workshops be ensured on regular basis.
- VI. Value Added Courses/ Skill based courses be initiated from the session 2024-25.
- VII. More emphasis on students' admissions, research publications and research projects for teachers. Frequency of Alumni Activity and sports events be increased.
- VIII. More focus on Student Progression and placement activities.
- IX. Solar lights and Waste Management System should be installed. Parking sheds for staff and students should be constructed.


 Prof Satyawati Baroda
 Chairperson

Academic and Administrative Team Academic and Administrative Team


 Dr Naresh Kumar Dua
 Expert


 Dr Seema Kapal
 Principal
 SMGCG, Mokhra


 Mrs Sonia
 IQAC Co-ordinator
 SMGCG, Mokhra

Academic and Administrative Audit (AAA)

Period: 2023-24

Expert Committee

Chairman and Members

Professor Satyawan Baroda

Director

Institute of Management
Studies and Research (IMSAR)

Maharshi Dayanand University

Rohtak

&

Dr. Naresh Kumar Dua

Principal

Sat Jinda Kalyana PG College,
Kalanaur (Rohtak)

Other Members

All the Members of College

IQAC



Date of Audit: 13 May 2024

Internal Quality Assurance Cell (IQAC)

**Sakshi Malik Govt. College for Girls, Mokhra
(Rohtak)**

Sakshi Malik Govt. College for Girls, Mokhra (Rohtak)

Performa for Academic & Administrative Audit of Govt. Colleges of Haryana **Section A**

A. Basic Details:

Sr. No.	Required Information	Remark
1.	Name of College Website Email-id Phone No/Contact of Principal District Date of Establishment of College	Sakshi Malik Govt. College for Girls, Mokhra http://www.smgcgmokhra.ac.in gcmokhra@gmail.com 9466170085 Rohtak 04/03/2014 (By DHE letter with Memo No. 7/7/2014 C-1(4) dated:04/03/2014 (Annexure No. 1)
2.	NAAC Grade: Accredited (Valid status)/Non- accredited (Not-valid status) Grade with CGPA If not- valid status/non-accredited then progress of NAAC	Non- accredited (Not-valid status)
2.1	Name of IQAC Co-Ordinator Contact Details E- Mail-Id	Mrs. Sonia 8901353818 dagarsonia084@gmail.com
3.	Type of College:	Women/ Girls
4.	Having Own Building/Make-shift Building/Any Other	Own building
4.1	Financial Status	Grant-in-Aid/Government College, Recognized under 2(f) of UGC Act, 1956 (Letter Attached) (Annexure No.2)
5.	Name of Affiliated University	Maharishi Dayanand University, Rohtak (Haryana) (Letter Attached) (Annexure No.3)
6.	Names of Programmes Offered	Bachelor of Arts (B.A. Programme) (Letter Attached) (Annexure No.3)
7.	Number of Teaching Faculty (Regular/SFS/Contractual/Extension/Adhoc)	09 (Regular) (04 on Deputation to Other Colleges) (List Attached) (Annexure No.4)
8.	Number of Posts Sanctioned	Teaching Posts-10 Administrative Posts-16 (Annexure No.5)
9.	Number of Student Strength Boys Girls Transgender	201(Girls) (List of Students in Academic Session 2023-24) (Annexure No.6)

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	III. RESEARCH & INNOVATION/ EXTENSION ACTIVITIES:	
12	A. Number of Research Projects: Submitted/Ongoing/Completed (Major/Minor/Other)	Nil
	B. Total grants received: Utilization of funded projects: Yes/No/ Not applicable	Not applicable
13	Inter-institutional collaborations	Nil
	National collaborations	Nil
	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:	Yes (Annexure No.7)
	1. Number of Paper Published:	List attached
	2. Number of Books with ISBN:	List attached
	3. Number of Publications-Referred & Indexed journals/SCI/Scopus	List attached
	4. Number of Sponsored/Funded Projects	Nil
	5. Number of Research Proposal: Submitted/ Ongoing/Completed	Nil
18	Seminar/Workshop proceedings: No. of publications	1 (Annexure No.8)
19	Record of extension activities/ collaboration activities maintained (documentation done properly) 19.1 NSS 19.2 NCC 19.3 Women Cell 19.4 Placement Cell 19.5 Red Ribbon Club 19.6 Eco-Club 19.7 Sports Activities 19.8 Any Other:	Yes, Maintained (Activity Registers of all the committees/Cells are attached) (Annexure No.9)
	IV. STUDENTS SUPPORT/ PROGRESSION:	
20	Awards/ Recognitions received at the National and International level by :	
	Faculty	0
	students	1 (Annexure No. 10)
21	Number of students benefitted through scholarship schemes of govt.	88 students (Annexure No.11)
22	How many students have cleared civil services and defense services examination, NET/SLET/GATE & other competitive examination	05
23	Enrolment in Higher Education for higher studies: Department wise record maintained	Yes (Annexure No. 12)
24	Placement records maintained: Yes/No/Partially maintained	Yes, maintained
25	Alumni Association: Registered/Not Registered	Not Registered
	Record of regular meetings maintained/not maintained	Maintained (Record Attached (Annexure No. 13))
	Number of alumni	65 Alumni
26.	Best Practices: Any 02 (Annexure No. 14)	1. Green Initiatives

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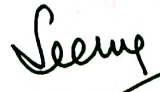

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1. Green Initiatives 2. Waste Management 3. Gender Sensitivity 4. Any other- Regularly Maintained	(Details Attached) 2. Gender Sensitivity (Details Attached)
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C. Administrative Audit:

V. Financial Management:		
27	Balance Sheet/Cash Book(Grant/Fund) Maintained: Duly verified by Bursar: Yes/No/Incomplete	Yes, Complete in all senses
28	Budget Received (Sources): Yes/No	Budget received from Govt. and List Attached (Annexure No. 15)
29	Amount of budget received from various sources:	Rs. 2,79,91,648/-
30	If Budget Received: Utilized/Un-Utilized	Utilized: Rs. 2,79,32,674/- Un-utilized: Rs. 58,974/-
VI. Infrastructure/ Facilities:		
31	Library:	
	1. No. of Books/ E-books	Books and E-book = 2364 (As per Assertion register attached)
	2. No. of journals/E- journals(prescription):	Journals and e-Journals = 20 (Annexure No. 16)
	3. Digital Lounge with Internet Facility:	Yes
	4. Software for Issuing/ Return of Books:	Yes
	5. Online Access to books/ E- journals: Records maintained of students & teachers:	Yes
	6. Institutional Membership:	Yes
32	IT Infrastructure: Sufficient/non-sufficient:	Sufficient
	1. Smart boards(Numbers)	03 (Seminar Hall, Computer Lab and English Language Lab)
	2. Projector	01
	3. Wi-Fi connectivity:	Yes
	4. Lease Line	Yes
	5. No. of Computers for students	35
	6. Content development facilities	Yes
VIII. Human Resource Development:		
33	Staff Training organized for teaching & non-teaching:	No


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Academic Audit

I. TEACHING-LEARNING AND CURRICULAR ASPECTS:

A. Curricular Aspects:

1. Number of Departments with Name of Departments: (5) Five Departments

- i. Department of History
- ii. Department of Geography
- iii. Department of Political Science
- iv. Department of Hindi
- v. Department of English

2. Implementation of Academic Calendar:

Yes (Academic Calendar for session 203424 attached herewith (Annexure No. 17))

3. College activities register maintained: Yes

4. Value-added courses/ Skill based Training/ Ability enhancement courses (name with details): No

5. Maintenance of Students Attendance Register: Yes (Class Attendance Registers Submitted on record)

- i. Geography Department
- ii. History Department
- iii. Hindi Department
- iv. Political Science Department
- v. English Department

B. Teaching, Learning and Evaluation

6. Lesson/ Teaching Plan: Uploaded on website and copy is attached (Annexure No. 18)

7. Coverage of Syllabus (Department wise) average as per date of audit

- i. Geography Department Yes
- ii. History Department Yes
- iii. Hindi Department Yes
- iv. Political Science Department Yes
- v. English Department Yes

8. Conduct of Internal Examinations: Yes (Unit wise tests)

9. Subject-Wise result Analysis: (Results verified by results-committee is attached herewith) (Annexure No. 19)

Result session 2022-23

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i. Geography

Sr. No	Class/ Semester	Number of Students Appeared	Number of Pass Students	College Pass Percentage	University Pass Percentage	Difference
1	BA 1 st Year 1 st Semester	33	29	87.87 %	34.13 %	+23.74
2	BA 1 st year 2 nd Semester	33	19	57.57 %	55.53 %	+2.04
3	BA 2 nd Year 3 rd Semester	48	47	97.91 %	61.35 %	+36.56
4	BA 2 nd Year 4 th Semester	44	38	86.36 %	62.61 %	+23.75
5	BA 3 rd Year 5 th Semester	25	25	100 %	80.08 %	+ 19.92
6	BA 3 rd Year 6 th Semester	25	25	100 %	78.01 %	+ 21.99

ii. History

Sr. No	Class/ Semester	Number of Students Appeared	Number of Pass Students	College Pass Percentage	University Pass Percentage	Difference
1	BA 1 st Year 1 st Semester	42	42	100 %	54.59 %	+45.41
2	BA 1 st year 2 nd Semester	42	33	78.57 %	63.98 %	+14.59
3	BA 2 nd Year 3 rd Semester	52	52	100 %	67.99 %	+32.01
4	BA 2 nd Year 4 th Semester	52	48	92.30 %	62.16 %	+30.14
5	BA 3 rd Year 5 th Semester	48	48	100 %	76.76 %	+23.24
6	BA 3 rd Year 6 th Semester	48	47	97.91 %	78.69 %	+19.22

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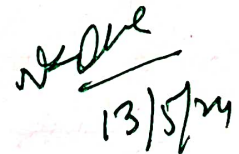

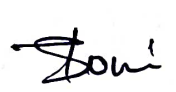
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iii. Hindi

Sr. No	Class/ Semester	Number of Students Appeared	Number of Pass Students	College Pass Percentage	University Pass Percentage	Difference
1	BA 1 st Year 1 st Semester	65	65	100 %	63.89 %	+ 36.11
2	BA 1 st year 2 nd Semester	64	60	93.75 %	65.16 %	+ 28.59
3	BA 2 nd Year 3 rd Semester	88	51	57.95 %	65.40 %	- 07.45
4	BA 2 nd Year 4 th Semester	87	56	64.36 %	69.25 %	- 04.89
5	BA 3 rd Year 5 th Semester	58	53	91.37 %	78.97 %	+ 12.40
6	BA 3 rd Year 6 th Semester	58	57	98.27 %	83.13 %	+ 15.14

iv. Political Science

Sr. No	Class/ Semester	Number of Students Appeared	Number of Pass Students	College Pass Percentage	University Pass Percentage	Difference
1	BA 1 st Year 1 st Semester	53	26	49.05 %	59.87 %	-10.82
2	BA 1 st year 2 nd Semester	52	45	86.53 %	63.13 %	+23.40
3	BA 2 nd Year 3 rd Semester	76	63	82.89 %	67.10 %	+15.79
4	BA 2 nd Year 4 th Semester	76	73	96.05 %	75.95 %	+20.10
5	BA 3 rd Year 5 th Semester	43	36	83.72 %	78.38 %	+05.34
6	BA 3 rd Year 6 th Semester	43	43	100 %	84.26 %	+15.74


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v. English

Sr. No	Class/ Semester	Number of Students Appeared	Number of Pass Students	College Pass Percentage	University Pass Percentage	Difference
1	BA 1 st Year 1 st Semester	65	61	93.84 %	74.41 %	+19.43
2	BA 1 st year 2 nd Semester	64	56	87.5 %	66.44 %	+21.06
3	BA 2 nd Year 3 rd Semester	88	61	69.31 %	61.66 %	+ 7.65
4	BA 2 nd Year 4 th Semester	88	46	52.27 %	64.85 %	- 12.58
5	BA 3 rd Year 5 th Semester	58	55	94.82 %	71.70 %	+23.72
6	BA 3 rd Year 6 th Semester	58	37	63.79 %	81.09 %	-17.30

10. Programme wise result:

Sr. No	Programme	Number of Students appeared	Number of Pass Students	College Pass Percentage
1	BA 1 st Year 1 st Semester	68	34	50 %
2	BA 1 st year 2 nd Semester	68	35	51.47 %
3	BA 2 nd Year 3 rd Semester	92	37	40.21 %
4	BA 2 nd Year 4 th Semester	92	37	40.21 %
5	BA 3 rd Year 5 th Semester	59	47	79.66 %
6	BA 3 rd Year 6 th Semester	59	37	62.71 %

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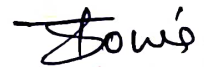
11. Feedback Mechanism (Report of Respective Committee is attached as proof)

- | | |
|--------------------------|-----|
| 1. Collected | Yes |
| 2. Analysis of Feedbacks | Yes |
| 3. Corrective Measures | Yes |




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II. FACULTY AND STAFF

II. A Designation-wise Name of the Staff

Sr. No	Name of the Staff	Designation	Budgeted/SFS/Outsource/HK RN/Others	Remarks
1.	Dr. Seema Jain	Principal	Regular /Budgeted	
2.	Mrs. Sunita Dhankhar	Assistant Professor, Political Science	Regular /Budgeted	
3.	Dr. Poonam Aghi	Associate Professor, Economics	Regular /Budgeted	On Deputation
4.	Sh. Ishwar Singh	Assistant Professor, History	Regular /Budgeted	
5.	Sh. Sandeep Kumar	Assistant Professor, Hindi	Regular /Budgeted	
6.	Mrs. Sonia	Assistant Professor, History	Regular /Budgeted	
7.	Mrs. Rachna Devi	Assistant Professor, Mathematics	Regular /Budgeted	On Deputation
8.	Dr. Mahak	Assistant Professor, Economics	Regular /Budgeted	On Deputation
9.	Ms. Kavita	Assistant Professor, Commerce	Regular /Budgeted	On Deputation
10.	Dr. Vinod Kumar	Assistant Professor, Geography	Regular /Budgeted	
11.	Sh. Sandeep	Assistant	Regular /Budgeted	
12.	Mrs. Prabha	Steno-typist	Regular /Budgeted	
13.	Sh. Suresh	JLA	Regular /Budgeted	
14.	Sh. Krishan Yadav	Computer Instructor	Contractual	
15.	Sh. Ravinder	Computer Lab-Attendant	Contractual	
16.	Sh. Ashish Malik	Lab-Attendant	Regular /Budgeted	
17.	Sh. Mohit	Library Attendant	Regular /Budgeted	
18.	Sh. Praveen Kumar	Peon	Regular /Budgeted	
19.	Sh. Sukhbir Singh	Peon	Regular /Budgeted	
20.	Sh. Deepak	Sweeper-cum-Chowkidar	HKRN	
21.	Sh. Manu	Mali	HKRN	
22.	Sh. Parmod Kumar	Chowkidar	HKRN	
23.	Mrs. Munni Devi	Sweeper	HKRN	






II. B. Faculty Development Programmes Organized/Attended (List)

Sr. No	Name of the Programme	Dates (From and To)	Remarks
1			
2			
3			

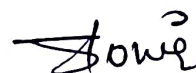
II. C. Duties of Working Branch/Staff updated: Yes

(Duty list of session 2023-24 is attached herewith (Annexure No. 20))









Observations and recommendations of Committee
Pl see Annexure - 'A'