

AAA Audit Report  
of  
Shaheed Udham Singh  
Government College Sunam.



AAA Audit Report

Session : 2021-2023

**Submitted to:-**  
**Shaheed Udham Singh**  
**Government College Sunam.**  
Near Bhai Mool Chand Smadh, Sunam.

# **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2021-23**



## **VISION OF THE INSTITUTE**

The vision of the college is to become as premier institute disseminating knowledge & skills and inculcating human values at its core for the endless benefit of the global society.

## **MISSION THE INSTITUTE**

The college aim at enhancing employability and equip students to meet the challenges of this competitive world. The college is making constant endeavors in this direction.

## About the Institute

S.U.S. Govt. College is affiliated to Punjabi University, Patiala and situated in Sunam subdivision of Distt. Sangrur in the Malwa belt of Punjab, the college is serving the students of this area. The foundation stone of the college was laid by Honorable Sardar Gurnam Singh, the then Chief Minister of Punjab on 31<sup>st</sup> July, 1969. The foundation day has a great significance as it was martyrdom day of the worthy son of India, **Shaheed Sardar Udham Singh** who was born at Sunam. Hence, the college is named after **Sardar Udham Singh**. Mortal remains of **Shaheed Udham Singh** were brought in 1974 under the worthy leadership of the Chief Minister & former President of India, Giyani Zail Singh who showered his blessings by declaring the college being taken over by the Punjab Government. The college started with strength of few students with limited course which has grown today to 3269 students. 10 Programs 05 UG & 05 PG Regular & HEIS courses, PG Diploma in Computer Application, PG diploma in Dress designing & Tailoring, Diploma in Computer hardware and networking are running in institution. Three skill based Certificate programs under finishing school and four certificate courses under Jagat Guru Nanak Dev Open University are running in college. Many add-on/certificate courses were also run in the session 2021-22 for the welfare of the students. MA Punjabi as new course was started in session 2018-19 and M.Com started during the session 2022-23. Second Unit of B.Com (Regular Course) was also started from session 2019-20. Total No. of seats increased in B.Sc. by 20 seats each in Med/Non Med. from session 2017-18. The college library is housed with more than 30,000 books. Library is partially automated with software **Koha**.

Institution has signed following MOU's (Memorandum of understanding) with various local industries for skill based courses:

<b>MOU</b>	<b>Name of Industry</b>	<b>Session</b>
100 Hours Certificate course training in banking, Finance and insurance	Bajaj Finser Pvt. Ltd	2021 To 2024
Computer Hardware training	Cost to Cost Computer Shop, Cinema Road Sunam	2021-2022
Training of Repair of electronic devices	Parmod Radio's, Piran Wala Gate sunam	2021-2022
Training of Mobile Repairing	Aman Mobile Hub, Cinema Road Sunam	2021-2022
Training of all types AC, Water cooler, freezer, washing Machines repair	Raj Refrigeration, Cinema Road Sunam	2021-2022
Training of internet suffering, computer typing as well as skill developments	Garg Photo state, cinema chowk sunam	2021-2022
Training of Repair of electronic devices	Parmod Radio's, Piran Wala Gate sunam	2021-2022
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Under co curricular activities various extension activities are going on with significant contribution from NSS & other clubs like Red Ribbon club, Red Cross & EVS Club.

The college was accredited with **C Grade** in 2004 and reaccredited with **B Grade (With CGPA of 2.72)** in 2015 by NAAC. The college is included under the section 2(f) and 12(b) of UGC act 1956.

The College has carved a niche for itself among all stakeholders by providing a safe academic environment and merit based education. The students are empowered through value based education discipline and varied extension activities. The College supports acquisition of knowledge by students through emphasis on interactive and participative learning.

A distinctive feature of the college is the strong bond between teachers and students as evident from the interactions and feedback. The alumni credits the Institution for imbibing values of hard work, time management, team spirit, professionalism and rich traditions and ethics.



### General Information

Name & Address of the College	S.U.S. Govt. College Sunam, Near Smadh Baba Bhai Mool Chand ji, Pin-code 148028
Name of the Principal of the College, along with Tel. No. and e-mail ID	Principal Ravinder Kaur Sooch Tel. No. : 01676-220134 Email ID: gcsunam@gmail.com

#### Departments and Program offered

S. No.	Department/ Courses	Title of the Course offered
1	Arts	BA (Punjabi, English, Hindi, Sanskrit, Political Science, Economics, Geography, Computer Application, Music (v), Sociology, History, Math, Physical Education. Public Add, Fine Art) MA History and MA Punjabi
2	Science	B.Sc. Med ( Zoology, Chemistry, Botany) B.Sc. Non-Med( Physics ,Chemistry, Math)
3	Commerce	B.Com, M.Com
4	Self Financed	BCA, PGDCA, M.Sc. IT, M.Sc. IT (Le), DCHN, PGDDD&T,
5	Add on Courses	Music (v), Fine Art, Spoken English and many other certificate courses at department level
6	Finishing School (RUSA)	Certificate course in 1. Retail 2. Sales and marketing 3. Media and Entertainment and soft skill compulsory for all three courses.
7	Jagat Guru Nanak Dev Open University Patiala	Certificate courses in 1. Business Ettiquets and professionalism 2. IT Enabled services 3. Diploma in fashion designing. 4.GST

Details of Accreditation	NAAC Accreditation: B grade (With CGPA 2.72)
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### 1. Academic and Administrative Audit (AAA)

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the

department includes:

- i. Course content
- ii. Teaching - Learning Process
- iii. Examination and Evaluation system
- iv. Results
- v. Other activities
- vi. Infrastructure
- vii. Department Administration

As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2021-23 consisting of the following external and internal members were constituted by the Principal:

S.No	Name of the external member	Designation	College
1	Dr. Parminder Singh	Principal and former Deputy DPI	State College of Education, Patiala
2	Dr. Swinder Singh Rekhi	Associate Professor	Govt. Mohindera College, Patiala

S.No	Name of the internal member	Designation	College
1	Dr. Achla	Assistant Professor	S.U.S Govt. College Sunam
2	Prof. Darshan Kumar	Assistant Professor	S.U.S Govt. College Sunam

**Schedule of Academic and Administrative Audit Dated: 13.04.2023**

Time	Activites	
10.15 am - 10.30 am	Welcome and briefing by Principal Venue: Sir. Main Office	Welcome and briefing by Principal regarding the objective of the audit. Venue: Sir. Main Office

10.45 am to 12.45 pm	Visit to the department by the members	<ol style="list-style-type: none"> <li>1. Meeting with the faculty members and introduction.</li> <li>2. Visit to the facilities in the department: Classrooms and labs, any other facility related to advanced learning</li> <li>3. Verification of the documents.</li> <li>4. Interaction with the faculty and technical staff after the verification process.</li> <li>5. Department report preparation.</li> </ol>
1 pm to 1.45 pm	Visit to central facilities- Library, Placement, Computer Lab, Exam section and Administrative office	<ol style="list-style-type: none"> <li>1. Interaction with the respective heads.</li> <li>2. Verification of documents.</li> </ol>
2 pm to 2.30 pm	Lunch	Lunch
Post lunch	1. Report preparation	College report writing
	2. Exit meeting	Exit meeting with Principal, Deans, HoDs and coordinators.

### **Methodology:**

The meeting of Academic and Administrative Audit (AAA) committee was fixed on 13.04.2023. The AAA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, Coordinator IQAC, Head of Departments and the faculty members, during which the Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the departments, along with the infrastructural facilities in the department such as classrooms, laboratories and the like, and interacted with the teaching staff and non technical staff to know about the academic and administrative performance. All the related documents were presented to the members.

Also, the members visited the central facilities such as Examination section, Computer labs, placement cell, library and auditorium, and had interactions with the coordinators. Other general facilities were also verified. The committee inspected and reviewed the documentation and checked whether they are maintained as per the Government norms and rules.

The Committee, after completing all stages of inspection and interactions, prepared the AAA report for the college covering the summarized observations and recommendations.

### **Observations:**

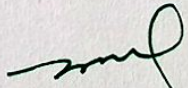
- Internet facility is limited to college faculty and office staff only
- There is shortage of regular faculty as most of the faculty members are employed by college Parents Teacher Association(PTA)
- College Library should provide remote access to the resources so that college students can access library resources at their convenience.
- The college is having a good feedback mechanism which covers internal and external stakeholders
- In the category of innovative and Best Practices, the college is engaging pass outs and senior students of the college in the teaching- learning process.
- College is having adequate sports infrastructure which includes an indoor Swimming pool and hockey Astro turf which is available for general public as well.
- There are notable achievements of college students in youth and cultural spheres, particularly in zonal and inter zonal youth and folk festival organized by the affiliating university.
- The college is providing a very conducive environment for teaching learning process.

### **Recommendations:**

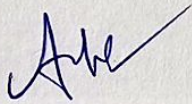
- The college faculty members may be encouraged to apply for minor and major research projects of UGC and other funding agencies. Faculties should be encouraged to publish research papers, book reviews and articles in leading UGC recognized Journals.
- The college has started some remedial classes for academically challenged students, efforts should be made to make these classes more successful and meaningful..
- All Library resources should be available to students and remote access of resources must be the top priority of the college.
- The facility of e-content provided by the college to the students on the college website is still in the initial stage, focusing on upgrading it, many teachers can be encouraged to upload study material on e-content.
- The college must enhance ICT infrastructure by having sufficient numbers of computers, interactive boards and smart class rooms. Faculties may be encouraged to use ICT facilities during classroom interaction. Wi-Fi internet facility needs to be extended to the all UG and PG Students of the college.

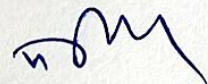


- The institution should repair the building of Post Graduate Department of history on priority basis.
- The institution may adopt green and social auditing.
- College should participate in NIRF Ranking framework.
- It is expected that the implementation of the aforementioned recommendations would bring quality changes in all spheres.

  
Dr Parminder Singh,

Dr. Achla



  
Dr Swinder Singh Rekhi

Prof. Darshan Kumar



### Glimpses of AAA Committee visit:



## Glimpse of Meeting with principal, HoDs and coordinators





GPS Map Camera  
Sunam, Punjab, India  
4RC4+JGX, Bakshiwala, Sunam, Punjab 148028, India  
Lat 30.121687°  
Long 75.806459°  
13/04/23 01:55 PM GMT +05:30



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## Administrative Audit Framework and Detailed Findings

S. No.	Particulars	Findings
1.1.a	Has the institution appointed a permanent Principal?	Yes
1.1.b	Is she/he PhD?	No
1.2.	Total Non-Teaching Staff	16
1.3.	Number of professional programmes held for non-teaching staff in the last two year:  <div style="text-align: right;">≥ 4 3 2 1</div>	01
1.4.	Extent of grant utilisation (Government + MPHEQIP project +fees) in the last two years Utilisation Percentage  <div style="text-align: right;">75% to 100% 50% to 75% 25% to 50% Less than 25%</div>	75% to 100%
1.5.	Has the college been enlisted under section 2 (f) & 12(B) of the UGC Act 1956?  <div style="text-align: right;">2 (f) 12(B)</div>	Yes Yes
1.6.	Has the institution prepared institutional development (IDP) plan?	Yes
1.7.	Has the institution been following the IDP?	Yes
1.8.	Office Automation 1. Administration a. Admission Processes b. Enrolment c. Maintenance of Records d. Declaration of Results 2. Accounts a. Fees Collection b. Maintenance of Accounts	Yes
1.9.a	Does the college has a website?	Yes
1.9.b	Is it updated regularly?	Regularly
1.10.	Is the college library automated? a. Records of Books b. Issue and return of books	Yes
1.10.a	Does the library provide open access facility? a. To all b. To the faculty members only	Yes
1.10.b	Is there internet facility in the library? a. For all b. For the faculty members only	Yes For the Faculty Member only
1.11	Is there an anti-ragging cell in the college?	Yes

1.12.	Is there a students grievances cell ?	Yes
1.13.	Are there any student welfare schemes?	Yes
1.14.	is there a women's development cell/anti sexual harassment cell?	Yes
1.15.	is there a functional alumni association? (Minimum of one meeting per year)	Yes
1.16.	Do you organise the Janbhagidari committee meeting as per the rules of the government?	No
1.17.	Do you organise institution and stakeholders interaction cell meet? (Minimum one meeting per year) (Stakeholders: government board, parents, alumni, industries etc.)	Yes

### Academic Audit Framework and Detailed Findings

S. No.	Particulars	Findings
2.1.1.	Total permanent staff (Teaching)	05
2.1.2.	Guest faculty	27
2.1.3.	a. How many faculties have attended FDP? 71% to 100% 41% to 70% Up to 40% b. Faculties who have attended refresher or orientation courses- 71% to 100% 41% to 70% Up to 40%	Up to 40%    No
2.1.3.	Participation of faculties in capacity building workshops   71% to 100% 41% to 70% Up to 40%	Up to 40%

S. No.	Particulars	Findings
2.2.1.	Number of programmes/courses offered -CBCS system -multidisciplinary approach -Any other specify	1. 3 under finishing School, 2. 4 under Jagat Guru Nank Dev Open University

2.2.2.	Percentage of students who graduated during last 1 or 2 year(s):	90% to 100%
2.2.3.	Contribution of the faculty in Course Design	Course Design is done by University
	51% to 100%	
	26% to 50%	
	5% to 25%	
	<5%	
2.2.4.	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?	51% to 100%
	51% to 100%	51% to 100%
	26% to 50%	
	5% to 25%	
	<5%	
2.2.5.	Is academic calendar being prepared and implemented?	Yes
2.2.6.	Use of any other Teaching – Learning Tools -Projector -LCD -Videos -Interactive Board -Any other (Please Specify)	Projector LCD Video You tube Lecture Smart Classes
2.2.7.	Use of ICT in teaching – Learning Evaluation -e-journals -IT enabled classrooms -Online assessment -Online assignment submission - Online feedback on teaching & learning	1. IT enabled classroom 2. - Online feedback on teaching & learning
2.2.8.	Do you offer Bridge Courses/remedial courses?	remedial classes at department level
2.2.9.	Are projects, assignments, field work, seminars etc. part of curriculum?	Yes
2.2.10.	a. Evaluation of teachers by the students b. Is it analysed and communicated?	Yes feedback taken & action report
2.2.11.	Application of innovate teaching practices (Please Specify)	1.Seminar for the students by students 2. Senior student teach junior students 3. Department level seminar 4. Seminar by Experts 5. Workshop conducted by department.

<b>S. No.</b>	<b>Particulars</b>	<b>Findings</b>
2.3.1.	a. Percentage of teachers with Ph.D. as the highest qualification: b. Percentage of teachers with M.Phil. as the highest qualification: c. Percentage of teachers with UGC NET or SLET: [Total % = % of (a) + % of (b) + % of (c)] 81% to 100% 51% to 80% 31% to 50% <30%	34.21% 21.5% 36.84% 92.01%
2.3.2.	Publications (Last 3 years): Articles in refereed Journals, Books and Edited volumes	Yes
2.3.3.	Are you generating resources through consultancy?	No
2.3.4.	Sponsorship of events and resources generated	No
2.3.5.	State /National/ International level Seminars/ workshops/conferences organized during last 1 year/ 2 years.	01 >1 1
2.3.6.	Number of Faculties engaged in research: a. Sponsored research projects: Completed: Ongoing:	No

<b>S. No.</b>	<b>Particulars</b>	<b>Findings</b>
2.4.1.	Number of Outreach Activities: NSS NCC NGO's Funding of Outreach Activities: Own funds Local funds Govt. funds	13 (NSS) own and Govt. fund
2.4.2.	Number of faculty hours for outreach activities	15 to 20 hours
2.4.3.	Number of student hours for outreach activities	15 to 20 hours



<b>S. No.</b>	<b>Particulars</b>	<b>Findings</b>
2.5.1.	Number of effective teaching days (Number of working days – Exam days) 140 or >140 120-139 100-119 <100	120 to 139
2.5.2.	Use of Power Points in Classes >50% students < 50% students	< 50%
2.5.3.	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them	1 Seminar by students. 2 Power point presentation 3 Poster presentation 4 Various type of competition like: Quiz, Debate, Declamation, Slogan etc.
2.5.4.	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
2.5.5.	Are any Personality development programmes conducted?	Yes
2.5.6.	Do you organize & document various extracurricular activities?	Yes
2.5.7.	a. Is there a student council in place? b. How often do they meet per year? 2 or more times Once only	Yes 2 or more time
2.5.8.	Does your college have any Feedback Mechanism (students, Faculties & Industry)?	Yes
2.5.9.	Do you have any Community Audit Mechanism?	No

### **Administrative Audit Framework and Findings;**

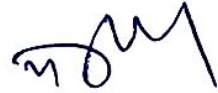
<b>Category</b>	<b>Description</b>	<b>Available</b>
Approvals and Accreditation Documents	Affiliation of University	Yes/No
	NAAC Certificate	Yes/No
Governance	Governing Body notification	Yes/No
	College Council proceedings	Yes/No
	Proceedings of Finance committee	Yes/No
	IQAC and its proceedings	Yes/No
	SC/ST/OBC Cell	Yes/No

	Alumni Association	Yes/No
	Office Automation	Yes/No
	Budget sanctioned and Audit report	Yes/No
	Student scholarship details	Yes/No
	Institution Website	Yes/No
	Notice Boards	Yes/No
Other Facilities	CCTV Security	Yes/No
	Projectors in Class Rooms	Yes/No
	Medical Facility	Yes/No
	Canteen Facility	Yes/No
	Vehicle Parking	Yes/No
	Xerox facility	Yes/No
	Backup electric Supply	Yes/No
	Bank/ATM	Yes/No
	Sewage Disposal System	Yes/No
	Drinking water facility	Yes/No
	Solid Waste Management	Yes/No
	Rain Water Harvesting	Yes/No
	Green Campus Initiative	Yes/No
	Botanical Garden	Yes/No
	Herbal Garden	Yes/No
	Solar Panel	Yes/No
	Compost pit	Yes/No
	Ramp and Wheel Chair for physically Disabled students	Yes/No
	Sanitary Pad vending machine for girls	Yes/No
	Handycam for photography	Yes/No
Smart Class Rooms	Yes/No	
Auditorium & Seminar Hall	Yes/No	
Sports Facilities	Yes/No	

Signature of the Audit Committee:



1. Dr Parminder Singh, Principal



2. Dr Swinder Singh Rekhi

3 Dr. Achla



4 Prof. Darhan Kumar



Signature of the IQAC Coordinator:



Signature of the college Principal:



Principal  
S.U.S. Govt. College  
Sunam (Sangrur)