

**AAA Audit report of  
Shaheed Udham Singh  
Government College  
Sunam**

**Audit**

Session 2018-19

**Submitted to:-**

**Shaheed Udham Singh  
Government College, Sunam.**

Near Bhai Mool Chand Samadh, Sunam.

**Academic and Administrative Audit Report**  
**Shaheed Udham Singh Government College**  
**Sunam.**  
**(Session 2018-2019)**

**1. Introduction:**

Academic audit is a type of critical activity to determine the standard of teaching-oriented process at the college level. It is based on subject knowledge, planning and delivery, class control, communication, accountability and relationships for students. Academic audit also offers continuous improvement in academic quality by scrutinizing strategies, processes and context of their implementation. It also ensures optimum utilization of available resources to improve the quality of education.

**2. Purpose:**

- i) Examining the academic standard of the institution and motivation to create excellence.
- ii) To further improve the teaching quality of faculty members.
- iii) Directly and indirectly benefiting students to improve their academic performance.
- iv) It helps students to get higher ranks.
- v) To increase the working efficiency of academic and administrative departments.

With these objectives, department wise annual academic and administrative audit of the institution was conducted in the academic session 2018-19.

**3. Audit Committee Members and Declaration:-**

To conduct an academic and administrative audit of the college, the Principal, following the advice of IQAC, constituted a committee consisting of Dr. Parminder Singh (Head, Department of Post Graduate History), Prof. Gurjant Singh (Head, Department of Physical Education), Mrs. Achla Rani (Chemistry). Department), Mrs. Parminder Kaur (Head, Department of Commerce), Mr. Kamalpreet Singh Cheema (Assistant Professor, Computer Department

HEIS) and Mrs. Kirna (Steno) Shaheed Udham Singh Government College Sunam were inducted. The present audit has been done by this committee.

#### **4. Audit Procedure:**

The audit team has held various meetings with the faculty members, students of different departments, discussed with them and followed the process of document verification.

#### **5. Profile of the Institute:**

Shaheed Udham Singh Government College, Sunam was established in the year 1969 as Shaheed Udham Singh Memorial Degree College, Sunam but in 1974 the ashes of the great martyr were brought with the efforts of the Central and State Government. Sunam from London, the name of the institution was changed to Shaheed Udham Singh Government College, Sunam. The college is affiliated to Punjabi University, Patiala and has obtained NAAC accreditation-Grade B. Its special thing is that it is increasing the participation of village students in the field of higher education year after year. Through its various endeavors students get the opportunity to participate in other desirable activities along with education which encourages independent thinking of the students. Adequate basic facilities like classrooms, laboratories, library, playground, office and auditorium etc. are available in the college. Apart from the regular teaching and learning activities, the college has been working for the all-round development of the students by conducting various extra-curricular activities for them in which it has been successful.

##### **i). Curriculum:**

The college offers undergraduate and some postgraduate courses in Arts, Commerce, Computer and Science. Due to affiliation from Punjabi University, Patiala, the college mainly taught the curriculum prescribed by the university during the session 2018-19, but add-on courses, finishing school courses and various certificate courses at the departmental level are also available to the students driven to grow.

## **ii) Infrastructural facilities:**

- ❖ Class room.
- ❖ Laboratories.
- ❖ ICT enabled classrooms.
- ❖ Campus under CC-TV surveillance.
- ❖ (RO) water facility.
- ❖ Library with computers with internet facility.
- ❖ Sports facility.
- ❖ Playgrounds.
- ❖ Canteen.
- ❖ Separate bathrooms.

## **iii). Library Books:**

During the session 2018-19 the total number of books in the library was around 29000 and e-granthalya app is also used.

## **6. Comment on College Performance:**

- ❖ The circulation of books in the library is good.
- ❖ Teaching through ICT is being promoted in the institution.
- ❖ Evaluation process in academics is good.
- ❖ Text and reference books are properly maintained in the library. •Some departments also have departmental level libraries.
- ❖ Merit is strictly followed during the admission process.
- ❖ Co-curricular activities are also given priority for all students.
- ❖ Admission process is done through online mode.
- ❖ Student fee is also paid through online mode.
- ❖ Reservation policy is followed in admission process.
- ❖ IQAC conducts faculty enrichment activities.
- ❖ Academic management is good.

- ❖ Departmental activities like field visits, study tours, industrial visits etc. are being conducted and conducted as per syllabus.
- ❖ Files containing academic documents like syllabus, lesson plan, time table, attendance record etc. are properly maintained.
- ❖ Also signed MoUs with several companies/firms.
- ❖ Participation of faculty members in FDP, seminars, conferences, symposia and workshops is fine.
- ❖ Research papers of faculty members have been published in various journals/magazines and books.
- ❖ The students of the college are also made to participate in tree planting, blood donation camp, cleanliness campaign, seven day camp as well as awareness campaign about HIV-AIDS, dowry system, female feticide etc.
- ❖ Proper direction is given to the college management by forming various committees.
- ❖ Students also encouraged to participate in cultural activities
- ❖ Day book is completed by the office every day.
- ❖ Annual financial audit is conducted.
- ❖ MSTs are conducted through a holistic approach.
- ❖ Paper evaluation process is correct.
- ❖ Getting feedback from students is a valuable step.
- ❖ Administrative base is accessible to faculty and students.

## **7. Suggestion:**

- ❖ Faculty members should get more financial support for FDP, seminars, conferences, symposia and workshops etc.
- ❖ Statistical tools should be used by faculty members for their analysis.
- ❖ ICT classroom should be used more.
- ❖ Each department can move towards building a library at the departmental level.
- ❖ Add-on/Certificate courses running at departmental level should be continued.
- ❖ The number of books in the library can be increased.
- ❖ E-Library can be advanced.

- ❖ MoUs with various companies/firms should continue in future also.
- ❖ E-governance can be further strengthened.
- ❖ Teacher student ratio seeks improvement.

## **8. Conclusion:**


Academic and Administrative Departments have responded positively while facing the Academic and Administrative Audit Committee. Records are properly maintained in academic and administrative departments. The infrastructure of the college is comprehensive. The college is functioning in a systematic manner for the all-round development of the students.

## Certificate

Date: 18-04-2019


It is hereby declared that academic and administrative audit of Shaheed Udham Singh Government College Sunam for the session 2018-19 has been conducted impartially. This audit has been done by the following team.

1. Dr. Parminder Singh (HOD History) 

2. Mrs. Achla Rani (Chemistry Department) 

3. Mrs. Parminder Kaur (HOD Commerce) 

4. Mrs. Kirna (Steno) 

  
**IQAC Co-ordinator**  
**SUS Govt. College**  
Sunam

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