

# **AAA Audit**

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

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**Session : 2019-20**



***Submitted to***

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

Near Bhai Mool Chand Samadh, Sunam

### **Formation and declaration of audit team:**

To conduct an academic and administrative audit of the college, the Principal, following the advice of IQAC, constituted a committee consisting of Mr. Ashwani Kumar (HOD Math Department), Mrs. Achala Rani (HOD of Chemistry Department), Mr. Parminder Kaur (HOD of Commerce Department), Mr. Kamalpreet Singh Cheema (Assistant Professor, Computer Dept. HEIS) and Mrs. Kirna (Steno) Shaheed Udham Singh Government College Sunam were inducted. The present audit has been conducted by the same.

### **Purpose of Audit:**

The main objective of the academic audit has been to ascertain the existence and adequacy of quality assurance processes, their applicability and effectiveness in guaranteeing the quality of inputs, processes and outputs and to indicate the potential for improvement in various areas.

### **Audit Process:**

The audit was conducted as per the rules and guidelines set by the team in consultation with the IQAC team. The audit team conducted various meetings with faculty members, students of different departments, discussions and document verification. On review, it is found that the quality of education imparted in terms of designed curriculum, methodology, teaching process and administrative work process etc. is reasonably good.

### **Information about the institution:**

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. One of its features is that it strives to increase the participation of rural students in the field of higher education. Its efforts are directed at providing holistic education that encourages critical and independent thinking. Adequate basic facilities like classrooms, offices, library, laboratories, playground, auditorium etc. are available in the college. Apart from the regular teaching and learning activities, the college strives for the all-round development of the students by conducting various extra-curricular

activities. The college is continuously progressing towards achieving its objectives and goals. It also offers undergraduate and some postgraduate courses in Arts, Commerce, Computer and Science.

### General Information

Name & Address of the College	SUS 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/ Dr. Sukhbir Singh Thind 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.
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 departmental 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.

Institution has signed many MOU's (Memorandum of understanding) with various local industries/firm and 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.

**There is scope for improvement.**

The Audit Committee has made written comments, recommendations and suggestions in various areas:

**1. Aspects of Curriculum:**

It is noted that the college has adopted the structural changes introduced in the curriculum by Punjabi University Patiala from time to time. During the academic year 2019-20, various departments of the college have taught the prescribed curriculum to the students in an orderly manner. The syllabus of MA Punjabi which started from the last session has also been properly shared with the students. Along with this, the add-on/certificate courses taught by various departments are also contributing significantly in enhancing the knowledge of the students, this will prove to be another attraction in the career for the students. Some of the existing curriculum content has been enriched with various skills according to the current issues but more possibilities can be found in this area. It is an accepted fact that students are the major stakeholders in an academic system so student feedback on aspects of the curriculum can be considered as a valuable initiative to improve the performance of the department. This system can be introduced and continued in a more sustainable manner.

**2. Teaching, Training and Evaluation:**

Student profile to be updated. The student's progress record should include:

- A. Input output analysis shows the points at the entry level and the points at the exit level.
- B. There are campus placement details including current status but more work can be done in this regard.

c. Details of students selected for higher education can also be evaluated on the basis of SC, OBC and General category.

Student diversity can be achieved by admitting students from other states of India and abroad. A good teacher teaches, but a good teacher "inspires", teacher training programs should be conducted more in recognition of this fact. Teachers need to make constant efforts to update themselves on the subjects they teach. The student assessment process should be restructured to test their analytical abilities and problem solving skills. Examinations are conducted to test students' descriptive and objective knowledge. Case studies can be included in question papers at college level.

### **3. Research, Consultation and Extension:**

Consultancy services can be taken. It is recommended for the department. To carry out extension activities. Faculty and student resources should be utilized for extension activities. Social outreach programs should be increased. The department approaches organizations of national importance and locally renowned organizations for collaborative programs but there are scopes for expansion.

### **4. Infrastructure and Training Resources:**

Most of the classrooms and labs in the college have a comfortable environment for students, but the student-ratio system of the computer lab needs to be improved. Each classroom also sees the potential of interactive boards with net connectivity.

### **5. Governance, Leadership and Management:**

Committees should be reshuffled from time to time to empower faculty members to reframe strategies. Faculty members may be encouraged to attend Faculty Development Program (FDP) organized from time to time. Faculty members should give maximum financial support for FDP, Workshops and many other advanced programs.

### **6. Student Support and Promotion:**

Placement and counseling cell should be strengthened rather every faculty member can work in it as counsellor. The counsellor should act as a friend, philosopher and guide although the personal problems of the students are listened to sympathetically and if

possible remedied. In order to redress the grievances of the students, a systematic process has been adopted. The participation of the students in the activities of the department can be increased, this will increase the confidence of the students. The leadership qualities of students can be enhanced by inviting them to participate in college activities.

### **7. Innovations and Best Practices:**

Innovation is a continuous process. Identify and resolve problems by introducing best practices. Students should be moulded in such a way that they become the best citizens of this country. Value education, environmental awareness, outreach programs are some of the best practices that the department can try to introduce.

#### **●Other general suggestions for improvement:**

- (i) Teaching sessions can be designed to make the students more interesting, absorbing and informative.
- (ii) The teaching method can be continuously improved over time.
- (iii) More attention can be given to connect students with current developments in each field.
- (iv) All faculty members may be deputed for special orientation/up-gradation programs in turn and those returning after such programs should have interactive sessions with other faculty members to share their knowledge and experience. are needed
- (v) More attention may be given to complete and proper documentation for all activities and programs of the department.
- (vi) The department may take up consultancy work in the subjects/areas controlled by the department under the guidance of the faculty with the active involvement of the students.

## Certificate

The Academic and Administrative Audit of S.U.S Government College, Sunam, (Punjab) was carried out under the supervision of the undersigned. The help provided by the Principal S.U.S Government College, faculty and staff members is highly appreciated. Academic and Administrative audit report has been done for the session 2019-2020.

1) Mr. Ashwani Kumar (HOD of Math Department).

*Ashwani Kumar*  
25-2-20

2) Mrs. Achala Rani (HOD of Chemistry Department).

*Achala Rani*

3) Mrs. Parminder Kaur (HOD of Commerce Department).

*Parminder Kaur*  
25/2/20

4) Mr. Kamalpreet Singh Cheema (Assistant Professor, Computer Dept. HEIS)

*Kamalpreet Singh Cheema*

5) Mrs. Kirna (Steno in Office)

*Kirna*

*A. K. Singh*  
IQAC Co-ordinator  
SUS Govt. College  
Sunam

*S. U. S. Govt. College*  
Principal  
S.U.S. Govt. College  
Sunam (Sangrur)  
25/2/20