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BN-4210 Dated: 30/7/2026

Report of Internal Administrative Audit for Session

2023-24&24-25

Introduction

Internal Administrative Audit was conducted in accordance with the Office Order No. EDN-GC-JNR-(B)(06)-04/2-22-IQAC-3563 issued by the Principal the internal administrative audit was conducted during the period from 5th May to 15th May, 2026. The audit was carried out by the following committee members:

1. Prof. Upma Dhiman
2. Prof. Manju Bala
3. Prof. Vishal Kumar
4. Prof. N N Sood

The primary objective of the audit was to evaluate the efficiency and effectiveness of the non-academic administrative functions of the college. The audit focused on key areas such as record keeping and maintenance, student support services, infrastructure management, institutional administration, and the implementation of various policies, procedures, and welfare initiatives for the overall development of the institution and its students.

The audit aimed to assess the transparency, accountability, and compliance of administrative processes with institutional guidelines and regulatory requirements. It was conducted through the verification of records and documents, physical inspection of facilities, and interactions with the concerned staff members.

During the course of audit, following findings were recorded as:

Sr. No.	Area Assessed	Assessment/Remarks Given by Committee Members
1.	Institutional Motto, vision, mission & objective	The committee observed that the institutional motto, vision, mission, and objectives are clearly defined and prominently displayed in the college prospectus and website. The activities and policies of the college are aligned with its stated vision and mission.
	Institutional Developmental Plan	The institution has prepared a Development Plan for the period 2020-2025 outlining both short-term and long-term goals. Continuous efforts have been made to enhance academic quality, infrastructure, student support services,

	Annual Action Plans & Action Taken Reports	Annual action plans are prepared at the beginning of each academic session, keeping in view the unfinished tasks of the previous session and the requirements of the forthcoming academic year. Action Taken Reports indicate satisfactory progress in achieving planned objectives. Documents related to implementation and monitoring are properly maintained by the IQAC of the college.
	Minutes of the Meetings	The committee examined the minutes of IQAC meetings. Records were found to be systematically maintained, duly signed, and reflective of the decisions taken and actions implemented.
	Feedback	The institution collects feedback from students, teachers, alumni, and parents through a structured mechanism. Feedback analysis reports are prepared, and corrective measures are initiated wherever required to ensure continuous improvement.
	Academic Calendar	The college prepares the Academic Calendar for each academic session well in advance and disseminates it among all stakeholders through the prospectus and other communication channels. Academic and co-curricular activities are conducted largely according to the planned schedule.
	College Annual reports and magazine	The committee observed that the college regularly prepares its Annual Report highlighting academic, administrative, cultural, and extension activities. The college magazine provides a platform for students and faculty members to showcase their creative and academic contributions. Hard copies of the magazine are maintained and made available for reference.
	College Organogram	The organizational structure of the college is clearly defined and available on the college website. The roles and responsibilities of administrative and academic functionaries are well established, ensuring effective coordination and governance.
	Best Practices	The institution has implemented several best practices aimed at improving academic excellence, environmental awareness, student participation, and community outreach. These practices contribute positively to institutional growth and stakeholder satisfaction. Relevant records and evidence are properly documented in the Self Study Report (SSR) of the college.
	Institutional Distinctiveness	The college has established an Institution Innovation Council (IIC) under the initiative of the Ministry of Education, Government of India, to promote innovation, entrepreneurship, and startup culture among students and

		faculty members. This initiative reflects the institution's commitment to fostering creativity, skill development, and entrepreneurial mindset among learners. The college has also implemented UBA (Unnat Bharat Abhiyan), a flagship initiative of the Ministry of Education. The program aims to strengthen the connection between higher educational institutions and rural communities to address local development challenges through village adoption and outreach activities. The Reading Hall remains open for students from 8 AM to 8PM on all working days.
	AQAR & SAR	AQAR of the college partially submitted for the academic year 2023–24 The reports for the academic year 2024–25 have not yet been submitted due to the portal not being operational/open. The college prepared its self - assessment report for each session to evaluate its performance, achievements, strengths and areas of improvement. All the records are available with SAR coordinator.
1.	Infrastructure and resources (Classrooms, LABs etc.)	The college possesses adequate infrastructure and learning resources to support its academic and co-curricular activities. The campus comprises of 17 classrooms, including four ICT-enabled smart classrooms equipped with interactive panels that facilitate technology-integrated teaching and enhance students' learning experiences. The institution has eight well-equipped laboratories that adequately meet the practical requirements of various academic programs. These laboratories are maintained regularly and provide students with the necessary facilities for hands-on learning. A dedicated conference hall is available for organizing seminars, workshops, faculty development programs, meetings, and other academic events, thereby promoting academic interaction and professional development. To enhance student's communication, analytical, and employability skills, the college has established an ICT laboratory equipped with language learning software, aptitude test software, Tally software, and other learning resources. These facilities provide students with opportunities to strengthen their technical competencies and improve their career readiness. Overall, the institution provides a conducive learning environment with adequate physical and technological infrastructure to support quality education and holistic student development.
2.	CSCA related activities	The College Students Central Association (CSCA) has been constituted in accordance with the guidelines issued by the

		affiliating university and the Department of Higher Education. Student representatives are selected through the prescribed nomination process as per the applicable regulations. The CSCA serves as an important platform for student participation in institutional governance and acts as a bridge between the students and the college administration. It actively represents students' interests, communicates their concerns, and contributes to the smooth functioning of various academic, cultural, sports, and co-curricular activities. The office bearers and members of the CSCA have actively participated in organizing institutional events and have played a significant role in promoting student welfare, leadership, discipline, and campus harmony. The association has made a positive contribution towards fostering an inclusive and participative academic environment within the institution. All the record relating to CSCA activities is properly maintained.
3.	Library	The audit team observed that the institution has a well-organized and adequately equipped library that caters to the academic requirements of students and faculty. The library has approximately 12,580 books, including textbooks, reference books, and other learning resources. The library has implemented SOUL 3.0 Library Management Software to automate its services, ensuring efficient cataloguing, circulation, and record management. A digital database of library resources has been created and is regularly updated to facilitate easy access. The institution provides N-LIST access, enabling students and faculty to utilize a wide range of e-books and e-journals for academic and research purposes. The library subscribes to 20 magazines and provides 11 daily newspapers. A digital display screen has also been installed to disseminate important notices and information. ICT facilities in the library have been strengthened by increasing the number of computers from 8 in the academic session 2023–24 to 10 in 2024–25. A high-speed photocopying facility is available for the use of students and staff. To ensure safety, security, and discipline, the library premises are monitored through 8 CCTV cameras. The audit further noted that essential records, including the accession Register, Visitor Register and Stock Register, book issue/return are properly maintained. The library also has a well-furnished reading room with a seating capacity of approximately 200 students, providing a conducive environment for study.

		The institution also provides access to INFLIBNET/N-LIST resources, allowing students and faculty to access multidisciplinary scholarly journals, e-books, and research literature, thereby strengthening teaching, learning, and research activities. The audit team also observed that information regarding various online learning platforms has been prominently displayed on the college library notice board enabling students to access digital learning conveniently.
4.	Sports	The Sports Department of the college is committed to promoting physical fitness, sportsmanship, and the overall development of students by encouraging active participation in sports and games. The department functions under the guidance of the Principal and the Sports Committee and organizes a variety of sports activities throughout the academic session. The department prepares the annual sports calendar and facilitates the participation of students in inter-college, university, state, and national-level competitions. Students are encouraged to participate in a wide range of indoor and outdoor sport events, fostering teamwork, leadership, discipline, and a spirit of healthy competition. The college provides adequate sports facilities and maintains the available sports equipment to support regular training and practice. The department also ensures that sports infrastructure and equipment are entered in stock register and periodically inspected and maintained for effective periodicity inspected and maintained for effective utilization. The record relating to sports activities, student's participation and achievements is well maintained.
5.	Cultural related activities	The institution places great emphasis on promoting cultural activities to provide students with opportunities to showcase their talents, enhance creativity, build self-confidence, and develop teamwork skills. Various cultural programs, like including the Freshers' Party, Farewell Party, Annual Cultural Fest, and national day celebrations, are organized regularly under the guidance of the Cultural Committee and the faculty of the Music Department. The college actively encourages student participation in a wide range of cultural events such as folk dance, solo performances, singing, music, drama, rangoli, poster making, and other cultural competitions. Students are also motivated to participate in inter-college cultural competitions and youth festivals. These activities play a significant role in developing students' artistic abilities, communication skills, leadership qualities, and team spirit while fostering unity, cultural

		awareness, and respect for diverse traditions.
6.	Career counselling and Placement cell	The Career Counselling and Placement Cell (CCPC) was reviewed with respect to its functioning, documentation, and contribution towards enhancing students' career prospects. The audit observed that the Cell is actively engaged in organizing a variety of career-oriented activities throughout the academic session, with the approval and guidance of the Principal. The Cell regularly conducts career counselling sessions, guest lectures, workshops, and awareness programs on competitive examinations, higher education, entrepreneurship, skill development, and employment opportunities. These initiatives help students make informed career choices and improve their employability. The committee maintains proper records of its activities, student participation, and placement-related initiatives. The documentation reviewed during the audit was found to be systematic and well maintained.
7.	Institutional Management	The institutional management of the college was reviewed to assess the effectiveness of its administrative planning, governance, coordination, and implementation of institutional policies. The audit observed that the college operates through a well-defined organizational structure with clearly assigned roles and responsibilities, ensuring efficient administration and smooth institutional functioning. Administrative decisions are taken through a participative management approach involving the Principal, faculty members, and various statutory and non-statutory committees. Regular meetings are conducted to review institutional activities, monitor progress, and facilitate informed decision-making. The college maintains systematic records of meetings, office correspondence, financial transactions, and other administrative documents. The audit team found that documentation practices are well organized and comply with institutional requirements. The institution promotes a culture of teamwork, decentralization, transparency, and stakeholder participation in its governance processes. Functional grievance redressal and feedback mechanisms are in place, enabling the institution to address concerns effectively and continuously improve its administrative practices.
8.	Canteen	The audit team inspected the college canteen to evaluate its functioning, hygiene standards, food quality, pricing, and overall management. The canteen was found to provide a variety of food items at reasonable prices, catering to the needs of students, faculty, and staff.

		The canteen has adequate seating arrangements and maintains a clean and hygienic environment. Safe drinking water is available through an installed RO water purification system, and appropriate waste disposal facilities are provided through the placement of dustbins. The canteen operates in compliance with food safety norms and possesses a valid FSSAI license /certificate. A Canteen Committee has been constituted by the college to monitor the quality of services, hygiene standards, pricing, and overall functioning of the canteen. The canteen contract is renewed periodically to ensure compliance with institutional standards and service quality.
9.	Women Cell	The Women Cell of the college has been constituted in accordance with institutional guidelines to promote the welfare, safety, and empowerment of female students and staff. The Cell functions under the supervision of designated faculty members and is actively involved in creating a safe, inclusive and gender-sensitive campus environment. The committee regularly organizes awareness programs, workshops, seminars, and counselling sessions on issues related to women's rights, gender sensitization, health and hygiene, personal safety, legal awareness, and mental well-being. These initiatives aim to educate and empower students while fostering a culture of equality and mutual respect. The audit team observed that the Women Cell maintains proper documentation, including records of meetings, activity reports, submission of reports and supporting documents. The committee is actively engaged in addressing issues related to women's welfare and contributes significantly in promoting a secure and supportive environment for female students and staff.
10.	NSS	The National Service Scheme (NSS) of the college comprises two units, each with an enrolment limit of 100 student volunteers. The units function effectively under the guidance of the Program Officers and in accordance with the guidelines of the affiliating university and the Ministry of Youth Affairs and Sports. The NSS units regularly organize a wide range of extension and community service activities, including cleanliness drives, tree plantation campaigns, blood donation camps, voter awareness programs, health awareness campaigns, environmental conservation initiatives, and special NSS camps. These activities promote community engagement and encourage students to contribute meaningfully to society. The audit committee observed that the NSS units maintain

		proper records of activities, attendance and annual reports and stock register. Student participation in various outreach programs is commendable, reflecting the institution's commitment to social responsibility and community development. The activities conducted under the NSS contribute significantly to the development of leadership qualities, teamwork, discipline, social responsibility, and civic consciousness among students.
11.	NCC	The audit team reviewed the functioning of the National Cadet Corps (NCC) unit and found it to be operating effectively in accordance with the guidelines of the NCC Directorate. The unit functions under the guidance of the Associate NCC Officer (ANO) and is committed to fostering discipline, leadership, patriotism, and social responsibility among cadets. The NCC unit regularly organizes parade training, drill sessions, physical fitness activities, social service programs, and national integration activities. Cadets are encouraged to participate in Annual Training Camps (ATCs), Combined Annual Training Camps (CATCs), Republic Day Camp selections, and other state and national-level NCC events, thereby enhancing their leadership and organizational skills. The audit committee observed that the unit maintains proper records, including cadet enrolment registers, attendance records, training schedules, camp participation details, stock registers, BEE and CEE Certificate records, activity reports, and other supporting documents. The documentation was found to be systematic and well maintained. The NCC unit of the college is committed to promote discipline, teamwork, self-confidence, leadership qualities, and a spirit of national service among students.
12.	Rovers and Rangers	The audit team evaluated the functioning and activities of the Rovers and Rangers Unit of the college. The unit was found to be functioning effectively under the guidance of the designated Rover Scout Leader and Ranger Guide Captain, in accordance with the guidelines of The Bharat Scouts and Guides. The unit regularly organizes activities that promote leadership, discipline, teamwork, community service, environmental awareness, and personality development. Students actively participate in camps, social service programs, awareness campaigns, and other scouting and guiding activities, which contribute to their holistic development. The audit committee observed that the unit maintains

		proper records of enrolment, attendance, activity reports, camp participation, certificates, and stock related documents. The Rovers and Rangers Unit makes a significant contribution to developing values of self-discipline, responsibility, leadership, and social commitment among students while encouraging active participation in community welfare initiatives.
13.	Road Safety Club	The audit team reviewed the functioning of the Road Safety Club and found the club to be actively engaged in promoting road safety awareness and responsible traffic Behaviour among students. The club functions in accordance with the guidelines issued by the Department of Higher Education and contributes to developing responsible and law-abiding citizens. The club regularly organizes road safety awareness campaigns, traffic rule sensitization programs, guest lectures, rallies, poster-making competitions, quizzes, and observance of Road Safety Week. These activities encourage students to understand the importance of traffic regulations, safe driving practices, and pedestrian safety. The audit committee observed that records of meetings, activity reports, attendance registers, photographs, and other supporting documents are properly maintained. The cash book and financial records related to the utilization of funds received from the Department of Higher Education are also maintained systematically.
14.	Youth Red Cross/ Red Ribbon	The audit team evaluated the functioning of the Red Ribbon Club and Red Cross Society of the college. The committee was found to be actively engaged in promoting health awareness, HIV/AIDS prevention, blood donation, personal hygiene, and community health initiatives among students. Various awareness campaigns, health check-up camps, seminars, workshops, and blood donation drives are organized regularly to encourage healthy lifestyles and responsible social Behaviour. The audit observed that the club functions effectively under the guidance of the designated faculty coordinators and carries out its activities in accordance with the prescribed guidelines. Proper records, including membership details, attendance registers, activity reports, photographs, financial records, and annual reports, are maintained systematically. The audit team found the overall functioning of the Red Ribbon Club and Red Cross Society to be satisfactory and

		appreciated their significant contribution towards creating health awareness, promoting humanitarian values, and encouraging social responsibility among students.
15.	PTA	During the audit , it was observed that the College PTA was established on 31-10-1998. It serves as a link between parents and teachers, promoting effective communication and supporting the overall development of the institution. Office bearers and members are elected through the PTA General House, ensuring participation of parents, teachers, and staff. The PTA actively contributes to the college's academic and developmental activities. Minutes of meetings are properly maintained, and PTA funds are utilized transparently for approved institutional purposes. It would be appropriate to mention here that nine staff members have been engaged through PTA. They make significant contribution to the college by supporting administrative and teaching activities and maintenance of campus hygiene and cleanliness
16.	OSA	The OSA (Old students association) has been constituted to maintain a strong relationship between the college and its alumni. It serves as a platform to encourage interaction between former and current students while promoting alumni participation in the growth and development of the institution. The OSA is operational from the academic session 2018–19 although, it get The institution places great emphasis on promoting cultural activities to provide students with opportunities to showcase their talents, enhance creativity, build self-confidence, and develop teamwork skills. Various cultural programs, including the Freshers' Party, Farewell Party, Annual Cultural Fest, and national day celebrations, are organized regularly under the guidance of the Cultural Committee and the faculty of the Music Department. The college actively encourages student participation in a wide range of cultural events such as folk dance, solo performances, singing, music, drama, rangoli, poster making, mehndi, and other cultural competitions. Students are also motivated to participate in inter-college cultural competitions and youth festivals. These activities play a significant role in developing students' artistic abilities, communication skills, leadership qualities, and team spirit while fostering unity, cultural awareness, and respect for diverse traditions. registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006, on 27 November 2018. The membership fee, initially fixed at ₹100 and was revised and

		enhanced to ₹500 with effect from 12 December 2023.
17.	UBA	The Unnat Bharat Abhiyan (UBA) Cell actively worked towards rural development and community engagement through village surveys in the adopted villages to identify local needs and challenges. Expert lectures by health professionals were organized to promote health awareness and well-being among students and villagers. A Women Empowerment Mela was conducted to provide a platform for rural women to exhibit and market their products, encouraging entrepreneurship and self-reliance. The Cell also prepared and submitted the 'Empower Her Rural' project proposal to promote women's health, digital literacy, skill development, and economic empowerment.
18.	Institutional Innovative Council	The Institution's Innovation Council (IIC) continued to foster a culture of innovation and entrepreneurship by organizing expert lectures, awareness programs, and internship opportunities for students. An MoU has been signed with Organic with Luv (Ms. Rukshar) to facilitate experiential learning and industry exposure through internships. Faculty members also participated in the Innovation and Entrepreneurship Training Program at Chandigarh, enhancing institutional capacity to promote innovation, start-up culture, and entrepreneurial thinking among students.
19.	Scholarship	The audit team significantly mention that institution effectively disseminated informations regarding various scholarship schemes offered the center and state government , University, and other scholarship schemes through the notices, class announcement and its social media pages. Eligible students assisted in completing Scholarship applications, verification of documents by the scholarship committee portals .All the records of beneficiaries are maintained as per prescribed guidelines. Regular awareness program on scholarship schemes and eligibility criteria were organized to ensure that eligible students received the maximum benefits.
20.	Science, Commerce & Arts Societies	The Science, Commerce, and Arts Societies functioned effectively to promote academic excellence and subject-specific learning. Various co-curricular activities, including seminars, quizzes, debates, expert lectures, and workshops, were organized to enhance students' knowledge and participation. Proper records of all activities are maintained in the departmental registers

21.	Drug De-addiction Club	The Drug De - addiction Club actively organized awareness programmes lectures, rallies, and campaigns during the session to educate students about the harmful effects of substance abuse. Proper records of all activities were maintained. The club also participated in anti-drug awareness campaigns within and outside the college, demonstrating its commitment to promoting a drug-free campus.
22.	IT LAB & ICT Related Facilities	The institution has adequate IT laboratory and ICT facilities to support teaching, learning, and administrative activities. The IT lab is well maintained, with functional computers, internet connectivity, and essential software. Facilities such as language software, GRP-9 aptitude test software, and other ICT resources are available and regularly utilized. Proper records of IT infrastructure are maintained, ensuring effective support for academic and administrative requirements.
23.	Various other clubs and societies	It was observed during the audit that the college has constituted various clubs and societies and has appointed faculty members as club in-charges to coordinate co-curricular and extracurricular activities. These clubs provide students with opportunities to participate in a wide range of academic, cultural, literary, sports, and social initiatives. The clubs are designed to promote students' creativity, communication skills, leadership qualities, physical fitness, cultural awareness, social responsibility, and overall personality development. The college has established a diverse range of clubs to cater to the varied interests and holistic development of students, ensuring their active engagement beyond the classroom.
24.	Internal Examination and Evaluation	The institution follows a structured and transparent system of internal examination and evaluation in accordance with the guidelines prescribed by the University. Internal assessments are conducted through class tests, assignments, presentations, seminars, attendance, and mid-term examinations. Proper records of attendance and internal assessment are maintained, and attendance lists are displayed regularly. Students are informed about the evaluation criteria to ensure transparency and fairness in the assessment process.
25.	Physical Verification of Stock	The college conducted physical verification of stock across various departments at the end of financial year under the guidance of worthy principal. The verification assessed the availability, condition, and accuracy of assets by comparing the physical stock with the stock registers. The records confirmed that most of the items were available as per the stock registers, with only minor discrepancies observed, which were noted for necessary corrective action. Overall,

		the physical verification process indicated satisfactory maintenance and management of the college's assets and inventory.
26.	House Examination Record	The college conducts house examinations in accordance with university guidelines. The examination schedule is prepared and displayed well in advance to ensure smooth conduct and eliminate absenteeism. All examination-related records, including attendance sheets, staff duty rosters, seating plans, and issue of answer books, are properly maintained. Overall, the house examination system is well organized, transparent, and efficiently managed.

Recommendations :

Based on the audit findings, the following recommendations are proposed to strengthen institutional effectiveness and promote continuous quality improvement:

1. Strengthen the teaching–learning process by promoting the effective use of ICT-enabled teaching methods.
2. Encourage faculty members to actively participate in Faculty Development Programs (FDPs), seminars, workshops, and training programs to enhance their professional competence and academic excellence.
3. Increase the number of skill development, value-added, and certificate courses aligned with industry requirements and societal needs to improve student's employability.
4. Ensure the timely submission of institutional data and documents and maintain records systematically to facilitate quality assurance, and accreditation.
5. Upgrade classrooms with ICT-enabled teaching facilities, including reliable internet connectivity, to enhance the overall teaching and learning experience.
6. Strengthen campus safety by ensuring the availability and maintenance of fire safety equipment, emergency exits, proper campus lighting, and CCTV surveillance.
7. Promote green campus initiatives by adopting eco-friendly practices, effective waste management systems, and energy conservation measures.
8. Establish a preventive maintenance schedule for all physical infrastructure to ensure its long-term sustainability and optimum utilization.
9. Actively engage CSCA members in college administration and campus cleanliness initiatives to foster student participation and institutional responsibility.
10. Encourage the Sports Department to increase student participation by organizing regular sports competitions, fitness activities, coaching camps, and training programs.

11. The Career Counselling and Placement Cell (CCPC) should collect regular student feedback after every career guidance program to assess its effectiveness and organize initiatives promoting entrepreneurship, innovation, and self-employment opportunities.
12. Institutional management should continue to strengthen governance by promoting efficient administration, transparency, accountability, and a culture of continuous quality improvement.
13. The college canteen should maintain high standards of hygiene and food quality and provide a wider range of healthy and nutritious food options. Regular inspections should be conducted to ensure compliance with food safety and cleanliness standards.
14. The Women Cell should organize regular awareness programs, workshops, and counselling sessions to promote women's safety, well-being, gender sensitization, and empowerment.
15. Efforts should be made to increase NSS enrolment through awareness campaigns, orientation programs, and motivational activities to encourage greater student participation in community service.
16. Greater parental participation in PTA meetings and institutional activities should be encouraged to strengthen collaboration between parents and the institution.
17. The OSA Register should be maintained in a systematic and up-to-date manner to ensure proper documentation, easy retrieval of records, and effective alumni engagement.
18. Obsolete, damaged, and unserviceable items should be identified and written off promptly in accordance with the prescribed rules and procedures to ensure proper asset management.
19. Each club and society should prepare an annual activity calendar at the beginning of the academic session and submit an annual report to the IQAC to facilitate monitoring, documentation, and quality enhancement initiatives.



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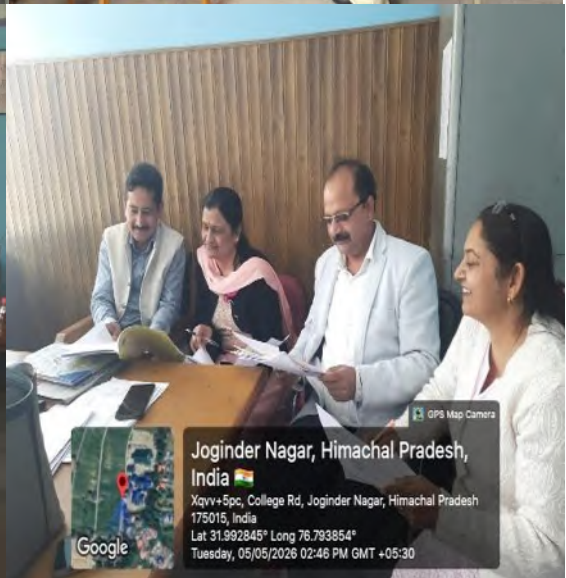
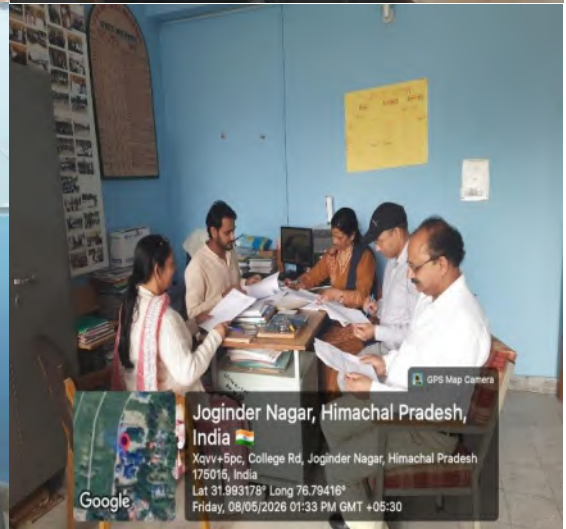
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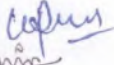


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Verified by

COMMITTEE MEMBERS:

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2. Prof. Manju Bala 
3. Prof. Vishal Kumar 
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