

ACADEMIC & ADMINISTRATIVE REPORT

— • SESSION 2023-25 • —

Prepared by

IQAC

(INTERNAL QUALITY ASSURANCE CELL)



Submitted to

PRINCIPAL
RAJIV GANDHI MEMORIAL GOVT. COLLEGE
JOGINDER NAGAR

QUALITY • INTEGRITY • EXCELLENCE

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

SI No	Particulars	Page Nos
1.	Introduction	2
2.	Office Order for Academic and Administrative Audit	3-9
3.	Schedule of AAA team Visit	3-8
4.	Academic Audit Report	10-11
5.	Administrative Audit Report	12-13
6.	Action Taken Report /Follow up action	14-17

1. Introduction

The Internal Quality Assurance Cell (IQAC) of Rajiv Gandhi Memorial (RGM) Government College, Jogindernagar, constituted an internal Academic and Administrative Audit (AAA) team and designed structured proformas for evaluating the academic departments and administrative sections of the institution.

The academic audit proforma was framed incorporating the key parameters of **NAAC accreditation**, including:

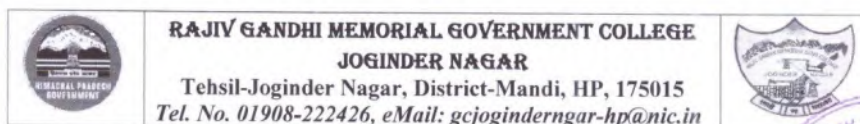
- Curricular Aspects
- Teaching-Learning & Evaluation
- Student Support, Learning Outcomes, Progression and Achievements
- Research, Innovation and Extension Activities

A total of 17 performance indicators were distributed under these core parameters.

For the administrative audit (27), the proforma evaluates key governance indicators such as affiliation & statutory approvals, implementation of the Institutional Development Plan (IDP), automation of the college library and administrative office, staff cadre strength, and the functional status of statutory committees and cells (e.g., Anti-Ragging, ICC, Student Grievance Cell).

The audit team is mandated to conduct an annual evaluation at the end of each academic session. The internal audit team, along with designated subject matter experts, conducted a comprehensive audit of all academic disciplines and administrative units (including the Accounts, Library, Examination Section, and Sports). The team validated self-evaluated scoring proformas and inspected supporting documentation to identify strengths and key actionable areas.

This systematic audit process continues to strengthen the overall operational standards and academic environment of the college.



No. EDN-RGMGC-JNR(01)-01/2022-^{IQAC}Accounts-3371
Dated: Joginder Nagar, the 31st March, 2026



OFFICE ORDER

The IQAC of the college has decided to conduct an Academic Audit for the sessions 2022–23, 2023–24, and 2024–25 (covering three years). All departmental faculty members are hereby directed to maintain and update all academic records of their respective departments by 20th April 2026.

The audit will be based on the following criteria:

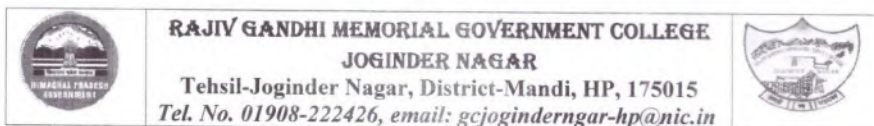
- Curricular aspects
- Teaching, learning and evaluation out comes & progression
- Student satisfaction survey/feedback
- Research, innovation, and extension activities

The department-wise schedule of the audit and the list of assessors will be notified separately.

Copy to:

1. All Faculty Members
2. Convener, IQAC
3. Guard File


Principal
RGM Govt. College
Joginder Nagar, Dist. Joginder Nagar



Dated: Joginder Nagar-175015, the 07th April, 2026

Office order

In reference to office order No. EDN-RGMGC-JNR (01)-01/2022-IQAC-3371 dated 31st March, 2026, the following assessors are appointed to conduct the internal Academic Audit of the respective departments on the dates mentioned against their names: -

Sr.No	Name of Assessor 1	Name of Assessor 2	Department	Date of Assessment	Sign
1	Ms. Manju Bala	Ms. Bimla Sharma	Chemistry Physics	21/04/26 21/04/26	
2.	Dr. Deepti Sharma	Dr. Naveen Rathore	Math Zoology	22/04/26 22/04/26	
3.	Dr. Shravan Singh	Dr. Atul	Botany CS	23/04/26 23/04/26	
4.	Dr. Pawan Kumar	Dr. kuldeep	Geography Physical Education	24/04/26 24/04/26	
5.	Dr. Atul	Dr. Kuldeep	Sociology Education	25/04/26 25/04/26	
6.	Ms. Vidhu Bhardwaj	Ms. Anita Devi	Commerce JMC Public Admn.	27/04/26 27/04/26 27/04/26	
7.	Dr. N.N. Sood	Dr. Kuldeep Singh	BBA BCA PGDCA	28/04/26 28/04/26 28/04/26	
8.	Dr. Atul	Dr. Kuldeep Singh	Hindi History Sanskrit	29/04/26 29/04/26 29/04/26	
9.	Dr. Samriti Thakur	Dr. Atul Kumar (CS)	Political Science Music(I/V)	30/04/26 30/04/26	
10.	Dr. Upma Dhiman	Dr. Atul	English Economics	02/05/26 02/05/26	

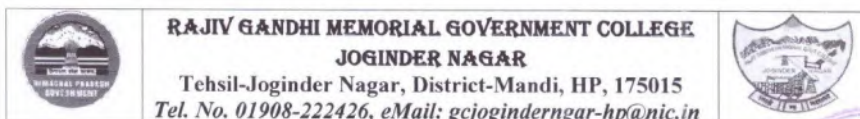
Principal
Govt. College Joginder Nagar
T. Mandi (H.P.)
Pin Code 210

Note:

1. All the department heads/Professors are requested to prepare an academic report for their departments.
2. Assessors have to submit their report along with geo tagged photographs of proceedings duly attested by the Principal to the IQAC for record.
3. In the event that an Assessor or HOD is unavailable on the assigned dates due to leave or other circumstances, they must notify the undersigned in advance so that a substitute may be appointed.

Principal
RGM Govt. College
Joginder Nagar, Distt. Mamberi
RGMGC Jogindernagar

1. Guard file
2. All staff members for compliance
3. IQAC for Record



No. EDN-RGMGC-JNR(01)-01/2022-IQAC- 3370

Dated: Joginder Nagar, the 31st March 2026

OFFICE ORDER

The IQAC of the college has proposed to conduct the internal administrative Audit for the sessions 2022-23, 2023-24, and 2024-25. In this regard all the heads of the Departments are directed to ensure the maintenance of the Equipments, stock Register & Visitor register in case of library .In charges of club & Societies i.e. NCC, NSS, R&R, ITLab, Language Lab, CC & PC, Women Cell, Grievance Cell, Road Safety, Eco Club, Red Ribbon Club, IIC,& UBA, (all others society & Clubs not mentioned above) also keep their stocks register/ Records updated. Furthermore the records of PTA & OSA will be Audited . The related Documents Should be completed by 15 April 2026.

Copy to:

1. All Faculty Members
2. Convener, IQAC
3. Guard File


Principal
RGM GC
Joginder Nagar, Distt. Mandi (P.P.)
RGM GC Joginder Nagar

	RAJIV GANDHI MEMORIAL GOVERNMENT COLLEGE JOGINDER NAGAR Tehsil-Joginder Nagar, District-Mandi, HP, 175015 Tel. No. 01908-222426, eMail: gcjoginderngar-hp@nic.in	
No. EDN-GC-JNR-(B)(06)-04/2022-IQAC- 3563 Dated: Joginder Nagar-175015, the		

OFFICE ORDER

Vide office order No.-EDN-RGMGC-JNR(01)-01/2022-IAQC-3370 dated 31.03.2026, it has been decided and intimated to all staff members and in- charges that IQAC is going to conduct the internal administrative audit. To accomplish the said work, a committee of following member is hereby constituted and entrusted the responsibility to conduct the internal administrative audit between 05-05-2026 to 15th May 2026 and submit the report to the undersigned and IQAC before 18th May, 20026.

Committee:

1. Dr. Upma Dhiman
2. Ms. Manju Bala
3. Ms. Vidhu Bhardwaj
4. Mr.N.N.Sood

The committee will assess the areas mentioned in column no. 1 and concerned in charges will facilitate the committee:

Sr. No.	Area to be assessed	Responsibility
1.	Institutional Motto, vision, mission & objective	IQAC
	Institutional Developmental Plan	
	Annual Action Plans & Action Taken Reports	
	Minutes of the Meetings	
	Feedback	
	Academic Calendar	
	College Annual reports and magazine	
	College Organogram	
	Best Practices	
	Institutional Distinctiveness	
	AQAR & SAR	
2.	Infrastructure and resources (Classrooms, LABs etc.)	Time Table Committee
3.	CSCA related activities	CSCA Committee
4.	Library	Assistant Librarian
5.	Sports	Department of Physical

6.	Cultural related activities	Education Music department & Culture Committee
7.	Career counselling and Placement cell	CC&PC Committee
8.	Institutional Management	IQAC
9.	Canteen	Canteen Committee
10.	Women Cell	Women Cell
11.	NSS	In charge NSS
12.	NCC	In charge NCC
13.	Rovers and Rangers	In charges R&R
14.	Road Safety Club	RSC in-charge
15.	Youth Red Cross/ Red Ribbon	Youth Red Cross/ Red Ribbon Club
16.	PTA	PTA Secretary
17.	OSA	OSA Secretary
18.	UBA	Convenor
19.	Institutional Innovative Council	Convenor
20.	Scholarship	Convenor
21.	Science, Commerce & Arts Society	Convenors
22.	Drug de-addiction Club	Convenor
23.	Various other clubs and societies	Convenors
24.	IT LAB & ICT Related Facilities	IT In charge/departments
25.	Internal Examination and Evaluation	COE of House Exam
26.	Physical Verification of Stock	All concerned departments and In charges
27.	House Examination Record	House Examination Committee

All the concerned committees/ in- charges are directed to ensure that their records are properly maintained. The assessors are requested to write Strengths, weakness and suggestions/ improvements serial no wise for each component.

Copy to:

1. IQAC
2. Audit committee
3. Guard File
4. Information to all Staff


Principal
RGM Govt. College
Joginder Nagar, Distt. Mandi (H.P.)

	Rajiv Gandhi Memorial Government College Jogindernagar Tehsil-Joginder Nagar, District-Mandi, HP, 175015 Tel. No. 01908-222426, email: gcjogindernagar-hp@nic.in	
---	--	---

**RAJIV GANDHI MEMORIAL GOVERNMENT COLLEGE
JOGINDER NAGAR**

ADDENDUM NOTICE

In continuation of this office order No. EDN-RGMGC-JNR(01)-01/2022-IQAC-3370 dated **31st March 2026**, regarding the conduct of Internal Administrative Audit for the sessions 2022–23, 2023–24 and 2024–25, it is hereby notified that the **Academic and Administrative Audit (AAA) for the two academic sessions 2023–24 and 2024–25** shall be conducted by the IQAC of the College.


Convener
IQAC


Principal
Rajiv Gandhi Memorial Government College
Jogindernagar, Dist: Mandi (H.P.)

Academic Audit Report

An internal academic audit of Rajiv Gandhi Memorial Government College, Jogindernagar, was conducted to evaluate the academic performance, quality assurance mechanisms, teaching-learning processes, student support services, research activities, and institutional governance during the academic sessions 2023–24 and 2024–25. The audit aimed to assess the effectiveness of academic practices and identify areas for continuous improvement in accordance with the standards of higher education quality assurance.

The audit reviewed departmental records, curricular implementation, teaching-learning methodologies, student progression, research activities, extension programmes, faculty development initiatives. The college effectively implements the curriculum prescribed by the Sardar Patel University across all departments. Academic calendars, departmental timetables, and workload distribution are prepared and executed systematically. Programme Outcomes (POs), Course Outcomes (COs), and learning objectives are communicated to students and integrated into teaching practices. Departments maintain curriculum-related records and regularly orient students regarding programme structure, evaluation systems, and learning outcomes.

The college follows a student-centric teaching approach that combines traditional classroom instruction with modern pedagogical practices. Continuous Internal Assessment (CIA), assignments, seminars, projects, presentations, practical examinations, and class tests are used to evaluate student learning. Internal assessment records and evaluation processes were found to be transparent and systematic.

The institution provides academic and career support to students through mentoring, remedial teaching, counselling, career guidance programmes, and financial literacy initiatives. Departments maintain records of student progression, scholarships, placements, and higher education admissions. Several students have successfully secured employment opportunities and scholarships during the audit period (2023-2025).

Faculty members actively participate in Faculty Development Programmes (FDPs), Orientation Courses, Refresher Courses, Workshops, Conferences, and Short-Term Courses. Research publications and academic contributions by faculty members contribute positively to the academic environment of the institution.

The college actively promotes community engagement and social responsibility through awareness programmes, extension activities, outreach initiatives, and student participation in socially relevant programmes.

The college provides adequate academic infrastructure including classrooms, laboratories, library facilities, ICT resources, and internet-enabled learning support. Departments effectively utilize available resources for academic and practical instruction.

Major Strengths Identified During the Audit

1. Effective implementation of university curriculum.
2. Dedicated and qualified faculty members.
3. Adoption of student-centric and ICT-enabled teaching methodologies.
4. Strong commitment to student support and mentoring.
5. Active faculty participation in professional development programmes.
6. Regular organization of awareness programmes, webinars, and outreach activities.
7. Positive student progression through placements and scholarship achievements.
8. Well-maintained academic and administrative records

Areas for Improvement

The Academic Audit Committee recommends the following measures:

1. Strengthen research culture through increased publications, projects, and collaborations.
2. Introduce certificate, diploma, and value-added courses to enhance employability.
3. Improve industry-academia interaction and placement activities.
4. Encourage greater student participation in research, innovation, and competitive examinations.
5. Strengthen mentor–mentee programmes and remedial teaching mechanisms.
6. Enhance digital learning resources and smart classroom facilities.

7. Promote interdisciplinary academic activities and collaborations.
8. Develop a systematic mechanism for tracking alumni progression and feedback.

ADMINISTRATIVE AUDIT REPORT

The Internal Administrative Audit of Rajiv Gandhi Memorial Government College, Jogindernagar, conducted for the academic sessions **2023–24 and 2024–25**, presents a highly commendable picture of institutional governance, administrative transparency, and overall operational efficiency. The audit committee's thorough evaluation across key administrative and non-academic domains highlights a well-structured ecosystem dedicated to quality higher education and holistic student development.

Main Institutional Strengths Identified

- **Structured Governance & Planning:** The administration demonstrates high transparency and systematic execution through well-documented Institutional Development Plans (2020–2025), active IQAC oversight, regularly maintained meeting minutes, and structured feedback mechanisms across all stakeholders.
- **Modernized Infrastructure & Resources:** The college has made strong progress in integrating modern technology into its administrative and learning spaces—boasting 4 ICT-enabled smart classrooms, an automated library (SOUL 3.0 & N-LIST facilities), and specialized software (Language, Tally, GRP-9) in its ICT laboratory.
- **Vibrant Student Engagement & Extension:** Institutional bodies—including the CSCA, NSS, NCC, Rovers & Rangers, Road Safety Club, and Red Cross—operate with remarkable organization, active record-keeping, and high participation rates.
- **Distinction in Innovation & Rural Outreach:** The establishment of the Ministry of Education's **Institution Innovation Council (IIC)** and the **Unnat Bharat Abhiyan (UBA)** cell underscores the institution's commitment to fostering an entrepreneurial mindset and contributing directly to local community development.
- **Hygiene, Safety & Support Systems:** The audit verified robust administrative oversight in student welfare, ranging from subsidised canteen facilities and active Women Cell support to transparent PTA operations and systematic scholarship dissemination.

Key Areas for Strategic Enhancement

To build upon its solid administrative foundation and drive continuous quality enhancement, the institution is encouraged to prioritize the following actionable steps:

1. **Accreditation Readiness:** Streamline and complete the submission of pending AQARs and maintain structured documentation across all clubs to ensure smooth quality assurance and accreditation cycles.
2. **Infrastructure & Campus Safety:** Further expand ICT-enabled facilities, enhance campus-wide Wi-Fi/internet connectivity, upgrade emergency and fire safety measures, and implement routine preventive maintenance for college assets.
3. **Skill Development & Placement Focus:** Expand industry-aligned value-added and certificate courses while formalizing post-event feedback mechanisms in the Career Counselling and Placement Cell (CCPC) to drive better graduate outcomes.
4. **Asset Management:** Initiate formal procedures to write off obsolete or damaged inventory identified during annual stock verifications
5. **Extension and outreach:** Each club and society, (NCC, NSS, UBA etc.) should prepare and submit annual activity plan to the IQAC at the beginning of the session, after completion of the session annual report should also be submitted to IQAC.

Action taken Report

(Academic Audit)

Recommendation

Action Taken by IQAC

1. Strengthen research culture through increased publications, projects, and collaborations.

IQAC encouraged faculty members to undertake quality research by organizing research methodology workshops, motivating faculty to publish in peer-reviewed and UGC-CARE-listed journals, and facilitating applications for research projects and collaborative research with universities and research institutions.

2. Introduce certificate, diploma, and value-added courses to enhance employability.

IQAC coordinated with various departments to identify skill-oriented certificate and value-added courses aligned with the National Education Policy (NEP) 2020. Departments were encouraged to design and offer short-term courses focusing on employability, entrepreneurship, communication skills, digital literacy, and emerging technologies.

3. Improve industry–academia interaction and placement activities.

IQAC facilitated stronger linkages with industries, government agencies, and professional organizations through MoUs, expert lectures, industrial visits, internships, and career guidance programmes. The Career Guidance and Placement Cell was encouraged to organize placement drives and employability enhancement activities.

4. Encourage greater student participation in research, innovation, and competitive examinations.

IQAC promoted student involvement in research projects, seminars, workshops, poster presentations, innovation activities, and participation in national-level competitions. Coaching and orientation programmes for competitive examinations were strengthened through dedicated mentoring and guidance sessions.

Recommendation**Action Taken by IQAC**

5. Strengthen mentor–mentee programmes and remedial teaching mechanisms.

IQAC reviewed and reinforced the mentor–mentee system by ensuring regular interaction between mentors and students. Departments maintained mentoring records, monitored academic progress, and organized remedial classes, bridge courses, and academic counselling for slow learners while providing enrichment programmes for advanced learners.

6. Enhance digital learning resources and smart classroom facilities.

IQAC recommended the expansion of ICT-enabled teaching-learning infrastructure by upgrading smart classrooms, improving internet connectivity, increasing access to e-learning resources, virtual classrooms, and digital content in teaching.

7. Promote interdisciplinary academic activities and collaborations.

IQAC encouraged departments to organize interdisciplinary seminars, workshops, faculty exchange programmes, collaborative research activities, and joint academic events to promote holistic learning and knowledge sharing across disciplines.

8. Develop a systematic mechanism for tracking alumni progression and feedback.

IQAC strengthened the Alumni Association by developing a structured alumni database, collecting regular alumni feedback through online platforms, organizing alumni interactions, and utilizing alumni inputs for curriculum enrichment, career guidance, and institutional development.

(Administrative Audit)

Recommendation

Action Taken by IQAC

1. Accreditation Readiness:

Streamline and complete the submission of pending AQARs and maintain structured documentation across all clubs to ensure smooth quality assurance and accreditation cycles.

IQAC prepared a time-bound action plan for the completion and submission of pending AQARs. Standardized formats and documentation templates were circulated to all departments, cells, clubs, and committees to ensure systematic record keeping. Periodic review meetings were conducted to monitor compliance, strengthen documentation practices, and improve institutional preparedness for accreditation and quality assurance processes.

2. Infrastructure & Campus Safety:

Further expand ICT-enabled facilities, enhance campus-wide Wi-Fi/internet connectivity, upgrade emergency and fire safety measures, and implement routine preventive maintenance for college assets.

IQAC recommended the phased enhancement of ICT-enabled classrooms, improvement of campus-wide internet connectivity, and regular maintenance of digital infrastructure. The institution undertook periodic inspection and servicing of electrical installations, laboratory equipment, and campus facilities. Fire safety equipment was inspected and updated where required, and preventive maintenance schedules were implemented to ensure a safe and conducive learning environment.

3. Skill Development & Placement

Focus: Expand industry-aligned value-added and certificate courses while formalizing post-event feedback

IQAC encouraged departments to introduce additional skill-oriented, value-added, and certificate courses aligned with industry requirements and NEP 2020. The Career

mechanisms in the Career Counselling and Placement Cell (CCPC) to drive better graduate outcomes.

Counselling and Placement Cell strengthened collaborations with industry experts, employers, and training agencies. A structured feedback mechanism was introduced for placement drives, career counselling sessions, and skill development programmes to assess effectiveness and facilitate continuous improvement.

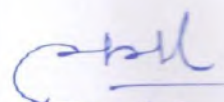
4. Asset Management: Initiate formal procedures to write off obsolete or damaged inventory identified during annual stock verifications.

IQAC recommended the constitution of a committee to review obsolete and unserviceable assets identified during annual stock verification. Departments were instructed to maintain updated stock registers and submit proposals for disposal in accordance with Government financial rules (2009). A systematic asset management process was initiated to ensure transparency, accountability, and efficient resource utilization.

5. Extension and Outreach: Each club and society (NCC, NSS, UBA, etc.) should prepare and submit an annual activity plan to the IQAC at the beginning of the session, and after completion of the session an annual report should also be submitted to IQAC.

IQAC issued guidelines requiring all clubs, societies, and extension units to submit annual action plans at the beginning of the academic session and comprehensive annual reports at the end of the session. Standard reporting formats were developed to ensure uniform documentation of activities, outcomes, student participation, and community impact. Regular monitoring by IQAC has improved planning, coordination, and documentation of extension and outreach initiatives.

Ansh Sharma	AP Chemistry	Ans
Ravish Kumar	AP Education	Ry
Dheeraj	AP Comp Sci	DL
Atul Kumar	AP Comp Sci	A
Kaunudi Sharma	AP Socis	Ki
Rupesh Sharma	A.P. English	Rup
Shrawan Singh	AP B.S.C.	Sh
Vishal Kumar	AP English	V
Kuldeep Singh	AP Commerce	Kul
N. N. Singh	AP Commerce	N
Dr. Arun	AP Chemistry	Ar
Mr. Hagesh Kumar	PTA President	H


 IQAC
 Co-ordinator


 Principal
 RGM Govt. College
 Joginder Nagar, Distt. Mandi (H.P.)