

Jawahar Lal Nehru Govt. College Haripur (Manali)

District Kullu (H.P.) 175136.



Email: gcharipur@yahoo.com

Website: <https://www.jlncgcharipurmanali.ac.in>

Phone No.: 01902257518

Internal Quality Assurance Cell

No. EDN-GCH

Dated: 23/12/2023.....

Academic and administrative audit (Session 2024-25)

1. Name of the Institute: J.L.N Govt. College Haripur
2. Year of establishment: 2006
3. Courses offered:

Undergraduate	Post Graduate
4	3

4. Courses introduced during last year:

Undergraduate	Post Graduate	Add-on/Value Added
NIL	NIL	NIL

5. Examination System: Annual/Semester/Choice Based Credit System/Credit and Grading system/ any other system, specify:
6. Number of teaching posts sanctioned, filled and vacant.

Sanctioned	Filled	vacant
27	26	01

7. Highest Qualification of the teaching staff:

	Male	Female
Ph.D.	9	4
M.Phil	10	5
PG	2	-

8. Percentage of classes taken in each by faculty

Course	% Class Taken
Undergraduate	100%
Post Graduate	100%
Add-on/Value Added	N.A.

9. Programme-wise Student-Teacher Ratio:

S.No.	Name of the Programme/Course	Teacher-Student Ratio (Formula- Students:teachers)
1	B.A.	592:16
2	B.Sc.	50 : 6
3	B.Com.	104 : 4
4	B. Voc.	60 : 3
5	M.A. English	10 : 4
6	M.A. Political Science	37 : 2
7	M.Com	37 : 4

10. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant:

Sr. No.	Posts	Sanctioned	Filled	vacant
1	Laboratory Assistant	—	—	—
2	Laboratory Attendant	5	3	2
3	Ministerial Staff	12	7	5
4.	Others	—	—	—

11. Information about research grants, projects completed and ongoing during year:

Sr. No.	Name of the Principle Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Status of Project (Submitted/ Ongoing)	Remarks if any (Publication/ Award/ Patent)
		N. A.				

12. Research facilities available in the institution (Yes/No):

No

13. No. of Paper published in UGC listed journals during year:

5

14. Faculty members participated in Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.(participant, presented paper, chaired the session)

No of Participation in (Refresher courses, Orientation courses, Seminars, Workshops, Conferences)	Levels (National/ International/ State/University/College)
18	National

15. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details)

Name of Faculty	Nature of Participation (Activity)	Levels (National/ International/ State/University/College)
	N. A.	

16. Percentage of participation of full-time teachers in various bodies of the Universities/ Other Colleges, (eg. BoS and Academic Council during the last year) : 44.

17. Awards/Prizes and recognitions received by teachers at University, State, National and International level:

Sr. No.	Name of the teacher	Nature of Award	Level of Award	Remarks
		N.A -		

18. Awards/Prizes and recognitions received by students at University, State, National and International level:

Sr. No.	Name of the student	Nature of Award	Level of Award	Remarks
		N.A -		

19. Student Enrollment

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20. Results of students:

Stream	Total Student Appear	Pass	Compartment	Total	Fail	RLJA
BA I Year	152	45	48	93	49	10
BA II Year	133	66	57	123	10	-
BA III Year	160	148	12	160	-	-
BSc (M) I Year	12	5	2	7	4	1
BSc (M) II Year	6	4	2	6	-	-
BSc (M) III Year	7	5	1	6	1	-
BSc (NM) I Year	3	2		2	1	-
BSc (NM) II Year	8	2	5	7	1	-
BSc (NM) III Year	9	8	1	9	-	-
B.Com I Year	23	8	8	16	7	-
B.Com II Year	28	6	16	22	6	-
B.Com III Year	30	30		30	-	-
MA English II Sem.	3	3	-	3	-	-
MA English IV Sem.	6	5	1	6	-	-
MA Pol.Sc. II Sem.	22	11	11	22	-	-
MA Pol.Sc. IV Sem.	18	14	3	17	-	1
M.Com II Sem.	15	14	-	14	-	1
M.Com III Sem.	20	17	3	20	-	-
B.Voc I Sem.	26	2	18	20	-	6
B.Voc III Sem.	9	4	5	9	-	-
B.Voc V Sem.	19	11	4	15	-	4
Total	695	396	196	592	79	24

21. Number of students cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations:

Year	UPSC/other State PSCs	NET/SET	GATE	Other Exams	Total
		N.A.			

22. Number of teachers using ICT methods to support lectures: 25
23. Is curriculum suitable to make students globally competitive in the subject?: YES
24. Does the institute offer program with sufficient no. of electives options?: YES
25. Are teachers preparing & following academic teaching plan?: YES
26. Does the institute prepare/maintain academic calendar?: YES
27. Is Faculty-wise Academic Plan maintained at department level? YES
28. Is Departmental Meeting verified, Minutes recorded and maintained? YES
29. Are Classes being held regularly; as per designated time-slot; and full period is utilized as per the timetable?: YES
30. Department ensure that long gaps are not given in Students Timetable: YES
31. Does the institute conduct Field Visit/Excursion trips?: YES
32. Does the department have developed any mechanism of Student Mentoring?: YES
33. Departmental Activities Report is maintained?: YES
34. Proper process of Evaluation of Students' performance?: YES
35. Does any record of Non-performing Students is maintained? YES
36. Whether Attendance is recorded/done? YES
37. Are Record of circulation of books/material/syllabus, Guidelines etc. preserved?: YES
38. Stock register/Issue Register and other record maintained in Departments?: YES
39. Student's achievements maintained at departments?: YES
40. Participation in Institutional Social responsibilities. YES

41. Does the institute have any Industrial/Research institution Collaboration/Linkage?: YES

42. Visibility Check

Visibility Check	Yes/No/Not Applicable
Wall Magazine	YES
Display Board	YES
College Website	YES
e-Resources	YES

43. Administrative Audit:

Particular	Key Aspects	Observations with documentary evidence (Yes/No)
General Administration	• Does the institute specify and fix the responsibility of the Admin Staff?	Yes
	• Does the staff go for training from time to time?	Yes
	• Does the institute delegates duties to alternate in case of absence of the technical staff?	Yes
	• Record of all equipment/activities/decisions maintained?	Yes
	• Are maintenance procedures documented?	Yes
	• Knowledge of ICT/Computers-of non-teaching staff	Yes

Stock Register	• Stock register maintained in proper format	Yes
	• Annual Physical verification of stock with signatures of stock-keepers	Yes
	• Record of consumables and non-consumables	Yes

Admissions Procedures	• Offline/online	Online
	• Publicity (Measures of wider publicity)	Yes
	• Procedures	Yes
	• Process	
	• Migration/cancellation	
	• Grievances	Yes
	• Fee collections & disbursement	Yes
	Allocation of • Section • Optional papers • Co-curricular activities (NCC/NSS/Sports) • Club activities • Identity card	Yes

Examinations: (House Exam Internal Assessment Final Exam)	• Submission of Examination Form & Fee	Yes
	• Distribution of Exam Admission Cards	Yes
	• Verification of Internal Assessment	Yes
	• Grievances (If Any)	Yes

Attendance Record of staff	• Process of attendance (Online/offline)	Yes
	• Person responsible for attendance uploading	DDO
	• Process of rectification of any problem	Yes

Leave Records (Teaching And Non-Teaching Staff)	• Leave Records (Teaching And Non-Teaching Staff) maintained	Yes
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Service Books (Teaching and Non- Teaching Staff)	• Yearly/ Half yearly verification of services	Yes
	• Verification of newly appointed employees	Yes

Accounts and Finance:	• Cashbook	Yes
	• Ledger	Yes
	• Salary Registers	Yes
	• Salary Bills	Yes
	• Vouchers	Yes
	• Receipt Books	Yes
	• Fee Registers, etc.	Yes
	• Maintenance of Medical bills (claim and reimbursements)	

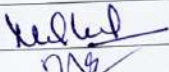
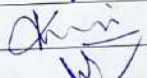
Mode of Payments	• NEFT/ RTGS✓ • Cheque Payment✓ • Cash Payment✓	Yes
	• Record of each mode is separately maintained	Yes
	• Tax deducted at source	Yes

Right/Legal/ Grievances cells	Right/Legal/Grievances cells exist	Yes
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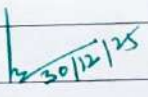
Assessment / Audit Reports	• Office	Yes per Govt. norms
	• Accounts	Yes
	• Library	Yes
	• Laboratories	Yes

The academic and administrative audit team visited the college including departments, office and other facilitating centers and analyzed the overall academic and administrative arena based on the points stated above.

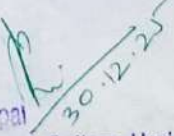
Internal Members

Name	Designation	Signature	Date
Prof. Naresh Kimal	Assistant Prof.		30/12/2025
Prof. Bhupendra Sharma	Assistant Prof.		d.
Prof. Kashmir Singh	Assistant Prof.		d.
Sh. Hemant Duggal	Supdt. Grade-I		do

External Members

Name	Designation	Signature	Date
Dr. Rakesh Rana	Principal GDC Kullu.		30.12.2025


Coordinator
IQAC
JLN GC Haripur (Manali)


Principal
JLN Govt. College Haripur (Manali)
Distt. Kullu (H.P.)-175136