



Govt college Kullu-175101

UGC -NAAC accredited

B++institution Phone No.

&Fax -01902-222568

E-mail: [gckullu-hp@nic.in](mailto:gckullu-hp@nic.in)



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## **SUPPORTING DOCUMENTS**

### **6.5- Internal Quality Assurance System**

#### **6.5.2: Quality assurance initiatives of the institution**

#### **AAA report and follow up actions**



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#### The Report of Academic and Administrative Audit Committee for the Session 2022-23

The committee conducted the academic audit of all the departments for the session 2022-23 in the month of November and March. The members of the committee collected the information regarding the academic calendars, time table, coverage of the syllabi, academic and co-curricular activities conducted by the departments as well as societies, clubs, cells, and other units like Rovers & Rangers, NCC and NSS.

- It was found that all the departments had made the department calendars keeping in view the calendar of the affiliating universities.
- HOD's had allotted the classes and duties to the departmental colleagues after discussion among themselves regarding curricular and co-curricular activities of the departments.
- The committee found that the syllabi had been completed in time and presentations, class tests, assignments and midterm tests were taken as per the schedule.
- It was observed that the co-curricular activities such as celebrating national days, Hindi Divas, NSS Day, Chemistry day, Science day, Mathematics day, Constitution Day etc. were also organized by the respective departments/ units.
- All the units of the college like Rovers & Rangers, NCC, NSS, subject societies, Literary Society, cells and clubs had also conducted their planned activities during the session.
- All the records of the activities conducted has been maintained systematically and submitted to the IQAC.
- The CCA (internal assessment) of the students had been submitted to the COE as well as uploaded on the university portal well in time so that the students do not face any problem in appearing in their final exams or declaration of results.
- The teachers had maintained their attendance registers. The record of the absentees was also submitted in the office.
- The teachers had presented papers in seminars/conferences, attended induction programs, Faculty Development Programs, orientation and refresher courses etc. as per their convenience.
- The departments had maintained their departmental registers in which they had recorded their meeting and decisions etc. and had also maintained a record of the students' progression to higher studies.

Administrative audit is done annually for which committees are constituted. Physical verification of the stocks in the labs, office and departments was done and the stock registers were found well maintained by the office/departments.

#### Academic and Administrative Audit Committee

- 1 Dr. O. P Thakur Convener
- 2 Mr. Som Krishan Sharma
- 3 Dr. Nirmlasingh
- 4 Mr. Satish K. Nalwa Superintendent Grade 1

*[Signature]*  
 Principal  
 Govt. College  
 Kullu (H.P.)



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### Suggestions by the Academic Audit Committee and Action Taken Report

1. The committee observed that the teachers had taken extra classes and remedial classes for weak students but had not maintained a proper record for these classes. The teachers were, therefore, directed to keep a proper record separately in their registers.
2. As the teachers taking DSC 1 classes were also the mentors of their respective classes, it was suggested that they should maintain a proper record of the mentorship sessions taken by them.
3. The teachers taking final year classes were asked to take the career options of the students so that the guidance for various entrance tests for higher studies or other competitive exams can be provided to them.
4. Career and Counselling Cell was directed to organize lectures for the students for guiding and encouraging them about nonconventional careers, startups and self-employment etc.
5. Collaborative activities with other institutions should be increased and skill based trainings should be imparted to more students. The initiatives were taken to organize short term trainings/ workshops.

#### Conclusion:

On the basis of the suggestions given by the Academic Audit committee the required action has been taken for the qualitative improvement of the institution. The directions regarding the steps to be taken have been given to the departments/ teachers.

  
Convener

Academic Audit Committee

  
Principal  
Principal  
GC Kullu



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**Administrative audit is done annually for which committees are constituted.  
 Physical verification of the stocks in the labs, office and departments is done.**

2022

**CERTIFICATE**

Certified that the Physical Verification of Department of Physics  
 Was actually carried out, verified and found correct as per stock /  
 Charge list and well maintained in stock register Ledger and Permanent  
 Ledger - I page no.1 to 892 Non-Consumable ledger II page no. 01 to 123

Physical Verification Committee :-

1. Dr. Ranj Nath
2. Dr. Harish Anand
3. Dr. Pooja Sharma
4. Dr. Sheetal Thakur
5. SH. SHER SINGH C.L.A.
6. SH. NARAYAN SINGH C.L.A.

Not :- During Verification the committee found the list of articles  
 According to stock Register/ Ledger is correct in number.

Principal  
 Govt. College Kullu.  
 (H.P)

### Stock Verification- Physics Department

2021-22  
 COE office

**PHYSICAL VERIFICATION OF STOCK**  
 Conducted on 07.05.2022 from the Stock Register/ ledger

No.	Name of Articles	Issued from Deptt.	Page No.	Serviceable	Un- serviceable	Total	Remarks
<b>Permanent Articles/ Items</b>							
1	Automatic Muster Printer-RISO KZ-30	-	34	R-1	01	NIII	01
2	Steel Almirah	-	35	R-1	01	NIII	01
3	Table 3' x 3'	Issued from Library	20	R-2	01	NIII	01
4	Computer Table	Issued from Main Office	20	R-2	01	NIII	01
5	Table 5' x 3'	Issued from UGC	20	R-2	01	NIII	01
6	Printer	Issued from UGC	20	R-2	01	NIII	01
7	Computer Set Complete ( CPU, UPS, Desktop )	Issued from UGC	20	R-2	01	NIII	01
8	Chairs Without Arm	Issued from Main Office	20	R-2	01	NIII	01
9	Chair With Arms	Issued from UGC	20	R-2	08	NIII	08
10	Dustbin (Plastic)	-	46	R-1	01	NIII	01
11	Stock Ledger	-	-	-	01	NIII	01
12	Stock Register	-	-	-	02	NIII	02
13	JIO Wi-Fi Device	-	02	R-2	01	NII	01
<b>Consumable Articles/ Items</b>							
14	Answer Sheets (12 pages)	-	04	R-2	8239 Sheets	NIII	8239 Sheets
15	Paper Rim (A4 size Photo state )	-	05	R-2	16 Rim	NIII	16 Rim

Certified that the Physical Verification of the office of Controller of Examination was actually carried out, verified and found correct as per stock/ charge list and well maintained in stock register.

Physical Verification Committee:-

1. Prof. Som Krishan Sharma
2. Dr. Nirmala Singh
3. Prof. J.P. Sharma
- Dr. Hiramani Kashyap

Principal  
 Govt. College Kullu

### Stock Verification- CoE Office





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89	Temperate Grassland and Tundra Laminated	116	02	NIII	02
90	Monsoon Regions Laminated	117	02	NIII	02
91	Mediterranean Regions Laminated	118	02	NIII	02
92	Conventional Sign Laminated	119	02	NIII	02
93	Season and Climate Laminated	120	02	NIII	02
94	Spring and Neap Tides Laminated	121	02	NIII	02
95	Sun and Planet Laminated	122	02	NIII	02
96	Water Cycle in Nature Laminated	123	02	NIII	02
97	Phases of Moon Laminated	124	02	NIII	02
98	Cyclone Map Laminated	125	02	NIII	02
99	Zones of Earth Laminated	126	02	NIII	02
100	Volcano Laminated	127	02	NIII	02
101	Ocean Currents Laminated	128	02	NIII	02
102	Oxford School Atlas	129	05	NIII	05
103	Pocket Stereoscope MS 007	134	01	NIII	01
104	Arial Photograph MS 010	135	01	NIII	01
105	Arial Photograph MS 009	136	01	NIII	01
106	Computer Desktop	137	15	NIII	15
107	Revolving Chair	139	30	NIII	30
108	Inverter DPS 100AH Battery	140	01	NIII	01
109	HP Printer 1136 No.	141	01	NIII	01
110	Garmin GPS Elvex 10	142	02	NIII	02
111	White Board 3'x4'	143	01	NIII	01
<b>Items Issued from Main Office</b>					
1	Steel Almirah	133	03	NIII	03
2	Wooden Almirah	133	02	NIII	02
3	Notice Board	133	01	NIII	01

Certified that the Physical Verification of Department of Geography was actually carried out, verified and found correct as per stock Ledger/ charge list and well maintained in stock register and ledger page no. 01 to 143.

Physical Verification Committee:-

1. Dr. O.P. Thakur
2. Prof. Rajesh Sharma
3. Dr. Sunil Sharma
4. Dr. Sakshi Rana
5. Prof. Charu Alhuwalia
6. Sh. Doot Ram (Store Incharge)

Principal  
Govt College Kullu

## Stock Verification – Department of Geography

Govt. College Kullu 2023						
Sr. No.	ITEM NAME	Stock Register Page No.	QTY	Serviceable	unserviceable	Remarks
1.	Stock Register Office	3	1 ✓	1	NIL	
2.	Stock Register Office Record H & T And RM	3	1 ✓	1	NIL	
3.	Stock Register H & T	3	1 ✓	1	NIL	
4.	Stock Register R M	6	1 ✓	1	NIL	
5.	Office Consumable Register	6	1 ✓	1	NIL	
6.	Office Non Consumable Register	6	1 ✓	1	NIL	
7.	Students Registration Number Register	6	1 ✓	1	NIL	
<b>Non Consumable</b>						
Sr. No.	ITEM NAME	Stock Register Page No.	QTY	Serviceable	unserviceable	Remarks
1.	Stapler large	03	1 ✓	1	NIL	
2.	Punching Machine	03	1 ✓	1	NIL	
3.	Sua	03	2 ✓	2	NIL	
4.	Scissor	03	3 ✓	3	NIL	
5.	Lock	03	8 ✓	8	Fix	
6.	CC TV Camera's	08	8 ✓	8	Fix in B.voc Office	
7.	32" inch LED Screen	12	1 ✓	1	NIL	
8.	Swing Fan	13	1 ✓	1	NIL	
9.	Computer	17	2 ✓	2	B.Voc Office	
10.	Almirah	42	2 ✓	2	B.Voc Office	
11.	Printer with scanner	41	1 ✓	1	B.Voc Office	

It is certified that the physical verification of the stock and the store of B.Voc Office of GC Kullu was conducted on 24/4/23 by the physical verification committee consisting following member. The stock was found in order and systematically in the list of articles from the stock register from page no 3 & 6

Committee Member:

1. Dr. Rakesh Rana
2. Dr. Ratnesh Tripathi
3. Prof. Sarita
4. Dr. Ajay Kumar
5. Dr. Shashi Sharma

Office in charge: Amita

Principal cum Director  
B. Voc. C. Kullu

## Stock Verification – B.Voc.



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No.EDN-GCK-KLU-Estt-Notice-Office order-21-2023 / 110  
 Office of the Principal G.C. Kullu  
 Dated:-08/04/2023

Office Order

The following committees are hereby formed and directed to perform the physical verification of store/stock of different departments/office mentioned against their names:-

Committee members:-

Deptt./Units whose verification is to be conducted:-

- |   |  |
|---|--|
| 1. Dr. Ram Nath                                 | Chemistry, Physics, Botany, Zoology, Geology Labs. |
| Dr. Harish Chand                                |  |
| Dr. Pooja Sharma                                |  |
| Dr. Sheetal Thakur                              |  |
| 2. Prof. Som Krishan Sharma                     | Library, COE, Sports, Office                       |
| Dr. Nirmala Singh                               |  |
| Prof. Jai Prakash Sharma                        |  |
| Dr. Hira Mani                                   |  |
| Store In charges of respective department/units |  |
| 3. Dr. Rakesh Rana                              | BCA, BBA, T&T, UGC, B.Voc                          |
| Dr. Ratnesh Tripathi                            |  |
| Prof. Sarita                                    |  |
| Dr. Ajay Kumar                                  |  |
| Dr. Shashi Sharma                               |  |
| Store In charges of respective department/units |  |
| 4. Dr. O.P. Thakur                              | Geography, Music, Girls/Boys Hostel                |
| Prof. Rajesh Sharma                             |  |
| Dr. Sunil Kumar                                 |  |
| Dr. Sakshi                                      |  |
| Prof. Charu Ahluwalia                           |  |
| Store In charges of respective department/units |  |
| 5. Prof. Rajesh Kumar                           | NCC(Air/Army), Rovers and Rangers, NSS             |
| Prof. Ajay Kumar                                |  |
| Prof. Nishchal Sharma                           |  |
| Prof. Jyoti Charan                              |  |
| Store In charges of respective department/units |  |

Principal  
 Govt College Kullu  
 (H.P.)

Stock verification committees