



# GOVERNMENT COLLEGE BIROHAR

DISTRICT - JHAJJAR (HARYANA)

Affiliated to Maharshi Dayanand University, Rohtak

Memo No. GCB/2024/497-499

Dated: 31/05/2024

**By E-mail**

To

The Director General Higher Education, Haryana  
Shiksha Sadan, Sector-5, Panchkula

2123  
10/6/24

Sub: Academic and Administrative Audit (A&A) of Govt. College Birohar.  
Ref: DGHE Panchkula letter no. DHE-250001/2/2024-Deputy Director-  
Statistical-DHE, dated 20/02/2024.

Kindly refer to the subject cited above,

The Academic and Administrative Audit (A&A) of Govt. College Birohar was conducted by Dr. Minakshi Vashist, Prof. Dept. of Genetics, MDU Rohtak and Dr. Rajwanti Sharma, Principal, Vaish Kanya Mahavidhalaya, Bahadurgarh (Jhajjar) on dated 31/05/2024 detailed report with annexure has been submitted for your kind information and further necessary action, please.

Thank you

Principal  
Govt. College  
Birohar (Jhajjar)  
31/5/24

Endst no. & date even

A copy of the above is forwarded to the following for information and necessary action, please.

1. The Superintendent (Colleges), for Dean Colleges Dev. Council, Maharshi Dayanand University, Rohtak
2. Dr. Minakshi Vashist, Prof. Dept. of Genetics, MDU Rohtak

Principal  
Govt. College  
Birohar (Jhajjar)  
31/5/24

E-mail: [gcbiroharinformation@gmail.com](mailto:gcbiroharinformation@gmail.com)



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Thank you

*Anita*  
Principal  
Govt. College  
Birohar (Jhajjar)  
*31/5/24*

Endst no. & date even

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1. The Superintendent (Colleges), for Dean Colleges Dev. Council, Maharshi Dayanand University, Rohtak
2. Dr. Minakshi Vashist, Prof. Dept. of Genetics, MDU Rohtak

*sd*  
Principal  
Govt. College  
Birohar (Jhajjar)

E-mail: [gcbiroharinformation@gmail.com](mailto:gcbiroharinformation@gmail.com)

## Proforma for Academic & Administrative Audit of Govt. Colleges of Haryana

### A. BASIC DETAIL

|     |  |
|-----|--|
| 1   | Name Of College: <b>Government College Birohar (Jhajjar)</b><br>Website: <b>www.gcbirohar.ac.in</b><br>Email-Id: <b>gcbiroharinformation@gmail.com</b><br>Ph.No./Contact of Principal: <b>9812443925</b><br>District: <b>Jhajjar</b><br>Date of establishment of college: <b>02 May 2007</b>                     |
| 2   | NAAC GRADE: <b>Non-accredited</b><br>GRADE WITH CGPA: <b>N.A.</b><br>IF not valid status/non-accredited then progress of NAAC: The College is not yet accredited. The preparation and data collection as per prescribed formats is under process. However, the college shall go for Binary Accreditation system. |
| 2.1 | Name Of IQAC Co-Ordinator: <b>Dr. Anita Rani</b><br>CONTACT DETAILS: <b>9812874506</b><br>E-MAIL ID: <b>anitaguliaphogat@gmail.com</b>   |
| 3   | Type of college: <b>Co-Educational</b>   |
| 4   | Own having own building/make-shift building /any other: <b>Yes</b>   |
| 4.1 | Financial Status/Grants-in aid/UGC 2f and 12 (B)/ Self-financing (please specify): <b>State Government College (UGC 2f)</b>  |
| 5.  | Name of Affiliating University: <b>Maharshi Dayanand University, Rohtak</b>  |
| 6   | Names of Programmes offered: <b>B.A., B.Com., B.Sc.(Medical &amp; Non Medical) &amp; M.A. (History) - (Annexure I)</b>   |
| 7   | Number of teaching Faculty:<br><b>Regular - 16</b><br><b>Extension - 10</b><br><b>Contractual - 02</b>   |
| 8   | Number of Posts Sanctioned: <b>(32 + 17 = 49)</b><br><b>Sanction Post (Teaching) - 32 (Annexure II)</b><br><b>Sanction Post (Non-Teaching) - 17 (Annexure III)</b>   |
| 9   | Number of student Strength: <b>Total = 874 (Annexure IV)</b><br><b>Boys: 498</b><br><b>Girls: 376</b><br><b>Transgender: Nil</b>   |

# ACADEMIC AUDIT:

## 1. TEACHING-LEARNING AND CURRICULAR ASPECTS:

| <b>A. Curricular aspects:</b>                       |   |  |                   |                                   |
|---|---|--|-------------------|-----------------------------------|
|   | 1. Number of Departments: 14<br>Names of Departments: PG History, English, Hindi, Political Science, Geography, Economics, Sociology, Commerce, Mathematics, Physics, Chemistry, Zoology, Botany, Physical Education. |  |                   |                                   |
|   | 2. Implementation of academic Calendar: <b>Yes (M.D.U Rohtak Academic Calendar followed)</b>  |  |                   |                                   |
|   | 3. College Activity Register maintained: <b>Activity Registers are maintained department wise and Cell wise - (Annexure V)</b>  |  |                   |                                   |
|   | 4. Value added course/skill based training/ability enhancement courses: <b>No</b>   |  |                   |                                   |
|   | 5. Maintenance of student attendance register: <b>Yes</b>   |  |                   |                                   |
| <b>B. Teaching, learning &amp; Evaluation:</b>      |   |  |                   |                                   |
|   | 6. Lesson/teaching Plan: (department-wise) uploaded on the portal: <b>Yes (Link generated attached) (Annexure VI)</b>   |  |                   |                                   |
|   | 7. Coverage of syllabus: (department wise): average as per date of audit yes/no: <b>100% (Annexure VII)</b>   |  |                   |                                   |
|   | 8. Conduct of internal examination: <b>Unit wise (Annexure VII)</b>   |  |                   |                                   |
|   | 9. Subject wise result analysis: : <b>Attached (Annexure VIII)</b>  |  |                   |                                   |
|   | 10. Programme-wise result (college): <b>Attached (Annexure IX)</b>  |  |                   |                                   |
|   | 1. Teacher wise result analysis: <b>Attached (Annexure X)</b>   |  |                   |                                   |
|   | Above University pass percentage: <b>13 (Annexure XI)</b>   |  |                   |                                   |
|   | Below University pass percentage: <b>22 (Annexure XI)</b>   |  |                   |                                   |
|   | At par: <b>Nil</b>  |  |                   |                                   |
|   | 11. feedback mechanism: all stakeholders (parents/ students/ teachers/ alumni)  |  |                   |                                   |
|   | 1. Collection Feedback forms from students, parents and alumni has been collected (sample format attached). <b>Yes (Annexure XII)</b>   |  |                   |                                   |
|   | 2. Analysis: <b>Yes (Annexure XIII)</b>   |  |                   |                                   |
|   | 3. Corrective measures take: <b>Yes (Annexure XIV)</b>  |  |                   |                                   |
|   | 12. Mentor-Mentee Ratio: <b>01:38 (Annexure XV)</b>   |  |                   |                                   |
|   | 12.1 Regular meetings of Mentor-Mentee done: <b>No</b>  |  |                   |                                   |
| <b>II. A. Designation - wise names of the staff</b> |   |  |                   |                                   |
| SN  | Name of Staff   | Designation                            | Subject           | Budgeted/SFS/Outsource/HKRN/other |
| 1   | Mr. Rajesh Kumar  | Ass. Prof. Deputed on GC Kulana        | English           | Budgeted                          |
| 2   | Dr. Anita Rani  | Ass. Prof.                             | Political Science | Budgeted                          |
| 3   | Dr. Amardeep  | Asstt. Prof.                           | History           | Budgeted                          |
| 4   | Dr. Surender Singh  | Asstt. Prof.                           | English           | Budgeted                          |
| 5   | Dr. Rashmi  | Asstt. Prof.                           | Sociology         | Budgeted                          |
| 6   | Mrs. Shivanshi Sharma   | Asstt. Prof. Deputed on GCW Shahzadpur | Commerce          | Budgeted                          |

|    |   |                     |             |           |
|----|---|---------------------|-------------|-----------|
| 7  | Dr. Shivani   | Asstt. Prof.        | Chemistry   | Budgeted  |
| 8  | Mrs. Nisha Rani   | Asstt. Prof.        | Mathematics | Budgeted  |
| 9  | Dr. Narender Singh  | Asstt. Prof.        | Mathematics | Budgeted  |
| 10 | Mr. Rajesh Kumar  | Asstt. Prof.        | Chemistry   | Budgeted  |
| 11 | Ms. Sunita  | Asstt. Prof.        | Commerce    | Budgeted  |
| 12 | Ms. Pavitra Devi  | Asstt. Prof.        | Hindi       | Budgeted  |
| 13 | Mr. Ombir   | Asstt. Prof.        | Geography   | Budgeted  |
| 14 | Mr. Pawan Kumar   | Asstt. Prof.        | Geography   | Budgeted  |
| 15 | Dr. Saveen  | Asstt. Prof.        | History     | Budgeted  |
| 16 | Mr. Jitender  | Asstt. Prof.        | History     | Budgeted  |
| 17 | Dr. Ajay Kumar  | Ext. Lect.          | History     | Budgeted  |
| 18 | Mr. Pardeep Kumar   | Ext. Lect.          | Geography   | Budgeted  |
| 19 | Mr. Mirnal  | Ext. Lect.          | Commerce    | Budgeted  |
| 20 | Mr. Ajay Singh  | Ext. Lect.          | History     | Budgeted  |
| 21 | Dr. Rajpal Gulia  | Ext. Lect.          | History     | Budgeted  |
| 22 | Mrs. Manju Kumari   | Ext. Lect.          | Physics     | Budgeted  |
| 23 | Dr. Seetu Singh   | Ext. Lect.          | Chemistry   | Budgeted  |
| 24 | Dr. Jai Parkash Sharma  | Ext. Lect.          | Physics     | Budgeted  |
| 25 | Ms. Monika  | Ext. Lect.          | Mathematics | Budgeted  |
| 26 | Dr. Reena   | Ext. Lect.          | Economics   | Budgeted  |
| 27 | Mr. Pawan Kumar   | Computer Instructor |             | Budgeted  |
| 28 | Mr. Ramjeet   | Computer Attendant  |             | Budgeted  |
| 29 | Mr. Jagdish Kumar   | Assistant           |             | Outsource |
| 30 | Mr. Manjit  | Clerk               |             | Budgeted  |
| 31 | Mrs. Meena  | Library Attendant   |             | Budgeted  |
| 32 | Mr. Nitin   | Peon                |             | Budgeted  |
| 33 | Mrs. Priyanka   | Peon                |             | Budgeted  |
| 34 | Mr. Surender Singh  | Chowkidar           |             | Outsource |
| 35 | Mr. Pawan Kumar   | Chowkidar           |             | Outsource |
| 36 | Mr. Ombir   | Chowkidar           |             | Outsource |
| 37 | Mr. Amardeep  | Sweeper             |             | Outsource |
|    | II.B Faculty Development Programmes organized/attended List): <b>Attended (Annexure XVI)</b>  |                     |             |           |
|    | II.C Duties of working Branch/staff: duty List updated Yes/No/Partially Maintained : <b>Yes (Annexure XVII)</b>   |                     |             |           |
|    | <b>III. RESEARCH &amp; INNOVATION/ EXTENSION ACTIVITES:</b>   |                     |             |           |
| 12 | a. Number of Research Projects: submitted/ongoing/completed (major/minor/other)<br>b. Total grants received: <b>Nil</b><br>Utilization of funded projects: yes/no/ not applicable |                     |             |           |
| 13 | Inter- institutional collaboration: <b>Nil</b><br>National collaborations: <b>Nil</b><br>International collaborations: <b>Nil</b>   |                     |             |           |
| 14 | IPR Cell constituted: <b>No</b>   |                     |             |           |
| 15 | Record MoU (functional) during the academic year: <b>Nil</b>  |                     |             |           |
| 16 | Research & development cell constituted :- <b>No</b>  |                     |             |           |
| 17 | Publications:   |                     |             |           |
|    | 1. Number of Papers published: <b>Nil</b>   |                     |             |           |
|    | 2. Number of Books with ISBN: <b>03 (Annexure XVIII)</b>  |                     |             |           |
|    | 3. Number of Publications- referred & indexed journals/SCI/Scopus: <b>07</b>  |                     |             |           |

|   |   |
|---|---|
|   | <b>(Annexure XIX)</b>   |
|   | 4. Number of sponsored/funded projects: <b>Nil</b>  |
|   | 5. Number of research proposal: submitted/ongoing/completed: <b>Nil</b>   |
| <b>18</b>                                 | Seminar/workshop proceedings: No. of Publications: <b>Nil</b>   |
| <b>19</b>                                 | Record of extension activities/collaboration activities maintained (documentation done properly): <b>Yes/maintained</b><br>19.1 NSS: <b>(Annexure XX)</b><br>19.2 NCC: <b>Nil</b><br>19.3 Women Cell: <b>(Annexure XXI)</b><br>19.4 Entrepreneur & Placement Cell: <b>(Annexure XXII)</b><br>19.5 RED RIBBON CLUB:- <b>(Annexure XXIII)</b><br>19.6 ECO-CLUB: <b>World Nature Conservation day on 28 July 2023, World Ozone Day 16 Sept. 2023, Poster Making Competition on Environment on 13 March 2024, World water day 22 March 2024, Delivered A Lecture on 29 Sept. 2023 - (Annexure XXIV)</b><br>19.7 SPORTS ACTIVITIES:- <b>(Annexure XXV)</b><br>19.8 ANY OTHER:<br><ul style="list-style-type: none"> <li>• <b>An Educational One day trip organized on dated 16/02/2024 at Surajkund Mela, Faridabad.</b></li> <li>• <b>An Intra-college Science Exhibition was organized in the college on dated</b></li> <li>• <b>Intra-college quiz competitions were organized in department of English, Mathematics, Political Science &amp; Geography.</b></li> </ul> |
| <b>IV STUDENTS SUPPORTS/ PROGRESSION:</b> |   |
| <b>20</b>                                 | Awards/ Recognitions received at the National and International level by :<br>FACULTY:- <b>Nil</b><br>Students:- <b>Nil</b>   |
| <b>21</b>                                 | <ul style="list-style-type: none"> <li>• Number of students benefitted through scholarship schemes of govt. Consolidated Stipend and Free Books Scheme for SC Students- <b>139 Students</b></li> <li>• Post Metric Scholarship Scheme for BC Students- <b>28 Students</b></li> <li>• Haryana State Merit Scholarship to Under Graduate Girls Students: <b>02 Students</b></li> <li>• Haryana State Meritorious Incentives Scheme: <b>14 Students (Annexure XXVI)</b></li> </ul>   |
| <b>22</b>                                 | How many students have cleared Civil Services and Defence Services Examination, NET, SET (SLET), GATE and other competitive examinations<br>NET Qualify Students: <b>03 Students cleared NET and 02 JRF (Annexure XXVII)</b>  |
| <b>23</b>                                 | Enrolment in Higher Education for Higher studies: Deptt. Wise record maintained : yes/ no/ partially maintained:- <b>Maintained (43 students) (Annexure XXVIII)</b>   |
| <b>24</b>                                 | Placements records maintained : yes/no/ partially maintained:- <b>Yes</b>   |
| <b>25</b>                                 | Alumni association : registered/ not registered: <b>Registered</b><br>Record of regular meetings maintained/ not maintained: <b>Maintained</b><br>Number of alumni: <b>138 Students</b>   |
| <b>26</b>                                 | Best Practices: any 02<br>1.Green initiatives and Gender sensitivity:- <b>(Annexure XXIX)</b>   |
| <b>V Financial managements:</b>           |   |
| <b>27</b>                                 | Balance Sheet/Cash Book (Grant/Fund) Maintained: <b>Yes (Annexure XXX)</b>  |
| <b>28</b>                                 | Budget Received ( Sources) : <b>Yes</b>   |
| <b>29</b>                                 | Amount of budget received from various sources: <b>38,038,517/-</b>   |

|   |  |
|---|--|
| 30                                      | IF Budget Received (Utilized): <b>36,652,392/-</b><br>Unutilized: <b>1,386,125/- (Annexure XXXI)</b>   |
| <b>VI INFRASTRUCTURE/ FACILITIES</b>    |  |
| 31                                      | <b>LIBRARY:</b><br>1. No. of Books/e-books: <b>4652</b><br>2. No. of Journals/ e-journals( Prescription): <b>Yes (01Journal) 04 News Papers Hindi and English Both and Monthly Magazine of current affairs</b><br>3. Digital Lounge with internet facility: <b>Yes</b><br>4. Software for issuing/ return of books: <b>Soul 2.0</b><br>5. Online Access to books/e-journals : Records maintained of students & teachers: <b>No</b><br>6. Institutional membership:- <b>Yes</b> |
| 32                                      | <b>IT INFRASTRUCTURE : NON- SUFFICIENT:</b><br>1. Smart boards (numbers): <b>Nil</b><br>2. Projector: <b>03 (Three)</b><br>3. Wi-Fi connectivity: <b>No</b><br>4. Lease line: <b>No</b><br>5. No. of computers for students: <b>25</b><br>6. Content development facility: <b>No</b>   |
| <b>VII. HUMAN RESOURCE DEVELOPMENT:</b> |  |
| 33                                      | Staff training organized for teaching & non teaching : <b>No</b>   |

**Observation & Recommendation of committee done with signature:**

**Strength**

- Govt. College Birohar (Jhajjar) is situated in rural vicinity and it provides education to Girls students of nearby villages and empowering them for their future possibilities.
- It provides P.G. Course/Degree in History subject to the student. Three students cracked UGC NET and Two JRF from last two years.
- Documentation of all activities has been maintained properly.
- Well stocked library having 4652 books.
- Traffic interpretation centre established in the college.
- A Convocation Program & National Seminars were organized.
- A Marking Center was allotted to the college from MDU Rohtak.

**Areas of Gap**

- Inadequate transport facility.
- Inadequate drinking water facility.
- Shortage of Teaching, Non teaching & supporting staff opportunities.
- No Lab of Botany & Zoology subjects.
- Lack of IT computer system facility

**Observation & Recommendation**

- Fire safety measured to be introduced.
- Multipurpose hall to be furnished properly.
- Requirement to replace old computer with latest model.

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- Teaching staff, non teaching & supporting staff to be recruited and posted by the DGHE on priority basis.
- Boys' Common Room to be provided to the male students.
- Purified drinking water facility to be provided.
- Funds for the maintenance of sports ground to be allocated.
- Need to introduce & prompt transportation facility for specially Girls students.
- Lab for Botany & Zoology to be introduced for B.Sc. Medical students.
- Cafeteria facility to be introduced.
- On line access of books to be introduced e.g N-List / Inlibnet facility.

*Minakshi*  
31.5.24

Prof. Minakshi Vashisht  
Chairperson  
Academic & Administrative Audit

*Rajwanti Sharma*  
31/5/2024  
Dr. Rajwanti Sharma  
Administrative Expert

*Amit*

Amit S/o Sh. Dharmender  
Alumnus of college

*Surender Singh*

Surender Singh S/o Sh. Brahamanand  
Social Worker/State Holder

*Anita*

Dr. Anita Rani  
IQAC Coordinator

*Satyavart*  
Dr. Satyavart  
Principal  
Govt. College  
Birohar (Jhajjar)  
*Jagdish*  
31/5/24