



Centre of Excellence



**GOVT. COLLEGE SANJAULI SHIMLA –
171006, H.P. (India)
Co-Educational Institution
Affiliated to Himachal Pradesh University
Shimla – 5**

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Verified by

25/04/2023

Jt. Director of Hr. Edu. (C)
Himachal Pradesh
Directorate of Higher Education
Himachal Pradesh

Reporting officer

Principal
Govt. College Sanjauli

**Title of the report: "Administrative Audit
Report for COE Government College
Sanjauli, 2018-2023"**

Chief Auditor:

**Directorate of Higher Education
Himachal Pradesh**

Auditing Team:

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- **Executive Summary**

This Administrative Audit Report evaluates the performance of COE Government College Sanjauli from 2018 to 2023, focusing on governance, human resources, financial management, facilities management, technology and information systems, and compliance and risk management. The audit was conducted to assess the administrative functioning of the college for NAAC accreditation.

- i. The audit methodology involved a comprehensive review of relevant documents, including policy manuals, annual reports, financial statements, stock registers, and accreditation documents, as well as in-person visits to assess the college's physical assets, infrastructure, and facilities.
- ii. The college has a robust organizational structure, with a variety of committees and a staff council that fosters collaboration among key stakeholders, including students, employees, alumni, PTA, and community representatives. Student welfare and representation are prioritized through committees like the IQAC, Anti-ragging committee, Women's Cell, and Committee for the Prevention of Sexual Harassment, among others.
- iii. In the area of human resources, the college conducts regular assessments of staffing levels, recruitment practices, staff development, and performance evaluations through various committees, such as the Staff Council, Academic Committee, Discipline Committees etc.
- iv. Financial management at the college is efficiently handled through the adoption of e-governance systems, such as the ERP system, Public Financial Management System (PFMS), and the Himkosh system. These systems help track funds, report expenditure in real-time, and improve the institution's overall efficiency.
- v. The college has implemented various measures to regulate and monitor attendance records of both students and staff. The subject teacher takes attendance for students and records it in the attendance register, ensuring accurate records. In addition, the college uses a biometric system to regulate the attendance of teachers, promoting efficiency and precision. The attendance of the remaining staff members is also monitored and regulated through either a biometric machine or an attendance register. These measures are critical in ensuring that accurate

attendance records are maintained, which aids in the overall administrative management of the college.

vi. The college's facilities management is well-organized, with annual stock verification committees and a centralized main stock register maintained by the Principal's office. The technology and information systems in place include a centralized website, an Education Management System, and Google Workspace for Education, offering ample storage and accessibility to students and staff.

vii. In conclusion, the Administrative Audit Report finds that COE Government College Sanjauli has been successful in establishing and maintaining efficient administrative practices during the period from 2018 to 2023. The college has demonstrated a commitment to continuous improvement, collaboration, and student welfare.

- **Introduction**

- Purpose of the audit: To assess the administrative functioning of COE Government College Sanjauli for NAAC accreditation.
- Scope of the audit: From 2018 to 2023, covering governance, human resources, financial management, facilities management, and services, technology and information systems.

- **Methodology**

- Document Review: A thorough review of relevant documents was conducted, including, policies, annual reports, financial statements, stock registers, and accreditation documents. This review provided insights into the college's processes, practices, and overall performance.

Website Links:

1. Annual Report: https://gcsanjauli.edu.in/annual_report.php
2. List of Committees: <https://gcsanjauli.edu.in/committee.php>
3. Audit Reports: Financial audit, Energy Audit, Green audit, Gender audit.

4. Affiliation:

https://gcsanjauli.edu.in/files/affiliated_certificate_21feb2023.jpg

5. Policy: https://gcsanjauli.edu.in/files/handbook_2022.pdf,

NEP 2020: https://gcsanjauli.edu.in/nep_2020.php,

Policy for Research Promotion and Faculty Development:

https://gcsanjauli.edu.in/files/rac/research_policy_docs.pdf

Department Visits: In-person visits were conducted to assess the college's Departments/Cells physical assets, including buildings, infrastructure, and facilities. These visits allowed for a first-hand evaluation of maintenance, security measures, and space utilization.

Departments: <https://gcsanjauli.edu.in/faculty.php>

- **Organizational Structure and Governance**

- Description of the college's organizational structure: The institution runs through a collaborative effort between the institution head and various important parties such as students, employees, alumni, PTA, and community representatives. To function smoothly, several committees have been formed, a bursar appointed, and a staff council created. Administrative decisions are made after consulting these committees, and committees responsible for student welfare have students' fair representation, including the IQAC, Anti-ragging committee, Women's Cell, Committee for the Prevention of Sexual Harassment, Hostel, and Canteen. These committees take into account the opinions, suggestions, and complaints of students before making decisions. There are diverse student organizations, and decisions related to discipline are made after discussing with the leaders of these organizations.

Organograms: https://gcsanjauli.edu.in/files/organogram_gcsanjauli.pdf

- **Human Resources**

- The college conducts assessments of its staffing levels, recruitment practices, staff development, and performance evaluations through the establishment of

various committees. The Staff Council provides input on all prospective aspects, while several committees are in place to manage ongoing work, like Academic Committee, the Discipline Committees, etc.

List of committees:

- <https://gcsanjauli.edu.in/iqac.php>,
- <https://gcsanjauli.edu.in/committee.php>

- **Financial Management**

- E-governance at the college is exemplified by the implementation of an ERP system, integrating various organizational systems to improve overall efficiency. The college uses the Public Financial Management System (PFMS) and the Himkosh system to ensure efficient financial management, tracking funds released under government plans, and reporting expenditure in real-time.

https://gcsanjauli.edu.in/useful_links.php

- **Facilities Management**

- In every department, there is a proper stock register, and committees are constituted annually to verify the stock. The Principal's office maintains the main stock register, which helps maintain a centralized record of the stock.

- **Technology and Information Systems**

- The college is well-equipped with a centralized website (www.gcsanjauli.edu.in), an Education Management System (<https://gcsanjauli.highaltitudeeducation.in/Account/login>), Vidwan Portal (<https://vidwan.inflibnet.ac.in/>), GEM (<https://gem.gov.in/>) and Google Workspace for Education, which provides 100 TB of storage



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