



Academic & Administrative Report

2021-22



**PANDIT NEKI RAM SHARMA
GOVT. COLLEGE, ROHTAK**

Affiliated to

MAHARISHI DAYANAND UNIVERSITY, ROHTAK

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About the College

Pandit Neki Ram Sharma Govt. College, Rohtak has a glorious history in all sets of knowledge. The college was established in 1927 as an Intermediate College and was upgraded to Degree College in 1944. The college shifted itself to its present campus in 1960. The administrative control of the college was taken over by Maharishi Dayanand University, Rohtak in 1980 and it was known as University College, Rohtak. The Govt. of Haryana resumed its administrative control in April 2006 and it is once again known as Pandit Neki Ram Sharma Govt. College, Rohtak.

About Pandit Neki Ram Sharma

The name of the college was put after the name of Great freedom fighter Pandit Neki Ram Sharma was born in Kelnga Village of Rohtak District in 1877. He participated in the Calcutta meeting of Congress in 1917 as a delegate from Haryana. His contributions were outstanding in the 'Home Rule movement



in 1916, 'the non-Co-operation movement in 1932, 'Salt Movement in 1930, 'The quit India Movement 1942. He was a social reformer also and worked to bring about reforms in society. He bitterly attacked the evils of the caste system, un-touch ability, pardha, child marriage and extravagant expenditure on marriage and other occasions.

History of the College

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The Vision

- Our vision is to be a modal institution. We see forward to becoming known nationally as an institution that "makes a difference."
- Lifelong learning, ethics, quality improvement, civility, and respect are principles that our college embraces and practises.
- We sustain rigour in our work- Holding high standards and expectations for our students and ourselves, and we approach our work with compassion, honesty and integrity.



The Mission

- To inspire students to learn and to develop intellectually, physically, and emotionally.
- To be an institution willing to fuel students' ambitions and the desire for success.
- To inspire students to continue learning throughout life and to pursue excellence.
- To prepare and empower students to be successful in our increasingly diverse and ever-changing world
- To develop and practice ethics.
- To sustain close working relationships among faculty, students, alumni, and community partner



Academic and Administrative Audits (AAA)

The National Assessment and Accreditation Council (NAAC) has developed instruments and recommendations for enhancing the quality of Higher Education Institutions (HEIs) at various levels. Maintaining a high standard of quality requires both an internal quality assurance cell (IQAC) and an external quality assurance mechanism. Institutional processes must be monitored and evaluated using a well-structured internal and external review system. Continuous Academic and Administrative Audits are the NAAC requirements of the institutions (AAA).

Academic Audit

The Academic Audit is a peer review method that consists of both self-study and a site visit by external peers. This procedure encourages self-reflection and self-improvement rather than adherence to predetermined standards. An academic audit encourages the institution to evaluate its "education quality procedures" — the basic faculty activities required to design, ensure, and constantly improve teaching and learning. An audit investigates how teachers make educational decisions, organise their work, and collaborate to provide high-quality education in the best interests of the discipline and student learning.

Administrative Audit

The term "administrative audit" is used to describe a comprehensive assessment of the efficacy and efficiency of an organization's administrative procedures. The purpose of the audit is to develop and evaluate the institutes' policies, plans, operations, and functions.

The Criteria

The body that has the authority to decide on the criteria that will be used for AAA is called the internal Quality Assurance Cell (often abbreviated as IQAC for short). Pandit Neki Ram Sharma Government College in Rohtak has implemented the NAAC's departmental evaluation technique for its institution, for Academic and Administrative Audit (AAA).

Periodicity

The higher education institutions do the AAA exercise once a year. On the other hand, most HEIs choose to do this exercise every five years. A smart move would be to do this activity once a year internally and once every five years with peers from outside the institute. The college adopted the second approach.

Outcome of AAA

The results of the AAA may be presented to the college's Internal Quality Assurance Cell (IQAC). The recommendations that have been accepted by IQAC can be incorporated into a plan of action that can be prepared. It is essential for the college to properly establish the standards, regulations, and laws for AAA so that it

The objective of Academic and Administrative Audit.

- To study the current structure, evaluate the effectiveness of the various departments and administrative units, and provide solutions to the problems identified.
- to identify the prospects for academic reforms, administrative reforms, examination reforms, and other types of changes, as well as to identify the obstacles that are present in the existing administrative processes.
- To examine whether the available financial and other resources are being utilised to their full potential.

- To make recommendations for strategies for the ongoing enhancement of quality, keeping in mind the standards and reports established by NAAC and other organisations.

Criteria for Academic and administration Audit

- Vision and Mission of the college.
- Approach to Quality Assurance of the college

1. Governance of college

- The principal
- The College Administration and its management
- The Administrative management
- The Financial Management
- The academic management
- Admission Process
- Students' welfare Centric activities
- Staff welfare

2. Curricula Enhancement Programmes

- The Teaching and Learning Environment
- Learning Resources
- Programme Organization and Delivery
- Student Support
- Monitoring and Assessment
- Community Service
- Field Work-based Experience

Methodology

The College, its departments, cells, societies, and administrative entities are required to report all vital statistics using the IQAC-supplied Format. The data should meet NAAC's requirements. This information should include the institution's achievements,

curricular, co-curricular, and extra-curricular activities, student engagement and achievement, and faculty participation in national and international conferences, seminars, and workshops. Departments should maintain faculty profiles that detail each member's teaching, research, extension, achievements, and honours, along with supporting statistics.

For AAA validation, departments, cells, and societies should keep student, curricular, infrastructural, and teacher data. During AAA committee inspections, placement records, students admitted, final exam scores, financial aid, and other information should be available. Based on observations, the following five-point grades for seven criteria will be considered.

5 - Excellent

4 - Very Good

3 - Good

2 - Average

1 - Improvement Required

The Process Involve for AAA

The measures that must be taken are detailed below; the college adheres to these steps while dealing with AAA members from outside the institution.

Meeting with HODs to finalize the date

Principal

IQAC

Heads of Department

Conveners of Committees

Schedule dates of Visit
Prepared

AAA conducted on the
scheduled date

General Information of the college

GENERAL PROFILE		Information			
Name and Address of Institution		Pandit Neki Ram Sharma Govt. College, Rohtak Behind Power House, Delhi Road, Rohtak			
Type of Institution		Co-education			
		Urban			
University to which the college is affiliated		Maharishi Dayanand University Rohtak			
Total Area		28.2Acres			
Total Built-up Area		114121 sq. mts.			
Year of Establishment		1927			
Current Academic Activities at the Institution (Numbers)					
Faculties Regular		122			
Full-Time Faculty		203			
Programmes/Courses Offered		PG: 07 UG: 16			
	Sr.No.	Name of Course	Duration Months	Affiliation Nature	
	1	B. Com Hons	36 Months	Grant-in Aided	
	2	B.Com. Pass	36 Months	Grant-in Aided	
	3	B.A. Pass	36 Months	Grant-in Aided	
	4	B.Sc. Pass Course	36 Months	Grant-in Aided	
	5	BBA	36 Months	Grant-in Aided	
	6	BCA	36 Months	Grant-in Aided	
	7	Chemistry Hons	36 Months	Grant-in Aided	
	8	Economics Hons	36 Months	Grant-in Aided	
	9	English Hons	36 Months	Grant-in Aided	
	10	Geography Hons	36 Months	Grant-in Aided	
	11	Hindi Hons	36 Months	Grant-in Aided	
	12	History Hons	36 Months	Grant-in Aided	
	13	Mathematics Hons	36 Months	Grant-in Aided	
	14	Political Science Hons	36 Months	Grant-in Aided	
	15	Phycology Hons	36 Months	Grant-in Aided	
	16	Physics Hons	36 Months	Grant-in Aided	
	17	M.A. Economics	24 Months	Grant-in Aided	
	18	M.A. Geography	24 Months	Grant-in Aided	
	19	M.Com.	24 Months	Grant-in Aided	
	20	M.Sc. Mathematics	24 Months	Grant-in Aided	
21	M.A. Political	24 Months	Grant-in Aided		

	Science		
22	M.Sc. Physics	24 Months	Grant-in Aided
23	PGDC (Diploma)	12 Months	Grant-in Aided
Permanent Faculty Members	122		
Permanent Supporting Staff	28		
Number of Students	6783		
Major Features in the Institutional Context (Perceived by AAA team)	Academic diversity, Students' facilities, faculty with higher level of education, Basic infrastructure is up to mark, Ratio of Workload to Sanctioned Posts, Good college governance & management.		
Dates of the visit of the AAA Team			
Composition of the AAA Team which undertook the on-site visit			
Chairman	Sh. Gyanender Singh, Retd. Principal Govt. College Bhiwari		
Member 1	Dr. Devender Hooda, Retd. Principal Govt. College Sonapat		
Member 2	Mr. Dinesh Singh, Principal, NRS GC Rohtak		
Member 3	Dr. Samsher Singh, Senior Faculty member		
Member 4	Dr. Devender Singh, Coordinator IQAC, College		
Criterion Wise Analysis by the AAA Committee	5 -Excellent 4 -Very Good 3 - Good 2 - Average 1 - Need Improvement		



Category	Description	Available
Approvals and Accreditation Documents	UGC 2f	✓Yes/No
	UGC 12B	✓Yes/No
	Affiliated to University	✓Yes/No
	NAAC Certificate	✓Yes/No
Governance	Govt. Institution	✓Yes/No
	IQAC	✓Yes/No
	Anti-Ragging Committee	✓Yes/No
	Anti-Sexual Harassment Committee	✓Yes/No
	Complaint Committee	✓Yes/No
	Grievance Redressal Committee	✓Yes/No
	SC/OBC Cell	✓Yes/No
	Alumni Association	✓Yes/No
	Legal Cell	✓Yes/No
	Women Cell	✓Yes/No
	Library Automation	✓Yes/No
	Student scholarship Cell	✓Yes/No
	Institution Website	✓Yes/No
	Finance Office	✓Yes/No
	Bus Pass Committee	✓Yes/No
	Examination Section	✓Yes/No
	Biometric Attendance System	✓Yes/No
	Personal Files (Service book)	✓Yes/No
	Notice Boards	✓Yes/No
	Facebook page	✓Yes/No
	Public Addressing System	✓Yes/No
Facilities	Smart Class Rooms	✓Yes/No
	Hostels	✓Yes/No
	Sports Facility	✓Yes/No
	Vehicle Parking	✓Yes/No
	Canteen facility	✓Yes/No
	Green Campus Initiatives	✓Yes/No
	Medical Facility	✓Yes/No
	Solid Waste Management	✓Yes/No
	e-waste Management	✓Yes/No
	Rain Water Harvesting	✓Yes/No
	CCTV Security	✓Yes/No
	Xerox facility	✓Yes/No
	Backup Electric Supply	✓Yes/No
	Drinking water facility	✓Yes/No
	Ramps for disabled persons	✓Yes/No
		✓Yes/No

Criterion	Grading by AAA Team	Maximum Marks	Marks Scored
1.1.1 Curricular planning and Implementation		20	17
1.1.2 Academic Flexibility:		30	25
1.1.3 Curriculum Enrichment:		30	25
1.1.4 Feedback System:		20	16
Teaching — Learning and Evaluation:			
2.1.1 Student Enrolment and Profile:		40	40
2.1.2 Catering to Student Diversity:		40	34
2.1.3 Teaching-Learning Process:		40	38
2.1.4 Teacher Quality:		40	34
2.1.5 Evaluation Process and Reforms:		40	34
2.1.6 Student Performance and Learning Outcomes:		90	72
Research, Consultancy and Extension:			
3.3.1 Promotion of Research:		05	—
3.3.2 Resource Mobilization for Research:		10	8
3.3.3 Research Facilities:		10	7
3.3.4 Research Publication and Awards:		25	21
3.3.5 Consultancy:			
3.3.6 Extension activities and institutional social responsibility:		40	36
2.3.7 Collaboration:		20	12
Infrastructure and Learning Resources:			
4.1 Physical Facilities:		30	30
4.2 Library as a Learning Resource:		20	17
4.3 ICT Infrastructure:		30	23
4.4 Maintenance of campus facilities:		20	16
Student Support and Progression:			
5.1 Student Mentoring and Support:		50	42
5.2 Student Progression:		30	24
5.3 Student Participation and Activities:		50	43
Governance and Leadership:			
6.1 Institutional Vision and Leadership		10	7
6.2 Strategy Development and Deployment		10	8
6.3 Faculty Empowerment Strategies		35	27
6.4 Financial Management and Resource Mobilization		15	12
6.5 Internal Quality Assurance System (IQAS)		30	20
Institutional Values and Best Practices			
7.1 Institutional Values and Social Responsibilities		50	43
7.2 Best Practices		30	23
7.3 Institutional Distinctiveness		20	14



Institutional Strength	<ul style="list-style-type: none"> ❖ The Pandit Neki Ram Sharma Government College, Rohtak, is a distinguished educational institution in the state of Haryana that offers a comprehensive education in a broad spectrum of subjects. Students enrolling in the college come from a range of different districts located throughout the state. ❖ Multi-faculty, undergraduate and post-graduate level institution with permanent affiliation to Maharishi Dayanand University, Rohtak, government institute offering excellent educational opportunities. Approval by the UGC under Sections 2f and 12B. ❖ The College features an extensive campus with five teaching blocks, three hostels (two for boys and one for girls), one auditorium, six faculty residences, and a large open-air theatre. ❖ It is widely acknowledged throughout the state that this college is among the best options for higher education. The college received 22,000 applications for entry into first-year courses during the 2021-22 academic year. ❖ The college has acquired a reputable name for the breadth and depth of the honours programmes it offers, and it currently offers honours-level courses across all faculties and in a total of thirteen subject study fields.
Institutional Weakness	<ul style="list-style-type: none"> ❖ There is a scarcity of classrooms in the college because, in some of the classrooms, the old teaching blocks are worn out, damaged, and no longer in use. This is the cause of the deficit of classrooms in the college. ❖ Even though the majority of the college's academic programme is designed for graduate students, the college's teaching staff does not publish their research papers as much in high-impact journals and does not undertake as much research as they could. ❖ The college's ability to assess students' progress toward completing POs and COs is limited because of its status as an affiliated institute.
Institutional Challenges	<ul style="list-style-type: none"> ❖ The college is having a challenge keeping up with the growing number of students and the pressure to accommodate as many of them as possible with the limited resources in the

	<p>college.</p> <ul style="list-style-type: none"> ❖ This institution adheres to the course requirements set by Maharishi Dayanand University Rohtak. Value-added courses and programmes that are relevant to the needs of today's students are necessary to meet their demands. ❖ All Departments of the college require interdisciplinary research, and it must be of a high standard. ❖ The percentage of female students has increased dramatically. The requirements of girl students are different from boys students. A growing number of female students presents a challenge for the college in terms of ensuring their safety and achieving gender equity. ❖ It is challenging to keep 100% of the records about student growth and placement since the size of the data relating to students is so large and the available manpower is so limited.
Institutional Opportunities	<ul style="list-style-type: none"> ❖ The COVID-19 pandemic has made it possible for colleges to switch from traditional ways of teaching to more modern ones, and teachers are using more new platforms like Google Maps, WhatsApp Groups, Microsoft Teams and Zoom, etc. ❖ Opportunities have increased for students to participate in community outreach programs in the college. ❖ The students' possibilities for employment in the non-governmental organisation (NGO) and corporate sectors have been increased as a result of the operations of the placement cell. ❖ This college is known for its academic excellence. The present state government chief minister is an alumnus of the college. Outreach to alumni in leadership roles at higher institutions and academics at prestigious organisations offers student fellowship and employment options. ❖ The College has been designated as the question paper distribution centre for Maharishi Dayanand University Rohtak. For the College, this is an opportunity to perform its responsibility of handing out exam packets and collecting student responses.

Recommendations by the Academic and Administrative Audit Committee

- College should start add on courses at the departmental levels.
- More Post-graduate courses should be offered in the college.
- Non-teaching staff should be given training as per their requirements.
- Professional/Inter-disciplinary courses should be started for students in view of growing demand for skilled workforce in all the sectors.
- Yoga/meditation/Vedic knowledge workshops should be conducted to foster a more inclusive learning environment.

Signatures of the AAA Committee Members

Sr.No.	Name of the Member	Designation	Signature
1	Dr. Gyanender Singh	Rtd. Principal Govt College Bhilwari	[Signature]
2	Dr. Devender Hooda	Rtd. Principal Govt. College, Sampla	[Signature]
3	Major Dinesh Singh	Principal	[Signature]
4	Dr. Shamsher Singh	Senior Faculty member	[Signature]
5	Dr. Devender Singh	IAAC Coordinator	[Signature]

[Signature]

Principal,
Pandit Neki Ram Sharma
Government College, R.O.
Pandit Neki Ram Sharma
Govt. College Rohtak



Date: 23/02/23