

NO. EDN -KLU -GCB HOUSE EXAM-2021-213
O/o the Principal Govt. Degree College Banjar
Distt. Kullu (H.P.) 175123

Dated: Banjar The 02.04.2025

Office Order

The IQAC of the college has proposed to conduct the internal administrative audit. In this regards all the Heads of the Departments are directed to ensure the maintenance of the Equipment's, Stock Register & Visitors Register in case of Library. In charges of clubs and societies i.e. NCC, NSS, R&R, IT Lab, Language Lab, CC & PC & Women Cell also keeps their stock register/Records updated. Furthermore the records of PTA & OSA will be audited. The related documents should be completed by 25th April, 2025.

(Signature)
02 April 2025
Principal
G.D.C. Banjar
Distt. Kullu (H.P.)

No.- EDN-GCB-E(1)-01/2025- 693

Office of the Principal
Govt Degree College Banjar

Distt Kullu (HP)

Dated: Banjar-175123

the 31 October, 2025

OFFICE ORDER

Vide office order No.-EDN-KLU-GCB-House Examination-2021-213, dated 02.04.2025, it has been decided and intimated to all staff members and in charges by the IQAC to conduct the internal administrative audit. To accomplish the said work, a committee of following member is hereby constituted and entrusted the responsibility to conduct the internal administrative audit between 3rd November to 10th November 2025 and submit the report to the undersigned and IQAC:

Committee:

1. Dr. Pravesh Sharma
2. Dr. Yog Raj
3. Dr. Provinder Kumar

The committee will access the areas mentioned in column no. 1 and concerned in charges will facilitate the committee:

Sr. No.	Area to be assessed	Responsibility
1.	Institutional Motto, vision, mission & objective	IQAC
	Institutional Developmental Plan	
	Annual Action Plans & Action Taken Reports	
	Minutes of the Meetings	
	Feedback	
	Academic Calendar	
	College Annual reports and magazine	
	College Organogram	
	Best Practices	
	Institutional Distinctiveness	
AQAR & SAR		
2.	Infrastructure and resources (Classrooms, LABs etc)	Time Table Committee
3.	CSCA related activities	CSCA Committee
4.	Library	Assistant Librarian
5.	Sports	Department of Physical Education

6.	Cultural related activities	Music department & Culture Committee
7.	Career counselling and Placement cell	CC&PC Committee
8.	Institutional Management	IQAC
9.	Canteen	Canteen Committee
10.	Women Cell	Women Cell
11.	NSS	In charge NSS
12.	NCC	In charge NCC
13.	Rovers and Rangers	In charges R&R
14.	Road Safety Club	RSC Committee
15.	Youth Red Cross/ Red Ribbon	Youth Red Cross/ Red Ribbon Club
16.	PTA	PTA Secretary
17.	OSA	OSA Secretary
18.	IT LAB & ICT Related Facilities	IT In charge
19.	Internal Examination and Evaluation	COE of House Exam
20.	Physical Verification of Stock	All concerned departments and In charges
21.	House Examination Record	House Examination Committee

All the concerned committees/ In charges are directed to ensure that their records are properly maintained and uploaded on the college website in their respective Tabs.

Copy to:

1. IQAC
2. Audit committee
3. Guard File
4. Information to all Staff


 Principal
 G.D.C. Banjar
 Distt. Kullu (H.P.)
 01 Nov 2025

Signed
08 NOV 2025

GOVERNMENT DEGREE COLLEGE, BANJAR (District Kullu, Himachal Pradesh)
INTERNAL ADMINISTRATIVE AUDIT REPORT
For Academic Sessions 2020-21 to 2024-25

Audit Summary

We, the undersigned committee members, conducted the Internal Administrative Audit of Government Degree College, Banjar on 6th and 7th November, 2025 for the academic sessions 2020-21 to 2024-25, in accordance with the parameters prescribed in Office Order No. EDN-GCB-E (1)-01/2025 dated 31/10/2025.

The audit aimed to assess the maintenance, transparency, and effectiveness of institutional processes and records. Based on the examination, the committee makes the following observations and recommendations.

Sr. No.	Area Assessed	Assessment/Remarks Given by Committee Members
1.	Institutional Motto, vision, mission & objective	Well defined, maintained, and appropriately uploaded on the college website.
	Institutional Developmental Plan	Properly maintained; and appropriately uploaded on the college website.
	Annual Action Plans & Action Taken Reports	Systematically prepared and maintained by IQAC; duly uploaded on the website.
	Minutes of the Meetings	Properly documented and uploaded on the website.
	Feedback	The mechanism is well-structured, maintained, and uploaded on the website.
	Academic Calendar	Maintained in alignment with academic planning and uploaded on the website.
	College Annual reports and magazine	Maintained & uploaded on website
	College Organogram	Properly documented and uploaded on the website.
	Best Practices	Well documented and uploaded on the website.
	Institutional Distinctiveness	Maintained & uploaded on website
	AQAR & SAR	Maintained by IQAC and uploaded on the website
2.	Infrastructure and resources (Classrooms, LABs etc)	Adequate facilities available; infrastructure and resources well maintained.
3.	CSCA related activities	All records of activities are properly maintained and organized.
4.	Library	Library records well maintained; cataloguing and access systems satisfactory.
5.	Sports	Records maintained; activities conducted regularly.
6.	Cultural related activities	Records maintained; events organized as per annual plan.
7.	Career counselling and Placement cell	Records maintained; counseling sessions conducted periodically.

Sr. No.	Area Assessed	Assessment/Remarks Given by Committee Members
8.	Institutional Management	The record & information uploaded on website, in the form of prospectus
9.	Canteen	Records maintained; hygiene and service standards satisfactory
10.	Women Cell	Records maintained; awareness and grievance activities duly conducted
11.	NSS	Records maintained; regular community outreach and extension activities undertaken
12.	NCC	Records maintained; training and participation found satisfactory.
13.	Rovers and Rangers	Records maintained; activities organized as per schedule.
14.	Road Safety Club	Records maintained; awareness programs regularly conducted
15.	Youth Red Cross/ Red Ribbon	Records maintained; health awareness activities conducted periodically.
16.	PTA	Records maintained; meetings conducted as per norms.
17.	OSA	Records maintained; alumni engagement observed.
18.	IT LAB & ICT Related Facilities	Well maintained; facilities functioning satisfactorily.
19.	Internal Examination and Evaluation	Records maintained; evaluation procedures followed systematically
20.	Physical Verification of Stock	Conducted regularly; records maintained properly.
21.	House Examination Record	Records maintained; assessment procedures transparent and consistent.

Conclusion

Overall, the committee found that the institutional records and administrative systems are well organized, updated, and maintained as per prescribed norms.

It is suggested that efforts, such as timely updating and uploading of certain documents of the activities conducted by the various committees, clubs and societies on the official website, should be made.

Committee Members:

1. Dr. Pravesh Sharma
2. Dr. Yog Raj
3. Dr. Provinder Kumar


7/11/25


7.11.25

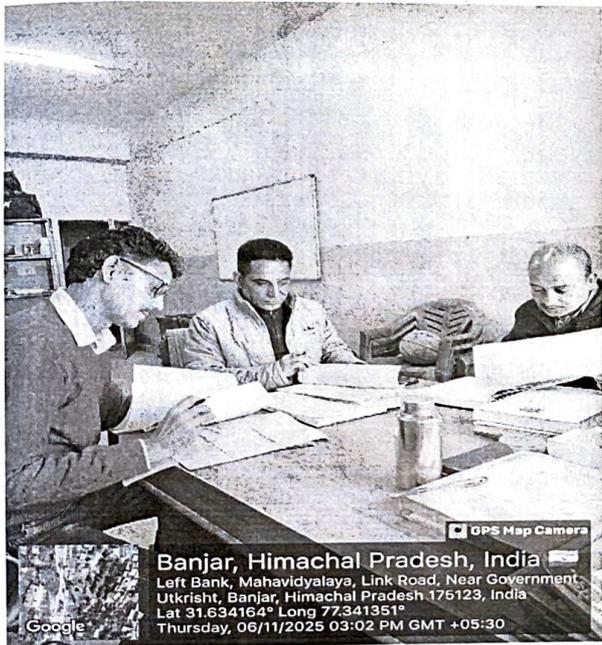

7.11.25


NOV 08, 2025
Principal

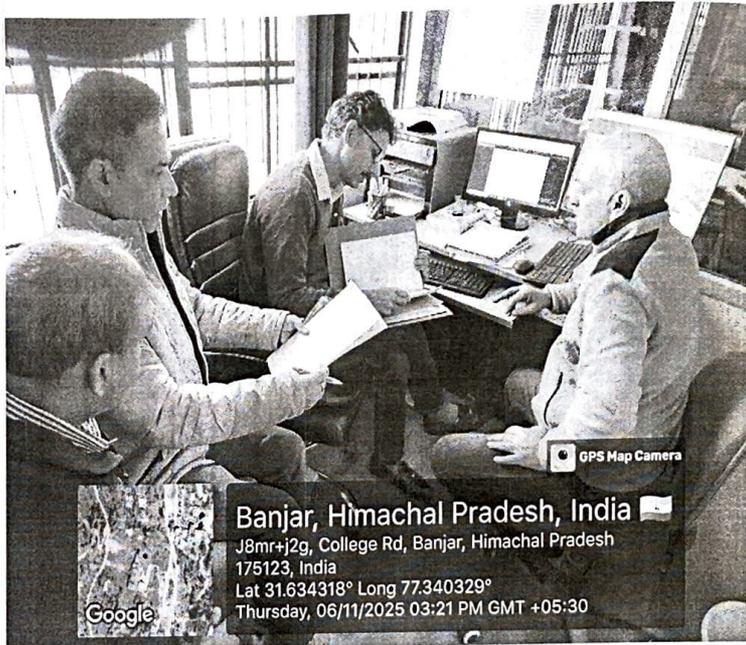
GC Banjar, Distt. Kullu (H.P.)

Visits to various departments/clubs/societies regarding the conduct of administrative Audit conducted on 6th & 7th November, 2025.

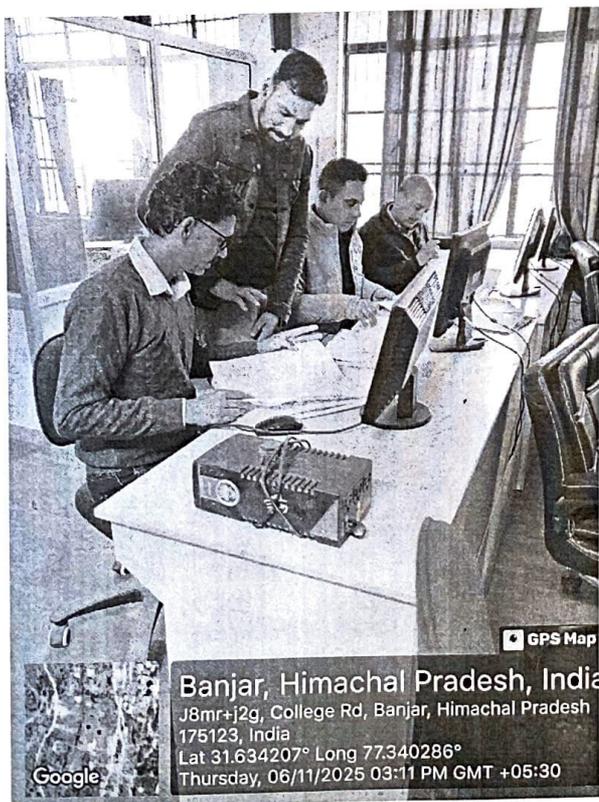
Deptt. Of Physical Education & Sports



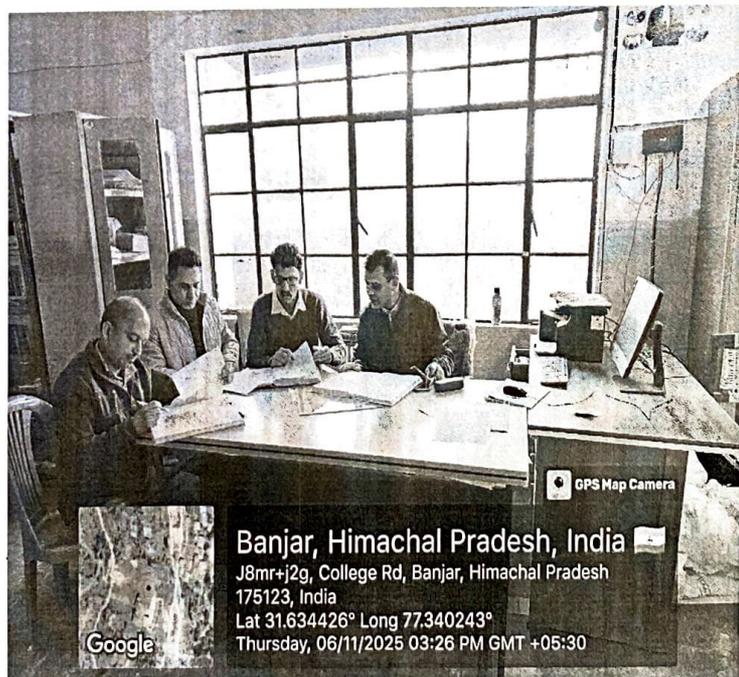
IQAC



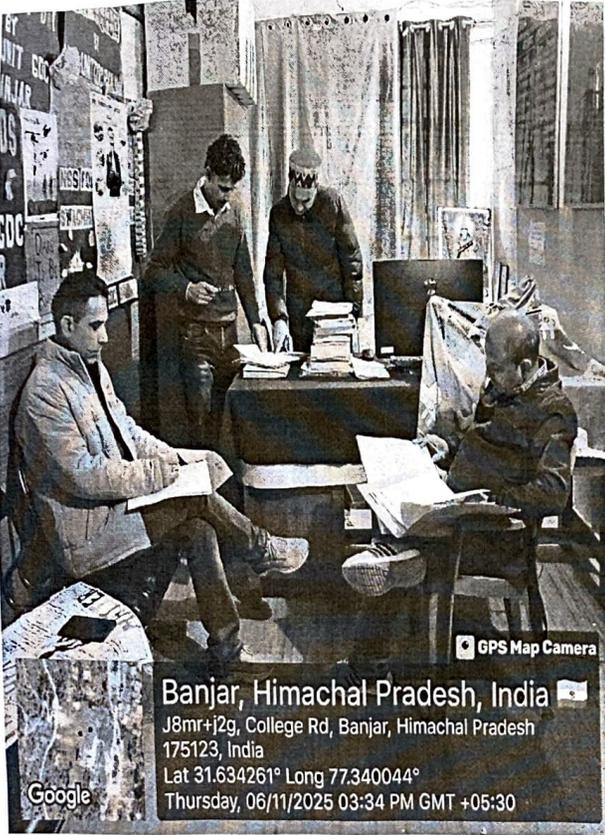
IT Lab



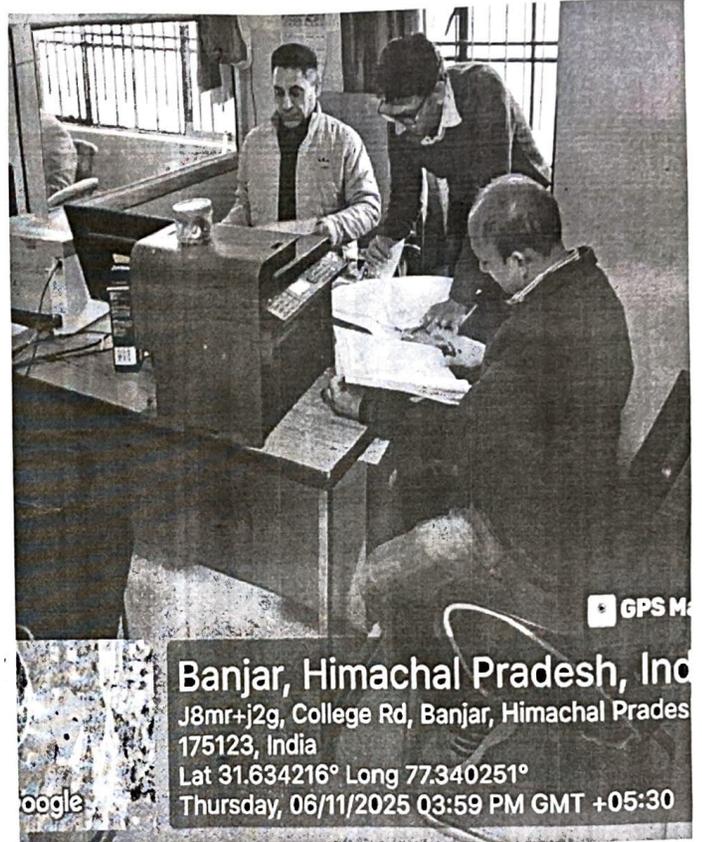
College Library



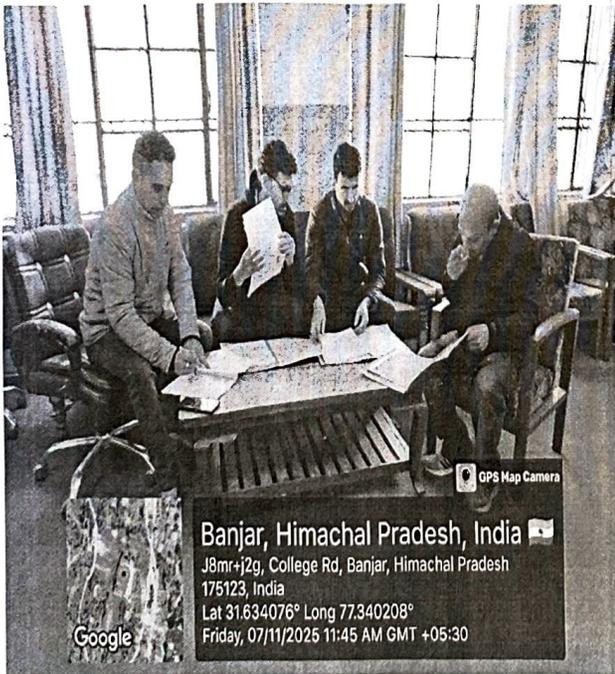
NSS



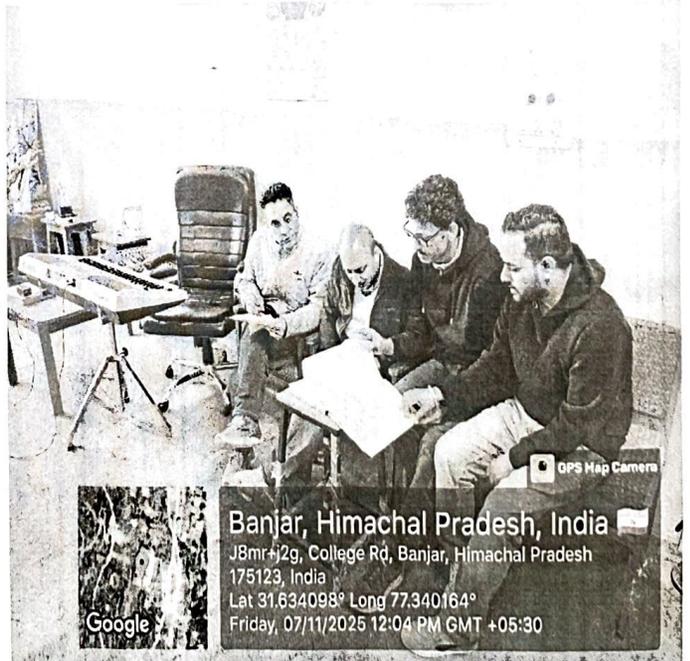
College Canteen



NCC



Cultural Activities



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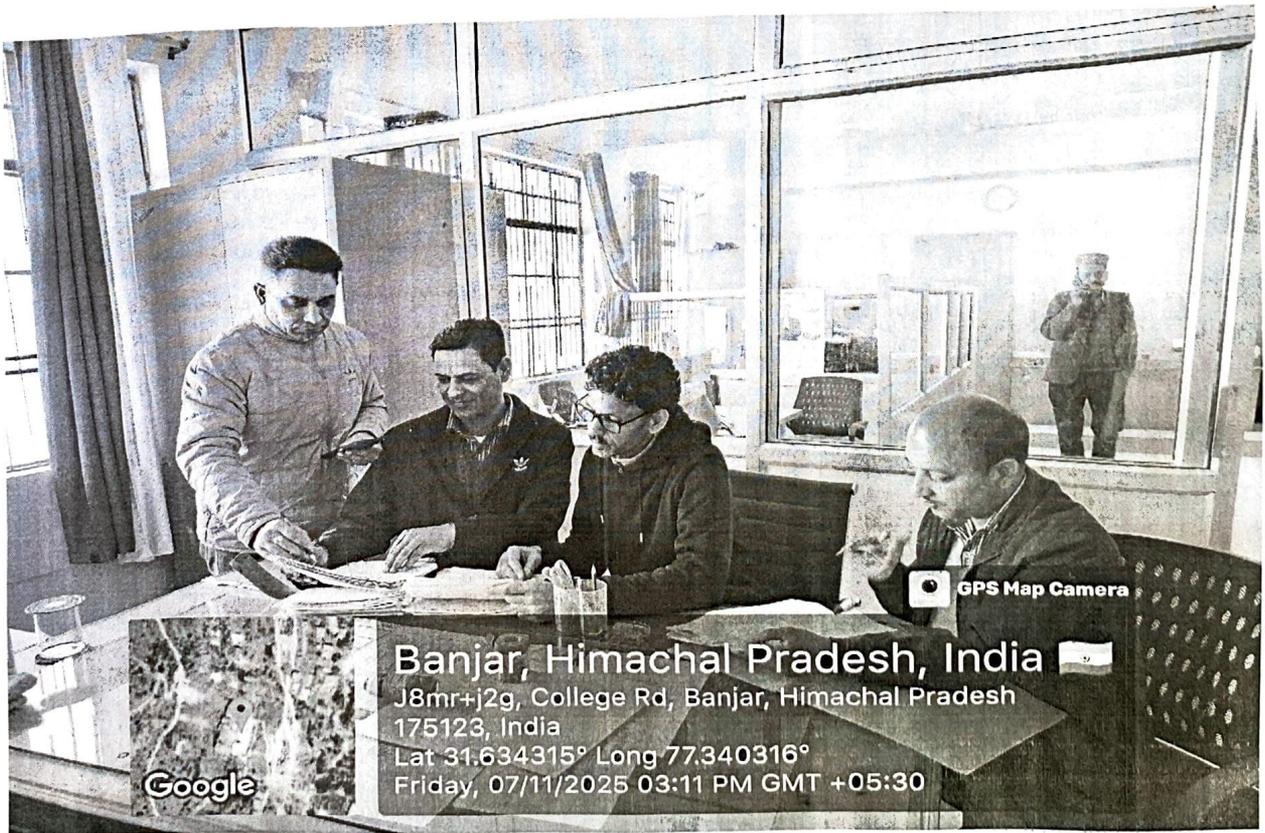
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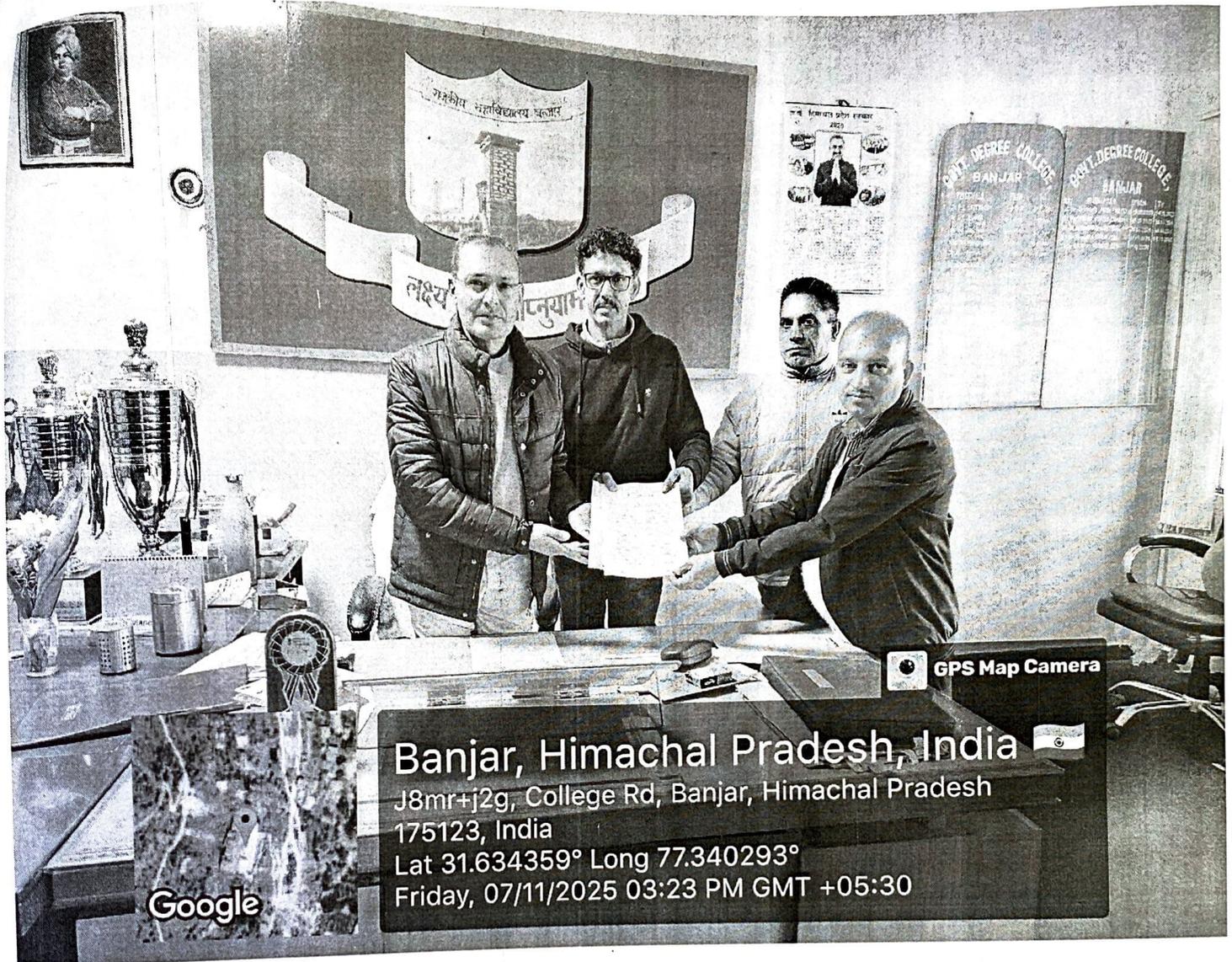
Women Cell



PTA



The report presented to the Principal, GDC Banjar, Distt. Kullu (H.P.)



14/11/2025
(Dr. Pravech Sharma)

[Signature]
Dr. Yog Raj

[Signature] 11.11.25
Dr. Pravech Sharma

[Signature]
Principal
G.D.C. Banjar
Distt. Kullu