

SHAH SATNAM JI BOYS' COLLEGE, SIRSA (HARYANA)



External Academic and Administrative Audit

(2021-22, 2022-23, 2023-24)



Year of Audit

2021-24

Date of Audit: 10-04-2024

FORMAT FOR ACADEMIC & ADMINISTRATIVE AUDIT

Total Assessment Point	340	Percentage	Performance
Points Secured:	279	82.05%	Excellent
Grade Secured:	A		

Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76 to 100%	Excellent
B	Between 61 to 75%	Good
C	Between 51 to 60%	Satisfactory
D	Up to 50%	Need improvement

Note:

1. The Principal of the college is required to submit all details to justify the remarks mentioned under Sections A, B, C, D.
 2. All information in format and details of documents should be submitted for assessment years in year wise manner.
 3. A duly complete format should be made available both in hard copy and electronic copy to the committee.
- If any particulars in the tables below are not applicable (NA) to the college please mention it in remark. The peer review committee will verify the remarks and the marks will be deducted from Max marks and accordingly the grade will be calculated.

Profile of the College

1	Name of the College	Shah Satnam Ji Boys' College, Sirsa		
2	Year of Establishment	2000		
3	Location	Begu Road, Near Shah Mastan Ji Dham, Sirsa		
4	Status A. Aided B. Unaided	Unaided (Self-Financed)		
5	Name of the Principal	Dr. Dilawar Singh		
6	Course and Admission	Course	Admission Procedure	
		BA B.Com BBA BA-JMC B.Sc. (CS & NM) D.P.Ed. B.P.Ed. M.Com MA English M.Sc Maths M.Sc. Geography MA-JMC M.A. Pub. Adm.	Merit bases through DGHE Central Admission Portal	
7	Total Faculty Position	33		
8	Non-Teaching Staff Position	16		
9	Total Intake capacity and no. of Students admitted for last Three Years	Year	Intake	Admission
		2021-22	1575	898
		2022-23	1575	966
		2023-24	1575	1000
10	Total Amount of Fees Received from All Courses for last Three Years	Year	Fees Received	
		2021-22	15,323,895	
		2022-23	15,712,827	
		2023-24	11,166,248 (Till date)	
11	Total grant utilized for infrastructure development.	Year	Grant Received	
		2021-22	3220451	
		2022-23	3502443	
		2023-24	4287486	

A. Assessment of Administrative Set up

Particulars	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. Accreditation of NAAC		No	05	0	Apply in next term
2. NIRF		-	05	3	
a. Ranking (<500)	Yes		03		
b. Participating					
3. Quality certification like ISO etc.		No	05	3	
4. Special Programs College with Potential for Excellence etc.		No	05	0	Take necessary action
5. Principal	Yes			3	Appointment of Regular Principal Showed made
a. Regular		No	05		
b. Non-Regular	Yes		03		
6. Faculty (15)	Current Staff	Sanctioned post	Grade %		
a. Teaching Staff	34	49	71-100%	05	5
			51-70%	03	
			50 & below	02	
7. Teacher : Student Ratio (Full Time)	2021-22 - 1:29		1:20	05	5
	2022-23 - 1:32		1:<20	03	
	2023-24 - 1:32				
8. Whether college has Vision, Mission Statement?	Yes			05	5
9. Whether college has Perspective Development plan?	Yes			05	5
10. Whether SWOT analysis of college is performed?	Yes			05	5
11. Whether IQAC is established?	Yes			05	5

12. Whether Self-Appraisal report of all staff submitted to Administration?	Yes		05	5	
13. Committees & Clubs	Yes		05	5	
Total			75	49	

B. Academic Activities

Particulars	Status		Max. Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. Whether Academic Calendar is prepared and followed?	Yes		05	5	
2. Whether Subject wise Time Table & Teaching plan is prepared and followed?	Yes		05	5	
3. Smart Class rooms	Yes		05	5	
4. Seminars/ Webinars/Workshops organized by college	Yes		05	5	
5. Result Analysis for last 3 years					
71-100%	Yes		05		
51-70%			03	3	
50% or below			02		
6. Remedial Class system in college	Yes		05	5	
7. Whether Students Feedback collected and analyzed?	Yes		05	5	
8. Whether Alumni association registered and meeting conducted?	Yes		05	5	
9. Student centric activities like soft skills, group discussion, competitions etc.	Yes		05	5	
10. Participation of staff & students in conferences, workshops etc.	Yes		05	5	
11. Student placements system available?	Yes		05	5	
12. Sport facility - outdoor/indoor stadium etc.	Yes		05	5	

13. Students' representation in Sport & Cultural activities at State/ National/ International Level and Achievements.	Yes		05	5	
14. College gives award or cash prize	Yes		05	5	
15. Students' attendance (As per rules)	Yes		05	5	
16. Staff Biometric	Yes		05	5	
Total			80	78	

C. Research Activities

Particulars	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. No. of teachers with Ph.D. degree	Yes		05	2	
2. No. of funded research project		No	05	0	<i>Efforts should be made for Research Projects</i>
3. Memorandum of Understanding (MOU) /Collaboration with industry/Research institute	Yes		05	3	
4. Conferences/ Symposium/ Workshops/ Webinars etc. Organized.	Yes		05	5	
5. faculty attended the conference/ workshops/ Webinars	Yes		05	5	
6. Research papers/ Chapter in Book	Yes		05	3	
7. Books/ reference Books Edited or Published by the teachers	Yes		05	3	
Total			35	21	

D. Infrastructure

Particular	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. Adequate Computer facility	Yes		05	5	
2. Principal's office with Washroom	Yes		05	5	
3. Administrative Office	Yes		05	5	
4. Visiting Room/ Waiting Room	Yes		05	5	

5. Staff cabin with washroom	Yes		05	5	
6. Boys Common Room	Yes		05	5	
7. Adequate Class rooms	Yes		05	5	
8. ICT Resources (LCD, Audio-Video, Smart Interactive Board)	Yes		05	5	
9. Internet/Wifi for faculty & Students	Yes		05	5	
10. Auditorium/ multipurpose Hall	Yes		05	5	
11. Well Equipped laboratories Adequate Equipment/ Instruments for Teaching	Yes		05	5	
12. Covered shady parking for employees		No	05	0	Do needful
13. Covered shady parking for students		No	05	0	Do needful
14. Purified drinking water facility	Yes		05	5	
15. Garden/ Plantation/ Lawn	Yes		05	5	
16. Separate Toilet facilities for- Staff	Yes		05	5	
17. Separate Toilet facilities for- Students	Yes		05	5	
18. Store room	Yes		05	5	
19. College Library & Reading Room	Yes		05	5	
20. Books purchased each year	Yes		05	5	
21. Grievances/ Redresser Committee	Yes		05	5	
22. Anti-Ragging Committee established	Yes		05	5	
23. Ramp for physically challenged persons		No	05	0	Urgently Required
24. Fire Safety equipment's	a. Fire Alarm sys.	No	05	3	
	b. Fire Cylinder	Yes	03		
25. Generator, Inverter UPS Systems	Yes		05	5	
26. Security Guards	Yes		05	5	
27. Use of Surveillance System/CCTV	Yes		05	5	
28. Energy Saving Practices	a. Energy Audit		05	3	
	b. Non-Energy Audit		03		
29. Water Saving Practices	Yes		05	5	
30. Startup/ Incubation Center	Yes		05	5	
Total			150	131	
Grand Total A+B+C+D			340	279	

Committee Report

Detail Remarks from Committee:

- It came to the realisation that the college will undoubtedly require technical assistance because there are numerous online works that must be completed successfully within the allotted time frame.
- The consumable and non-consumable items that will be given to the students in the labs at the college must be accurately recorded in issue registers.
- The committee recommended that the college library must have a name.
- The college's website must feature pages dedicated to each department.
- The department head must sign the teacher's attendance record every fifteen days, which is also signed by the principal.
- A master timetable with room numbers must be created for the whole college.
- Each department should maintain its alumni record properly.
- Research papers should be published in the journals as notified on UGC CARE list.
- Teaching Staff should follow online or ICT based teaching learning process.
- Disability friendly barrier free environment should be established in the college.
- Arrangement of Financial assistance & Medical support to staff.
- System established for energy conservation i.e., solar plant.

Overall Gradation of the College

Sections	Max Marks	Marks Obtained	Score (% of Marks)
Section A	75	49	65.33%
Section B	80	78	97.5%
Section C	35	21	60%
Section D	150	131	87.33%
Grade Secured	340	279	82.05%

Date:

Place:

Name of the Committee Member		Signature
Dr. Bhushan Monga (Principal) Ch. Mani Ram Jhorar Govt. College, Mithi Sureran, Ellenabad.	Convener	
Dr. Naveen Kumar (Associate Prof.), Dept. of Commerce, GNC, Sirsa.	Member	
Sh. GL Khurana, Rtd. (Supdt.), KUK University.	Member	



Co-ordinator (IQAC)

Dr. Anil Kumar
Co-Ordinator (IQAC)
Shah Satnam Ji Boys College
Sirsa



Principal

Principal
Shah Satnam Ji
Boys College, SIRSA

External Audit


(Departments)


2021-24


External Academic Audit (Departments)
Internal Quality Assurance Cell (IQAC)
Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: Journalism & Mass Communication		Name of HoD: Dr. Anil Kumar		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 6/6	5
2	Organise by Dept. - FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 1/6	2
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		No 0/6	0
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	Yes 41/122 (33%) (2021-23)	2
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 4/6 66%	3
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 3/6 50%	3
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 3/6 50%	3
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 10/122 (8%) (2021-23)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		Yes 02/122	1
12	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	5
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	4
18	Question bank of each subject		Yes	4
19	List of Students who regular using library offline or online learning resources.		Yes	3

20	Last report of Academic and Administrative Audit of Dept.		Yes	5	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	5	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). (Attach a copy of syllabus related these issues with dept. file)		Yes	5	
23	Active Alumni group on facebook/Whatsapp (<i>Alumni List & Screenshots</i>)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		Yes	5	
31	List of students benefited by scholarships and freeships provided by the institution & government.		Yes	5	
32	Active Mentor-Mentee system adapted by the department (<i>Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.</i>)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (<i>List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.</i>)		No	0	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (<i>Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.</i>)		Yes	5	
37	Student centric methods (<i>Minimum one from each activity is required</i>)	Experiential Learning	0- if Nil	Yes 4/4	5
		Participative Learning	1- if two		
		Problem Solving Methodologies	3- if three		
		Use of ICT Enabled Tools <i>App/Web/LMS/Google class/youtube/smart class etc.</i>	5- if four		
Total Score			78%	144/185	



Chairperson of External Audit
 (Dr. Bhushan Monga, Principal,
 CMRJ Govt. College, Ellenabad
 University)


Member
 (Dr. Naveen Kumar, Associate Prof.
 Dept. of Commerce GNC, Sirsa)


Member
 (Sh. GL Khurana,
 Retd. Supdt. KUK)


Co-Ordinator (IQAC)

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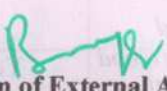

Principal


Principal
 Shah Satnam Ji
 Boys College, SIRSA


External Academic Audit (Departments)
Internal Quality Assurance Cell (IQAC)
Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: Commerce and Management		Name of HoD: Sh. Sumit Singla		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 4/6	3
2	Organise by Dept. - FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 2/6	1
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		Yes 4/6	3
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	Yes 151/282 (53%) (2021-24)	3
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 1/6	1
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 1/6	1
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 3/6 50%	3
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 5/282 (2021-24)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		Yes 10/282	1
12	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	5
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	5
18	Question bank of each subject		Yes	5
19	List of Students who regular using library offline or online learning resources.		Yes	3

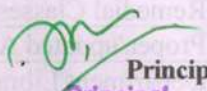
20	Last report of Academic and Administrative Audit of Dept.		Yes	4	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	5	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (Career Guidance and Placement). (Attach a copy of syllabus related these issues with dept. file)		Yes	5	
23	Active Alumni group on facebook/Whatsapp (Alumni List & Screenshots)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		Yes	5	
31	List of students benefited by scholarships and freships provided by the institution & government.		Yes	5	
32	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)		Yes	3	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.)		Yes	5	
37	Student centric methods <small>(Minimum one from each activity is required)</small>	Experiential Learning	0- if Nil	Yes 3/4	3
		Participative Learning	1- if two		
		Problem Solving Methodologies	3- if three		
		Use of ICT Enabled Tools App/Web/LMS/Google class/youtube/smart class etc.	5- if four		
Total Score			77.29%	143/185	


Chairperson of External Audit
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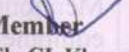
External Academic Audit (Departments)
Internal Quality Assurance Cell (IQAC)
Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: Science and Mathematics		Name of HoD: Dr. Babu Lal		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
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4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		Yes 5/6	3
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 4/6	3
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	No 0/185 (2021-24)	0
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 3/6 50%	3
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 3/6 50%	3
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 2/6 33%	2
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 5/185 (2021-24)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/ Civil Services/ State government examinations etc.)		Yes 5/185	1
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		Use of ICT Enabled Tools App/Web/LMS/Google class/youtube/smart class etc.	5- if four		
Total Score			75.13%	139/185	



Chairperson of External Audit
 (Dr. Bhushan Monga, Principal,
 CMRJ Govt. College, Ellenabad
 University)


Member
 (Dr. Naveen Kumar, Associate Prof.
 Dept. of Commerce GNC, Sirsa)


Member
 (Sh. GL Khurana,
 Retd. Supdt. KUK)


Co-Ordinator (IQAC)

Dr. Anil Kumar
 Co-Ordinator (IQAC)
 Shah Satnam Ji Boys College
 Sirsa


Principal
 Principal
 Shah Satnam Ji
 Boys College, SIRSA

External Academic Audit (Departments)

Internal Quality Assurance Cell (IQAC)

Shah Satnam Ji Boys College, Sirsa (Haryana)

Department: Geography		Name of HoD: Mr. Ashok Kumar		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 6/6	5
2	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 3/6	2
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		Yes 2/6	1
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	Yes 13/131 (10%) (2021-24)	1
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 2/6 33%	2
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 1/6	1
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 3/6 50%	3
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 10/131 (8%) (2021-24)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		No 0/131	0
12	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	4
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	4
18	Question bank of each subject		Yes	4
19	List of Students who regular using library offline or online learning resources.		Yes	3

20	Last report of Academic and Administrative Audit of Dept.		Yes	4	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	4	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (Career Guidance and Placement). (Attach a copy of syllabus related these issues with dept. file)		Yes	3	
23	Active Alumni group on facebook/Whatsapp (Alumni List & Screenshots)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		Yes	5	
31	List of students benefited by scholarships and freeships provided by the institution & government.		Yes	5	
32	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)		Yes	1	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.)		Yes	5	
37	Student centric methods <small>(Minimum one from each activity is required)</small>	Experiential Learning	0- if Nil	Yes 3/4	3
		Participative Learning	1- if two		
		Problem Solving Methodologies	3- if three		
		Use of ICT Enabled Tools App/Web/LMS/Google class/youtube/smart class etc.	5- if four		
Total Score			72.43%	134/185	

Chairperson of External Audit
(Dr. Bhushan Monga, Principal,
CMRJ Govt. College, Ellenabad
University)

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Sirsa

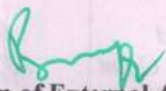
Principal

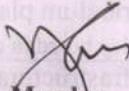
Principal
Shah Satnam Ji
Boys College, SIRSA


External Academic Audit (Departments)
Internal Quality Assurance Cell (IQAC)
Shah Satnam Ji Boys College, Sirsa (Haryana)

Department: Computer Science		Name of HoD: Dr. Anil Kumar		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 4/6	3
2	Organise by Dept. - FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 5/6	3
3	MoUs / linkages with institutions/ industries	5- if Six or more	Yes 2/6	1
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		Yes 3/6	2
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	Yes 76/264 (29%) (2021-24)	1
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 1/6 16%	1
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 1/6	1
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 4/6 66%	3
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 10/264 (4%) (2021-24)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		Yes 02/264	1
12	Active facility of Display board for Students-(Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	5
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	4
18	Question bank of each subject		Yes	4
19	List of Students who regular using library offline or online learning resources.		Yes	3


20	Last report of Academic and Administrative Audit of Dept.		Yes	4	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	5	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (Career Guidance and Placement). (Attach a copy of syllabus related these issues with dept. file)		Yes	5	
23	Active Alumni group on facebook/Whatsapp (Alumni List & Screenshots)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		No	0	
31	List of students benefited by scholarships and freeships provided by the institution & government.		No	0	
32	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)		Yes	3	
35	Students Result list (Pass percentage details year wise)		Yes	3	
36	Value Added/ Add - on /MOOC Courses (Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.)		Yes	3	
37	Student centric methods (Minimum one from each activity is required)	Experiential Learning Participative Learning Problem Solving Methodologies Use of ICT Enabled Tools App/Web/LMS/Google class/youtube/smart class etc.	0- if Nil 1- if two 3- if three 5- if four	Yes 2/4	1
Total Score			68.10%	126/185	


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 University)


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 Retd. Supdt. KUK)



Co-Ordinator (IQAC)
 Dr. Anil Kumar
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 Shah Satnam Ji Boys College
 Sirsa



Principal
 Principal
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 Boys College, SIRSA


External Academic Audit (Departments)
Internal Quality Assurance Cell (IQAC)
Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: English		Name of HoD: Sh. Deepak Parik		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 3/6	2
2	Organise by Dept. - FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 2/6	1
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		No 0/6	0
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	No 0/40 (2021-24)	0
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	No 0/6	0
8	Published Books/ Chapter in Books by the Staff of Dept.		No 0/6	0
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 3/6 50%	3
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 1/40 (2021-24)	1
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		No 0/40	0
12	Active facility of Display board for Students-(Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	4
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	5
18	Question bank of each subject		Yes	5
19	List of Students who regular using library offline or online learning resources.		Yes	3


20	Last report of Academic and Administrative Audit of Dept.		Yes	4	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	5	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). (<i>Attach a copy of syllabus related these issues with dept. file</i>)		Yes	5	
23	Active Alumni group on facebook/Whatsapp (<i>Alumni List & Screenshots</i>)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		No	0	
31	List of students benefited by scholarships and freeships provided by the institution & government.		No	0	
32	Active Mentor-Mentee system adapted by the department (<i>Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.</i>)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (<i>List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.</i>)		Yes	2	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (<i>Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.</i>)		Yes	4	
37	Student centric methods <small>(Minimum one from each activity is required)</small>	Experiential Learning Participative Learning Problem Solving Methodologies Use of ICT Enabled Tools <i>App/Web/LMS/Google class/youtube/smart class etc.</i>	0- if Nil 1- if two 3- if three 5- if four	Yes 3/4	3
Total Score			64.86%	120/185	


Chairperson of External Audit
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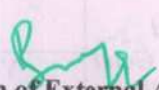
External Academic Audit (Departments)

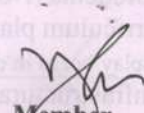
Internal Quality Assurance Cell (IQAC)


Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: Arts		Name of HoD: Sh. Ashok Kumar		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 2/6	1
2	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 2/6	1
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		No 0/6	0
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 6/6	5
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	No 0/1047 (2021-24)	0
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 1/6 15%	1
8	Published Books/ Chapter in Books by the Staff of Dept.		No 0/6	0
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 2/6 33%	2
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		No 0/1047 (2021-24)	0
11	Students qualifying in state/ national/ international level exam. (eg. IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		Yes 10/1047	1
12	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	5
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		Yes	3
18	Question bank of each subject		Yes	4
19	List of Students who regular using library offline or online learning resources.		Yes	3

20	Last report of Academic and Administrative Audit of Dept.		Yes	4	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	5	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). (<i>Attach a copy of syllabus related these issues with dept. file</i>)		Yes	5	
23	Active Alumni group on facebook/Whatsapp (<i>Alumni List & Screenshots</i>)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	5	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		Yes	1	
31	List of students benefited by scholarships and freeships provided by the institution & government.		Yes	5	
32	Active Mentor-Mentee system adapted by the department (<i>Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.</i>)		Yes	5	
33	Weekly/Assessment test/ marks list/report		Yes	4	
34	Students Placement and Progression to higher education (<i>List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.</i>)		No	0	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (<i>Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.</i>)		Yes	3	
37	Student centric methods <small>(Minimum one from each activity is required)</small>	Experiential Learning	0- if Nil	Yes 2/4	1
		Participative Learning	1- if two		
		Problem Solving Methodologies	3- if three		
		Use of ICT Enabled Tools <i>App/Web/IMS/Google class/youtube/smart class etc.</i>	5- if four		
Total Score			63.78%	118/185	



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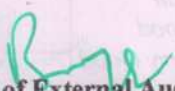
External Academic Audit (Departments)

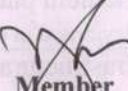
Internal Quality Assurance Cell (IQAC)


Shah Satnam Ji Boys College, Sirsa (Haryana)


Department: Physical Education		Name of HoD: Sh. Amit		
Audit Period: 2021-24		Date of Audit: 10-04-2024		
Note: Total marks will be given from zero to five. Internal and external Audit teams will award marks on the basis of relevant documents presented by the department. 0 points will be given for lack of documents and 5 points will be given for complete work.				
S. No.	Verification Points	Score parameters (For 2021-24)	Related Documents (Yes/No)	Score (0 to 5)
1	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year)	0- if Nil 1- if two	Yes 3/6	2
2	Organise by Dept. - FDP/ Workshop/Seminar/Conference (Minimum two in a year)	2- if three 3- if four	Yes 2/6	1
3	MoUs / linkages with institutions/ industries	5- if Six or more	No 0/6	0
4	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (At least two in a year)		Yes 2/6	1
5	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		Yes 2/6	1
6	Projects/Research/Training/Internship available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)	5- if 80-100% 4- if 70-81% 3- if 50-71%	No 0/584 (2021-24)	0
7	Research paper Publications of staff members of Dept.	2- if 30-51 % 1- if 30% or below	Yes 1/6	1
8	Published Books/ Chapter in Books by the Staff of Dept.		Yes 1/6	1
9	Presentation of paper in seminar/workshop etc. by Teachers, Participation in FDP/PDP/Training, Participated as Resource Person/Expert (by teachers). (Copy of Paper/Appreciation or Certificate)		Yes 2/6 33%	2
10	Awards & medals in Academic/Culture/Sports by Students (Provide the Certificates, list of participants)		Yes 205/584 (35%) (2021-24)	2
11	Students qualifying in state/ national/ international level exam. (eg: IIT/JAM/NET/SLET/GATE/GMAT/ GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/ State government examinations etc.)		Yes 10/584	1
12	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)	1. Poor 2. Fair 3. Good	Yes	5
13	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file	4. Very Good 5. Excellent	Yes	5
14	Faculty File (Resume, Academics, research Certificates, full publication copy, experience etc.		Yes	5
15	Remedial Classes taken for the weaker students		Yes	3
16	Proper/updated Attendance record of Students		Yes	5
17	Department Library Corner/ Book Bank		No	4
18	Question bank of each subject		Yes	5
19	List of Students who regular using library offline or online learning resources.		Yes	4


20	Last report of Academic and Administrative Audit of Dept.		Yes	2	
21	Internal Assessments Marks List (IA list with signature of Students)		Yes	3	
22	Syllabus/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics (<i>Career Guidance and Placement</i>). (<i>Attach a copy of syllabus related these issues with dept. file</i>)		No	0	
23	Active Alumni group on facebook/Whatsapp (<i>Alumni List & Screenshots</i>)		Yes	5	
24	Program Offered (Copy of syllabus in File) Semester wise		Yes	5	
25	Teacher wise Workload Distribution list & Academic-Activity Calendar.		Yes	5	
26	Time Table & Curriculum Plan		Yes	5	
27	Outcomes of Course & Programme (COs & POs)		Yes	3	
28	Last Course Completion Certificate/letter		Yes	5	
29	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		Yes	5	
30	List of Students participated in NCC, NSS, University level Sports & Culture.		Yes	5	
31	List of students benefited by scholarships and freeships provided by the institution & government.		Yes	5	
32	Active Mentor-Mentee system adapted by the department (<i>Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.</i>)		Yes	5	
33	Weekly/Assessment test/ marks list/report		No	0	
34	Students Placement and Progression to higher education (<i>List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.</i>)		Yes	3	
35	Students Result list (Pass percentage details year wise)		Yes	4	
36	Value Added/ Add - on /MOOC Courses (<i>Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.</i>)		Yes	3	
37	Student centric methods <small>(Minimum one from each activity is required)</small>	Experiential Learning	0- if Nil	Yes 2/4	1
		Participative Learning	1- if two		
		Problem Solving Methodologies	3- if three		
		Use of ICT Enabled Tools <i>App/Web/LMS/Google class/youtube/smart class etc.</i>	5- if four		
Total Score			60.54%	112/185	


Chairperson of External Audit
 (Dr. Bhushan Monga, Principal,
 CMRJ Govt. College, Ellenabad)
 University)


Member
 (Dr. Naveen Kumar, Associate Prof.
 Dept. of Commerce GNC, Sirsa)


Member
 (Sh. GL Khurana,
 Retd. Supdt. KUK)


Co-Ordinator (IQAC)
 Dr. Anil Kumar
 Co-Ordinator (IQAC)
 Shah Satnam Ji Boys College
 Sirsa


Principal
 Principal
 Shah Satnam Ji
 Boys College, SIRSA