

**Maharana Pratap Govt. Degree College Amb-177203
District Una HP**



Co-Educational Institution

Affiliated to Himachal Pradesh University Shimla – 5

www.mpgcamb.com

govtcollegeamb@gmail.com | gcomb-hp@nic.in | 01976-260032



**Self-Assessment Report
SAR 2024-25**

Criterion 4: Institutional Management

**Sub Criterion 4.10 Proper Maintenance of Official Records (Cash Books/
Stock Registers, Fund Registers, Leave Records, Fine Fund etc.)**



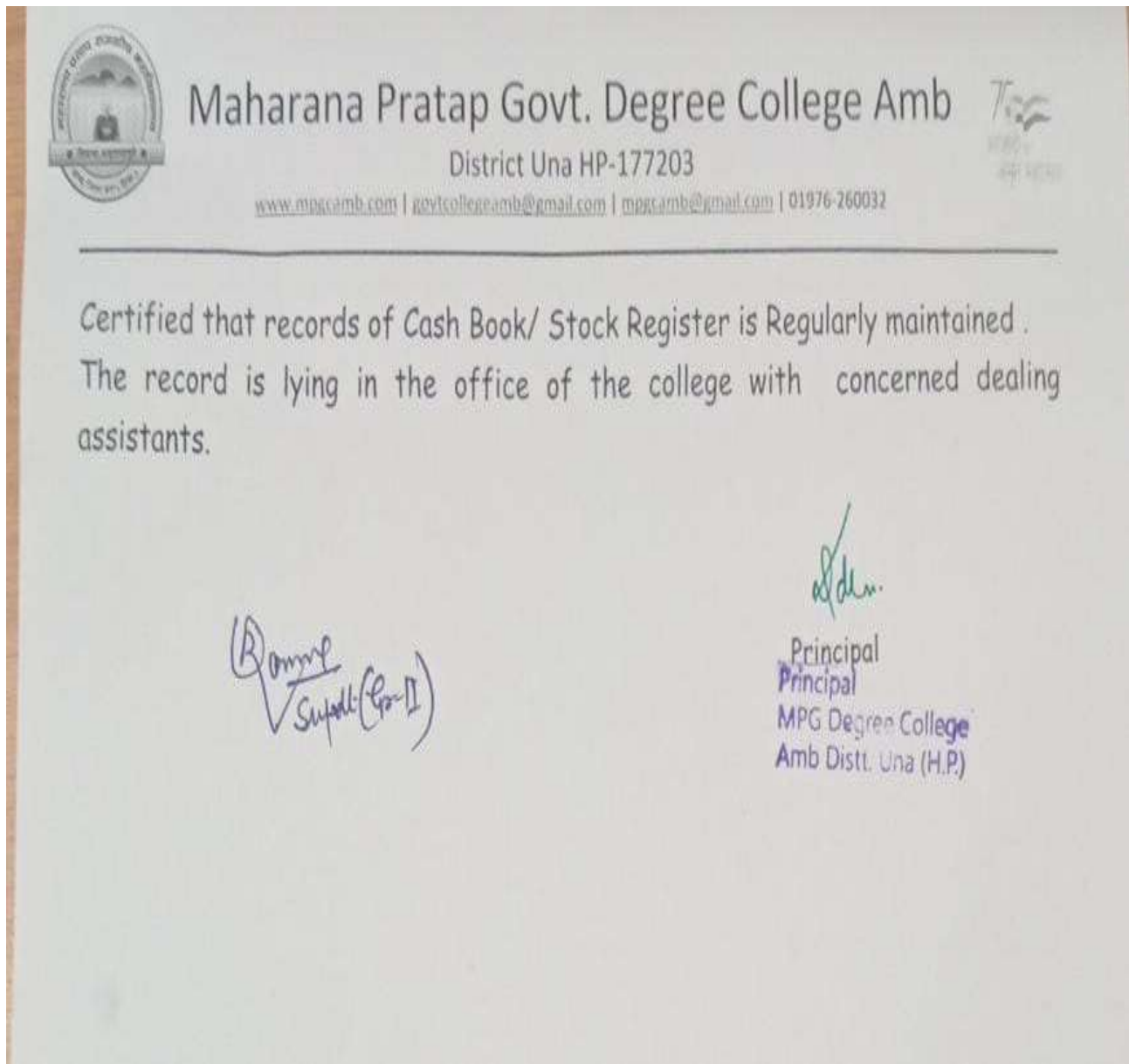
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Sub Criterion 4.10 Proper Maintenance of Official Records (Cash Books/ Stock Registers, Fund Registers, Leave Records, Fine Fund etc.)



Certified that records of Cash Book/ Stock Register is Regularly maintained .
The record is lying in the office of the college with concerned dealing assistants.

Ranjeet Singh (Pr-1)

[Signature]
Principal
Principal
MPG Degree College
Amb Distt. Una (H.P.)

[Signature]
Convener IQAC



[Signature]
Principal
M. P. Govt. College, Amb
Distt. Una (H.P.)



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AF Register (Cash Book)

The photograph shows an open AF Register (Cash Book) for Maharana Pratap Govt. Degree College Amb. The left page is titled 'Income' and the right page is titled 'Expenditure'. Both pages are for the month of August 2024. The tables are filled with handwritten entries in blue and red ink, including dates, descriptions, and amounts. The 'Income' page has columns for various types of income, and the 'Expenditure' page has columns for various types of expenses. There are some red checkmarks in the 'Expenditure' column.

This photograph shows another view of the AF Register (Cash Book) for Maharana Pratap Govt. Degree College Amb, also for the month of August 2024. The left page is 'Income' and the right page is 'Expenditure'. The entries are handwritten in blue and red ink. The 'Income' page shows a large sum of ₹ 1,00,000/- and the 'Expenditure' page shows a large sum of ₹ 1,00,000/-, indicating a balanced account. There are some red checkmarks and a signature at the bottom of the 'Expenditure' page.



Leave Register

Casual Leave Records year 2024

Sr. Name & Designation	1	2	3	4	5	6	7	8	9	10	11	12	RT
1. Prof. Roshan Kumar Principal	5 ²⁴ / ₂₄ ✓	6 ²⁴ / ₂₄ ✓											EL 21/24 ✓
2. Prof. Rajesh K. Sharma Asst. Prof. Sociology	5 ²⁴ / ₂₄ ✓	6 ²⁴ / ₂₄ ✓	7 ²⁴ / ₂₄ ✓	8 ²⁴ / ₂₄ ✓	9 ²⁴ / ₂₄ ✓	10 ²⁴ / ₂₄ ✓	Retired on 31-3-24						EL 21/24 ✓
3. Asst. Rekha Sharma AP (Physics)	7 ²⁴ / ₂₄ ✓	13 ²⁴ / ₂₄ ✓	15 ²⁴ / ₂₄ ✓	20 ²⁴ / ₂₄ ✓	24 ²⁴ / ₂₄ ✓	25 ²⁴ / ₂₄ ✓	26 ²⁴ / ₂₄ ✓	30 ²⁴ / ₂₄ ✓	11 ²⁴ / ₂₄ ✓	12 ²⁴ / ₂₄ ✓	13 ²⁴ / ₂₄ ✓	14 ²⁴ / ₂₄ ✓	EL 30/24 ✓
4. Ch. Satpal Singh AP/DC	10 ²⁴ / ₂₄ ✓	17 ²⁴ / ₂₄ ✓	18 ²⁴ / ₂₄ ✓	16 ²⁴ / ₂₄ ✓	17 ²⁴ / ₂₄ ✓	20 ²⁴ / ₂₄ ✓	16 ²⁴ / ₂₄ ✓	20 ²⁴ / ₂₄ ✓	21 ²⁴ / ₂₄ ✓	23 ²⁴ / ₂₄ ✓	24 ²⁴ / ₂₄ ✓	25 ²⁴ / ₂₄ ✓	EL 30/24 11-01-27-12-24 - 10 days
5. Asst. Sushachi Sharma AP (English)	28 ²⁴ / ₂₄ ✓												
6. Ch. Sukhdev AP (English)	8 ²⁴ / ₂₄ ✓	9 ²⁴ / ₂₄ ✓	5 ²⁴ / ₂₄ ✓	7 ²⁴ / ₂₄ ✓	28 ²⁴ / ₂₄ ✓								EL 30/24 11-01-27-12-24 - 10 days
7. Ch. Amit Kumar AP (Physics)	6 ²⁴ / ₂₄ ✓	6 ²⁴ / ₂₄ ✓	11 ²⁴ / ₂₄ ✓	12 ²⁴ / ₂₄ ✓	6 ²⁴ / ₂₄ ✓	7 ²⁴ / ₂₄ ✓							EL 25/24 7 ²⁴ / ₂₄ ✓
8. Ch. Nitin K. Sharma AP (Botany)	10 ²⁴ / ₂₄ ✓	11 ²⁴ / ₂₄ ✓	25 ²⁴ / ₂₄ ✓	27 ²⁴ / ₂₄ ✓	3 ²⁴ / ₂₄ ✓	4 ²⁴ / ₂₄ ✓	13 ²⁴ / ₂₄ ✓	14 ²⁴ / ₂₄ ✓	15 ²⁴ / ₂₄ ✓	16 ²⁴ / ₂₄ ✓	26 ²⁴ / ₂₄ ✓		EL 20/24 24 ²⁴ / ₂₄ ✓
9. Asst. Kishore Pigeon AP (Chemistry)	5 ²⁴ / ₂₄ ✓	5 ²⁴ / ₂₄ ✓	5 ²⁴ / ₂₄ ✓	16 ²⁴ / ₂₄ ✓	20 ²⁴ / ₂₄ ✓	9 ²⁴ / ₂₄ ✓	25 ²⁴ / ₂₄ ✓						EL 23/24 11 days
10. Asst. Anu Kimal	10 ²⁴ / ₂₄ ✓	6 ²⁴ / ₂₄ ✓	7 ²⁴ / ₂₄ ✓	8 ²⁴ / ₂₄ ✓	9 ²⁴ / ₂₄ ✓	10 ²⁴ / ₂₄ ✓	11 ²⁴ / ₂₄ ✓	12 ²⁴ / ₂₄ ✓	13 ²⁴ / ₂₄ ✓	14 ²⁴ / ₂₄ ✓	15 ²⁴ / ₂₄ ✓	16 ²⁴ / ₂₄ ✓	EL 23/24 11 days



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Casual Leave Record year 2025

	1	2	3	4	5	6	7	8	9	10	11	12	EL & ML	R.H.
1. Sh. Rom Dal (Subst. (G-I))	$15 \frac{3}{25}$	$16 \frac{6}{25}$	$17 \frac{6}{25}$	$19 \frac{6}{25}$	$19 \frac{6}{25}$	$19 \frac{6}{25}$	$20 \frac{6}{25}$	$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$	<p>15/25 to 19/25 = 5 days ML 19/25 to 21/25 = 3 days ML 21/25 to 23/25 = 3 days ML 23/25 to 24/25 = 1 day ML 24/25 to 25/25 = 1 day ML Total ML = 13 days Total EL = 0 days Total R.H. = 25 days</p>	
2. Sh. Ravinder Verma (Subst. (G-II))	Completed to G.C. Chauthari						$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$			
3. Ms. Ambresh Datta Sr. Assst	$15 \frac{3}{25}$	$16 \frac{6}{25}$	$17 \frac{6}{25}$	$19 \frac{6}{25}$	$19 \frac{6}{25}$	$21 \frac{6}{25}$	$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$		<p>15/25 to 16/25 = 2 days ML 16/25 to 17/25 = 1 day ML 17/25 to 19/25 = 3 days ML 19/25 to 21/25 = 3 days ML 21/25 to 22/25 = 1 day ML 22/25 to 23/25 = 1 day ML 23/25 to 24/25 = 1 day ML 24/25 to 25/25 = 1 day ML Total ML = 14 days Total EL = 0 days Total R.H. = 25 days</p>	
4. Ms. Om Parkash JDA (LT)	$15 \frac{05}{25}$	$16 \frac{6}{25}$	$17 \frac{6}{25}$	$19 \frac{6}{25}$	$19 \frac{6}{25}$	$21 \frac{6}{25}$	$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$			
5. Smt. Anita Sharma Librarian	$8 \frac{3}{25}$	$9 \frac{3}{25}$	$12 \frac{6}{25}$	$16 \frac{6}{25}$	$18 \frac{6}{25}$	$19 \frac{6}{25}$	$20 \frac{6}{25}$	$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$	<p>8/25 to 9/25 = 2 days ML 9/25 to 12/25 = 4 days ML 12/25 to 16/25 = 5 days ML 16/25 to 18/25 = 3 days ML 18/25 to 19/25 = 1 day ML 19/25 to 21/25 = 3 days ML 21/25 to 22/25 = 1 day ML 22/25 to 23/25 = 1 day ML 23/25 to 24/25 = 1 day ML 24/25 to 25/25 = 1 day ML Total ML = 20 days Total EL = 0 days Total R.H. = 25 days</p>	
6. Sh. Naimi Pal Assst. Lib.	$01 \frac{05}{25}$	$02 \frac{05}{25}$	$17 \frac{6}{25}$	$19 \frac{6}{25}$	$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	$25 \frac{6}{25}$	$26 \frac{6}{25}$	$27 \frac{6}{25}$	$28 \frac{6}{25}$	<p>01/25 to 02/25 = 2 days ML 17/25 to 19/25 = 3 days ML 19/25 to 21/25 = 3 days ML 21/25 to 22/25 = 1 day ML 22/25 to 23/25 = 1 day ML 23/25 to 24/25 = 1 day ML 24/25 to 25/25 = 1 day ML 25/25 to 26/25 = 1 day ML 26/25 to 27/25 = 1 day ML 27/25 to 28/25 = 1 day ML 28/25 to 29/25 = 1 day ML Total ML = 14 days Total EL = 0 days Total R.H. = 25 days</p>	
7. Mr. Swati Parashar Assst. Lib.	$14 \frac{3}{25}$	$25 \frac{3}{25}$	Completed to G.C. Chauthari						$21 \frac{6}{25}$	$22 \frac{6}{25}$	$23 \frac{6}{25}$	$24 \frac{6}{25}$	<p>14/25 to 25/25 = 12 days ML 21/25 to 22/25 = 1 day ML 22/25 to 23/25 = 1 day ML 23/25 to 24/25 = 1 day ML 24/25 to 25/25 = 1 day ML Total ML = 16 days Total EL = 0 days Total R.H. = 25 days</p>	

(Signature)
Convener IQAC



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