

THE HNSB. LTD. SCIENCE COLLEGE, HIMAT-NAGAR

(NAAC Accredited – B Grade | GSIRF: 4 Star Rank)

TRAINING SESSION FOR ADMINISTRATIVE STAFF EFFECTIVE DOCUMENTATION, AUDIT COMPLIANCE AND EVIDENCE MANAGEMENT FOR NAAC ACCREDITATION

DATE & TIME: 27/09/2025 | 9:00 – 10:00 AM

VENUE: LIBRARY

IQAC COORDINATOR: DR. Z. M. GADHAWALA



ORGANISED BY : IQAC

PRINCIPAL: DR. P. S. PATEL

IQAC COORDINATOR:

DR. Z. M. GADHAWALA

DISCUSSION POINTS (NAAC MAPPING)

- 1 Audit & Infrastructure Documentation (Criterion IV & VI)
- 2 Digital Portals & ICT Evidence (Criterion II, IV & VI)
- 3 Student Enrolment & Equity Records (Criterion V)
- 4 Progression, Academic Outcomes & Admin Records (Criterion V, VI & VII)
- 5 Welfare, Support Systems & Staff Development (Criterion V, VI & VII)
- 6 Statutory Approvals & HR Records (Criterion VI & II)

PRINCIPAL: DR. P. S. PATEL | IQAC COORDINATOR: DR. Z. M. GADHAWALA

Principal

The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



The HNSB. Ltd. Science College, Himatnagar

(NAAC Accredited – B Grade | GSIRF : 4 Star Rank)

Training Session for Administrative Staff

On

“Effective Documentation, Audit Compliance, and Evidence Management for NAAC Accreditation”

Date: 27/09/2025

Time: 9:00 to 10:00 AM

Place: Library

IQAC Coordinator: Dr. Z. M. Gadhawala

Discussion Points (with Titles & NAAC Mapping)

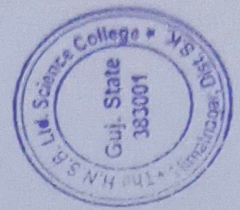
1. Audit and Infrastructure Documentation

- Documentation of External Audit, Internal Audit, Record of maintenance of physical infrastructures like maintenance of physical infrastructures, Computers repairing, Printers, Tonners refilling, Laboratory Instruments, Xerox, CCTV, Water Purifier, Solar, Gardening, New purchase of any items, New Infrastructures, Purchasing of new books, Furniture and fixtures, Electricity-repairing, etc.

(NAAC Criterion IV & VI)

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2. Digital Portals and ICT Evidence Management

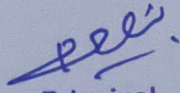
- Screenshots records of GCAS Portal, Cogent Portal, University Portal (Admission, Results, Hall tickets, Enrolment etc.) or Website, KCG Portal, UGC, Higher Education, Scholarship Portal, ERP for fee and admission, Auditing by CA, SOUL 3.0, N-List, Inflibnet, Shodh Ganga, E Jain Library, anyother.
(NAAC Criterion II, IV & VI)

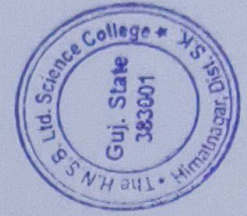
3. Student Enrollment and Equity Records

- Record of Enrolled students in B.Sc. Sem-1 and M.Sc Sem-1 as well as B.Sc. Sem-3, 5 and M.Sc sem-3, Earmarked Seats of SC, ST, OBC, EWS, Minority, Physically Challenged and other, Admitted (Enrolled) students from SC, ST, OBC, EWS, Minority, PhysicallyChallenged,and,other.
(NAAC Criterion V)

4. Progression, Academic Outcomes, and Administrative Records

- Outgoing students of B.Sc Sem-6 (Chemistry, Botany, Microbiology) and M.Sc Sem-4 (Organic & Physical), Results Sheet of B.Sc Sem-1,2,3,4,5,6, and M.Sc Sem-1 to 4 and (Subjectwise in the final year), TC for higher Education Progression, Transcript data of 2025-2026 (Students of 2024-25, 2025-26), Scholarship data, CL, DL, Medical and other special Leave data, Credit Society Loan data, GPF data, Audit Report, Fee Concession data for staff wards and any other students.
(NAAC Criterion V, VI & VII)


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5. Welfare, Support Systems, and Staff Development

- Financially help to students (Prize amount) and faculty for research (in annual Function), Help to Class 4 like Dress and Shoes any other, Service book Records updation, Support to college students, Participation in any seminar, workshop for non teachingstaff,etc.

(NAAC Criterion V, VI & VII)

6. Statutory Approvals and HR Records

- Letters for Sanction Seats in B.Sc Sem-1 and M.Sc Sem-1 from University or GCAS, Appointment Order and related statutory documentation.

(NAAC Criterion VI: Governance, Leadership & Management; Criterion II: Teaching-Learning Process)

- **Kindly remain present as per above schedule.**

- Dr.B.A.Patel
- Nitinbhai R Sandhu
- Rajeshbhai Patel
- Mayursinh Rahevar
- Tarakbhai N Patel
- Keyurbhai S Upadhyay
- Sureshbhai Prajapati
- Minhaj Mam Akhunji

T. Sandhu

Rajesh Patel

Mayur Rahevar

T. N. Patel

K.S. Upadhyay

S.B. Prajapati

Minhaj Akhunji

P.S. Patel

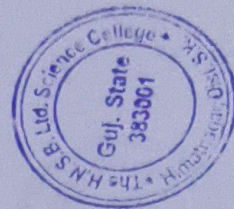
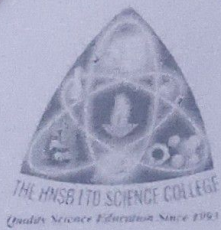
Dr.P.S.Patel: Principal

Principal

The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.

Z.M. Gadhwala

Dr.Z.M.Gadhawala IQAC Coordinator



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Training Session on

“Effective Documentation, Audit Compliance & Evidence Management

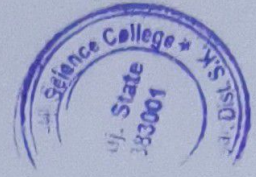
Venue: Library ☞ Time: 9:00 – 10:00 AM

Date: 27/09/2025

Session Lead: Initiated by Dr. Z. M. Gadhawala (IQAC Coordinator)

Sr. No.	Name of Participant	Designation / Department	Signature
1.	Dr. P.S. Patel.	Principal.	
2.	Dr. Z.M. Gadhawala	IQAC Co-ordi.	
3.	T.N. Patel	Lab-ASSI(che)	
4.	K.S. Upadhyay	Gas mech	
5.	Dr. B. A. Patel	Librarian	
6.	Shri N. R. Sathu	Sr. clerk	
7.	Shri R. S. Patel	Head clerk	
8.	Shri M. R. Rahevar	Jo. clerk	
9.	Shri S. B. Pruthi	Lab ASSI (Cphy)	
10.	Mimhaj. B. Akuli	Lab ASSI (neuro)	

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Training Session Snapshot

Topic: Effective Documentation, Audit Compliance & Evidence Management

Date & Time: 27/09/2025 | 9:00–10:00 AM

Venue: Library

Team Strength: 10 Members

Session Lead: Initiated by *Dr. Z. M. Gadhawala (IQAC Coordinator)*

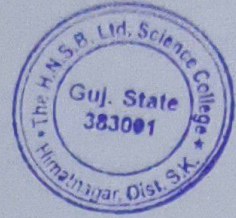
with the kind permission of *Principal Dr. P. S. Patel*

What We Explored

- Audit & Infrastructure Records
- Digital Portals and ICT Proofs
- Student Enrollment & Equity Evidence
- Academic Outcomes & Administrative Data
- Staff Welfare, Support & Development

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- Statutory Approvals and HR Records

Key Takeaways / Outcomes

1. **Audit-ready mindset:** Members now understand *what to keep, how to keep, and where to keep* critical audit files.
2. **Digital-first approach:** ICT tools and portals will be used as the *primary evidence base* to ensure reliability.
3. **Student-centric records:** Enrollment, equity, and progression data will be tracked with *accuracy and transparency*.
4. **Integrated outcomes:** Academic results will be linked with administrative reports to present a *holistic growth story*.
5. **Staff well-being evidence:** Welfare measures and professional development will be documented as *proof of care*.
6. **Compliance culture:** HR and statutory approvals will be maintained with *zero lapses and timely updates*.

Next Step

The session concluded with a collective commitment:

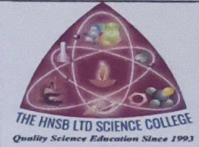
@ *“Every document is a story of our college’s quality. Let’s write it right, keep it clear, and show it strong.”*

Principal

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Himatnagar-383 001



The HNSB. LTD. SCIENCE COLLEGE HIMATNAGAR
Training Session for Administrative Staff ::
Effective Documentation, Audit Compliance and Evidence Management
for NAAC Accreditation
Date: 27/9/2025



Himatnagar, Gujarat, India
Hkh9+v6g, Sahakari Jin, Himatnagar, Gujarat 383001, India
Lat 23.578725° Long 72.967166°
27/09/2025 09:00 AM GMT +05:30



Himatnagar, Gujarat, India
Hkh9+v6g, Sahakari Jin, Himatnagar, Gujarat 383001, India
Lat 23.578719° Long 72.967174°
27/09/2025 09:00 AM GMT +05:30



Himatnagar, Gujarat, India
Hkh9+v6g, Sahakari Jin, Himatnagar, Gujarat 383001, India
Lat 23.578731° Long 72.967168°
27/09/2025 09:00 AM GMT +05:30



Himatnagar, Gujarat, India
Hkh9+v6g, Sahakari Jin, Himatnagar, Gujarat 383001, India
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