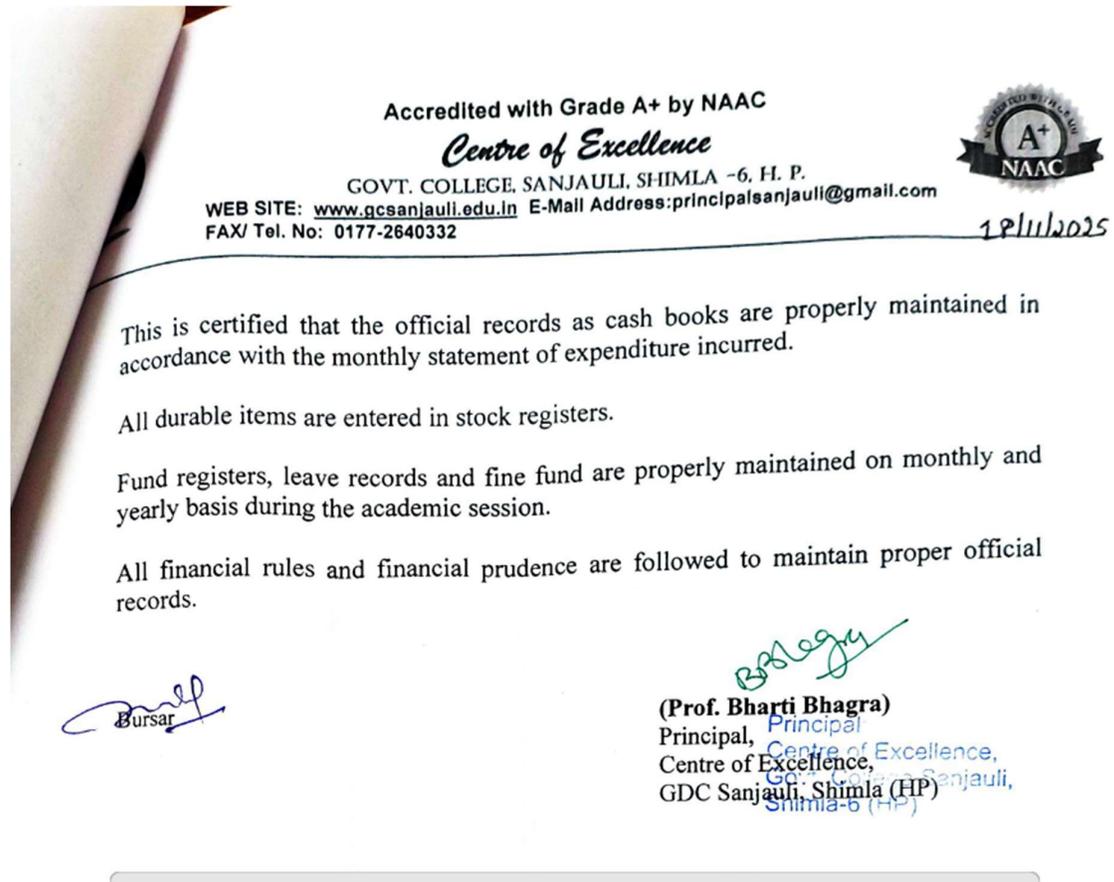


**SELF ASSESSMENT REPORT (SAR) CRITERION IV:  
INSTITUTIONAL MANAGEMENT**

**4.10 PROPER MAINTAINANCE OF OFFICIAL RECORDS:**

The college ensures the **proper maintenance of official records** in a systematic and organized manner. All important documents, files, and registers related to administration, academics, and staff are carefully preserved and updated. This helps in easy retrieval of information, ensures transparency in functioning, and supports efficient office management.



Accredited with Grade A+ by NAAC

*Centre of Excellence*

GOVT. COLLEGE, SANJAULI, SHIMLA -6, H. P.

WEB SITE: [www.gcsanjauli.edu.in](http://www.gcsanjauli.edu.in) E-Mail Address: [principalsanjauli@gmail.com](mailto:principalsanjauli@gmail.com)  
FAX/ Tel. No: 0177-2640332



18/11/2025

This is to certify that the Building Fund (BF) and Amalgamated Fund (AF) are utilized for the overall development of the institution and for the maximum welfare of the students. As these are major funds of the institution, they are operated strictly in accordance with the various rules and orders issued by the Government.

A monthly statement of short-term advances drawn/recovered and the settlement of all bills is to be furnished by the DDO.

The control of expenditure and maintenance of accounts are looked after by the Bursar of the College as per the General Financial Rules and Regulations.

  
Bursar

  
(Prof. Bharti Bhagra)  
Principal, Centre of Excellence,  
Centre of Excellence,  
GDC Sanjauli, Shimla (HP)