



SAR 2023-24 Self Assessment Report

Criterion 4 **Institutional Management**

Sub Criterion 4.3(ii) **Settlement of Bills/Advances in specified time frame**

The college settles bills and advances in specified time frame

Some of the samples are given below as reference and others can be seen with the concerned D/A on the office


Convener IQAC


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

Settlement of Bills and Advances, Some samples

MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)
INDENT FOR PURCHASE/ REPAIR OF ARTICLES

Date: 21/05/2023

The Principal
M.P. Govt. College Amb (H.P.)

PROPOSAL: Kindly accord the permission to purchase the fuel for power generators of the college as its fuel-charges has reached below level.

Approx Expenditure: Rs. 2500 (In words) Two thousand Five Hundred Only

Sir, Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above:

- 1.
- 2.
- 3.
- 4.

Recommendation by the Committee:
The proposal is up-right and thus strongly recommended.

1 <u>✓</u> 3 <u>✓</u>	Signature of the Teacher/ Official Seeking approval: <u>Sandeep Kumar</u>
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Recommended: ✓ Approved/Not approved: Not Approved

Bursar: _____ Principal: Prerna
MFG Degree College Amb Distt. GRAH.P.

FOR OFFICE USE ONLY

Dealing Assist./ Clerk: 6000005/280

859873

विकास बैंक
श्री श्री भवानी बीयल कंपनी
कनक रोड-अमरा, जिला अमरा (हि.प्र.)
बोकारो में प्रतिष्ठान अमरा अधिकांशक है.

क्र.	विवरण	मती	वृत्त
1	ऑयल		
2	इंधन अंश		
3	सीसा		
4	पेट्रोल अंश		
5	डिजल अंश		
6	डीजल अंश		
7	डीजल अंश		
8	डीजल अंश		
9	डीजल अंश		
10	डीजल अंश		
11	डीजल अंश		
12	डीजल अंश		

Payment Advance
for 2400
of Petrol
MFG Degree College
Amb Distt. Grah.P.

Bill has been paid
and bill has been
paid accordingly

W. Entered in the stock Register by:

18
MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)

INDENT FOR PURCHASE/ REPAIR OF ARTICLES

Date 8/08/2023

To
The Principal
M.P. Govt. College Amb (H.P.)

PROPOSAL: Sanction may be accorded for the purchase of stabilizer for A.C in SKU developm Lab [P.G.C.A Lab]

Approx. Expenditure : Rs. Five thousand (in words)

Sir,
Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above :

- 1.
2. Sanjay Kumar
- 3.
- 4.

Recommendation by the Committee
The proposal is up-right and thus strongly recommended

1. _____
3. _____

Ridhanaga (P. Prof)
Nodal officer
SKU development
Signature of the Teacher/ Official
Seeking approval

2. Sanjay Kumar
4. _____

Recommended

Approved/ Not Approved

Bursar

[Signature]
PRINCIPAL

FOR OFFICE USE ONLY

Dealing Assist./ Clerk

02BFVPK1793P2ZN

TAX INVOICE

RAJU ENTERPRISES AMB

Una Road Amb (katohar khurd), Teh amb Distt Una HP 177203

PAN :

Tel. : 9418167880 / 9418267880 email : rajuenterprieesamb@gmail.com

Original Copy

Party Details :

Principal GOVT. College Amb

Invoice No. : 1528
 Dated : 10-08-2023
 Place of Supply : Himachal Pradesh (02)
 Reverse Charge : N
 Transport : SELF
 Vehicle No. :
 Station :
 E-Way Bill No. :

Party Mobile No :
 GSTIN / UIN :

S.N.	Description of Goods	HSN/SAC Code	Qty	UOM	Price	CGST	CGST Amount	SGST	SGST Amount	Amount(Rs.)
1.	STABILIZER 130+ Microtek	9012801	1.00	Pcs	3,389.84	9.00 %	305.08	9.00 %	305.08	4,000.00

Grand Total 1.00 Pcs.

4,000.00

Tax Rate	Taxable Amt.	CGST Amt.	SGST Amt.	Total Tax
18%	3,389.84	305.08	305.08	610.16

Rupees Four Thousand Only

Bank Details : Central Bank of India Amb A/c No. 3233687905 IFSC Code- CBIN0283644

Terms & Conditions

E & O.E

1. Goods once sold will not be taken back.
2. Interest @ 18% p.a. will be charged if the payment is not made within the 21 Days.
3. Subject to 'Amb' Jurisdiction only.

Receiver's Signature :

For RAJU ENTERPRISES AMB


 Authorized Signatory

P.T.A fund

27

MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)

INDENT FOR PURCHASE/REPAIR OF ARTICLES

Date 11/10/23

To

The Principal

M.P. Govt. College Amb (H.P.)

PROPOSAL: Self ink signature stamp:
Self ink principal's signature stamp is required for
documents to be stamped in bulk.

Approx Expenditure - Rs. 500 (in words) Five hundred only.

Sir,

Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above :

1. Self-ink principal's signature stamp.
- 2.
- 3.
- 4.

Recommendation by the Committee

The proposal is up-right and thus strongly recommended

1. Kulsh (Kulsharma)
- 2.
3. _____

Poul
ANITA SHARMA (Kulsharma) Poul
Signature of the Teacher/ Official
Seeking approval

2. Anay Kumar
4. Anil Verma

Recommended

Bursar

S. Narain
11/10/23

Approved/ Not Approved

Kulsh
11/10/23
PRINCIPAL

FOR OFFICE USE ONLY

Dealing Assist./ Clerk

ANJAY BOOK STORE

253 Stationers & Photostat

Near S.D.M. Office Amb, Distt. Una (H.P.)

Date 13-10-22

To Principal M.P. Govt. Degree College Amb

Qty.	Particulars	Rate	Amount	
			Rs.	P.
1	Self Inv Stamp	500/-	500	-
Total :-			500	-

BANK :- PNB AMB A/C 3992008700000051
IFSC Code PUNB0399200

Signature

Coaching Camp Remuneration of Coach

Remuneration of Coach for Coaching Camp organized for Cross Country Team (Men & Women) of College @Rs _____ for ten days prior to the H.P.U. Inter College Cross Country (M&W) Championship held on 28/9/2023 at G.C. Jawahar Distt Una H.P.

S.N.	Name of Instructor /Coach	Game /Event	Address Of Instructor/ Coach	Coaching Camp Period											Sign. of Coach	
				15 ⁰⁹ / ₂₃ to 26 ⁰⁹ / ₂₃ C Rate 531/- per day Ten days Coaching Camp Period prior before HPU Inter College												
				15 ⁰⁹ / ₂₃	16 ⁰⁹ / ₂₃	17 ⁰⁹ / ₂₃	18 ⁰⁹ / ₂₃	19 ⁰⁹ / ₂₃	20 ⁰⁹ / ₂₃	21 ⁰⁹ / ₂₃	22 ⁰⁹ / ₂₃	23 ⁰⁹ / ₂₃	24 ⁰⁹ / ₂₃	25 ⁰⁹ / ₂₃	26 ⁰⁹ / ₂₃	Total
1	Sham Singh	Cross Country	S/O Lpte Sh. Suram Singh V.P.O. Suri Tehsil Amb Distt. Una H.P.	P	P	P	P	P	P	P	P	P	P	P	P	(10 days x 531) = 5310/-

Vandna Kaundal
VANDNA KAUNDAL
A.P. of English

AS
AS

Principal
M.P. Govt. College Amb
Distt Una H.P.

Dr. Bhanu Prakash
Team incharge
Maharaja Pratap Govt. College Amb
Distt. Una (H.P.)

Passed for payment of Rs. 5310/-
(Five thousand three hundred and ten only)

Sham Singh
Signature of Claimant

Principal
MPG Degree College
Amb Distt. Una H.P.

It is certified that Mr. Sham Singh provided coaching to the participating students for HPU inter-college cross country championships held on 28/09/2023 at G.C. Jawahar w.e.f. 15⁰⁹/₂₃ to 26⁰⁹/₂₃ (for 10 days). The payment of Rs 5310/- to be paid to Mr. Sham Singh is recommended and verified.

AS
AS

Vandna Kaundal
(Team Incharge)

41

Attendance of the students who attended coaching camp

Detail of students/players of Cross Country (MxW) team of Maharna Pratap Govt. College Amb Distt. Una (H.P.) who attended coaching camp organized ten days prior to the H.P.U. Inter College Cross Country Championship (M&W) on 28/09/2023 at G.C. Jawaharji Distt. Unkarpur

Coaching Camp Period- 15-09-2023 to 26-09-2023

S.N.	Name of Player	Class	Roll No.	15/9	16/9	17/9	18/9	19/9	20/9	21/9	22/9	23/9	24/9	25/9	26/9	Signature of Player
1	BHARTI	BA 1 st YEAR	23POL103	P	P	P	P	P	P	P	A	P	P			Bharti
2	SWATI THAKUR	PGDCA	23PGDCA001	P	P	P	P	P	P	P	A	P	P			Swati Thakur
3	VANSHIKA	BA 2nd YEAR	21POL028	P	P	P	P	P	P	P	A	P	P			Vanshika
4	JYOTI BALA	PGDCA	23PGDCA002	P	P	P	P	P	P	P	A	P	P			Jyoti Bala
5	REKHA DEVI	MCom 3 rd Sem	22MCOM028	P	P	P	P	P	P	P	A	P	P			Rekha Devi
6	KAVITA	BA 1 st YEAR	23POL019	P	P	P	P	P	P	P	A	P	P			Kavita
7	ARUN SHARMA	BBA 5 th Sem	3005	P	P	P	P	P	P	P	A	P	P			Arun
8	SAHEL	BA 1 st YEAR	23HIN060	P	P	P	P	P	P	P	A	P	P			Sahel
9	RAMAN KUMAR	BA 2 nd YEAR	23HIN053	P	P	P	P	P	P	P	A	P	P			Raman
10	PANKAJ CHOUDHARY	BA 2 nd YEAR	223HIN052	P	P	P	P	P	P	P	A	P	P			Pankaj
11	RITIK SIHAL	BA 1 st YEAR	23HIN061	P	P	P	P	P	P	P	A	P	P			Ritik Sihah
12	AMAN THAKUR	BBA 5 th Sem	3005	P	P	P	P	P	P	P	A	P	P			Aman

(~~10~~ = 10 day early camp)

[Signature]
 VANDNA KAUNDAL
 AP of English

[Signature]
 Team Incharge
 Maharna Pratap Govt. College Amb
 Distt. Una (H.P.)

[Signature]

MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)

INDENT FOR PURCHASE/ REPAIR OF ARTICLES

27

Date: 17.07.2023

To
The Principal
M.P. Govt. College Amb (H.P.)

PROPOSAL: Kindly accord the sanction for allocation of amount of ₹ 208000/- for the purpose of Annual Subscription of Online Admission Software from "Malprakash Infotech" Mahal (P.B).

Approx Expenditure : Rs. 208000/- (in words) ^{Repair} Thirty Eight thousand only

Sir,
Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above:
1. online admission Portal Annual Subscription (2023-24)
2.
3.
4.

Recommendation by the Committee
The proposal is up-right and thus strongly recommended

Rshahung
Signature of the Teacher/ Official
Seeking approval

1. _____
3. _____

2. _____
4. _____

Recommended
Bursar

Approved/ Not Approved
PRINCIPAL

FOR OFFICE USE ONLY

Dealing Assist / Clerk

Reference No: 19/05/2023

27

F-237, Level I, Phase VIII-B, Indl. Area,
Sector 74, S.A.S. Nagar - 160 059, PB.

INVOICE

Online Admission Portal Annual Subscription

Personal
F-237, LEVEL I,
Phase 8-B, Sector 74
SAS Nagar, Punjab 160071
India

Bill To
Maharana Pratap Government College
Amb
Principal
Amb
Himachal Pradesh 172211
India
mpgcaemb@gmail.com

Invoice Number: 0589
P.O./S.O. Number: MPGCA-1401
Invoice Date: July 25, 2023
Payment Due: July 25, 2023
Amount Due (INR): ₹38,000.00

Services	Rate	Amount
Online Admission Portal Annual Subscription - Advance Package - SSL Certificate - Hosting Cloud Space/Server for portal - Regular backup of portal and database - Technical Support 24*7 - Free 0000 emails Subscription for portal - Premium Dedicated Support on Phone - SMS limit of 10000 for one year	₹38,000.00	₹38,000.00
Subtotal:		₹38,000.00
Total:		₹38,000.00
Amount Due (INR):		₹38,000.00

Notes / Terms
 - RTGS/NEFT/IMPS Should be in the Name of:
 A/c Name: SANJEEV KUMAR
 Bank Name: STATE BANK OF INDIA
 A/c No.: 30031319494
 IFSC Code: SBIN0000589
 - Please pay the invoice as received at your end. As we agreed upon.

Signature


We declare that this invoice shows the actual price of the goods or services described and that all particulars are true and correct.



No. 02CGNPK7344E1ZH

TAX INVOICE

Original For Buyer

Computer & Solution
 vpo Mubarikpur Tehsil Amb Distt. Una H.P
 Phone : 01976264074 9816866274, 7018090286
 email id :

TERMS : Credit

Purchaser's Name and Address

Principal Govt College Amb
 vpo amb Tehsil Amb Distt. Una H.p
 Contact No. =
 GSTIN = State Code : 02

Invoice No.: 269 Date : 06-10-2023

PO. No.: PO. Date :

GR No.: Vehicle No.

Transport

S.N	ITEM DESCRIPTION	HSN CODE	QTY	RATE	DISCOUNT%	GST%	AMOUNT
1	Desmat 88a 36 A Ink	3707	1	254.24	0.00	18	254.24
2	Drum 88a 36a	8443	1	211.86	0.00	18	211.86
3	BROTHER INK POWDER	8443	1	296.61	0.00	18	296.61

*certified that the refilling of
 Tonnes of Printer (in office & in
 Research Room) was done. The bill
 is recommended for payment.*

*✓ Kuchra (K)
 (R/Room)*

✓ confirmed

*Proceed for payment of Rs. 900/-
 (Nine hundred only)*

add 4.10.2023

*Principal
 M.P. Govt. College, Amb*

GST %	Taxable Amt	SGST Amt	CGST Amt (H.P.)	Tax Amt.	Total Amount Before Tax	762.71
18 %	762.71	68.64	68.64	137.28	Add: SGST	68.64
					Add: CGST	68.64
					Add: IGST	0.00
					{+} Round Off	0.01

Bank Detail : Punjab National Bank, Branch Amb
 A/C 3992005500000041, IFSC PUNB0399200

Bill Amount in Words : Nine Hundred Only

GRAND TOTAL 900.00

Terms & Conditions:

- 1) Goods once sold will not be taken back OR Exchange
 - 2) We are not responsible for the shortage & breakage in transport.
 - 3) Subject to Moga Jurisdiction Only.
- E.&O.E.

For Computer & Solution

Auth. Signatory

Customer Sign :

20

MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)

INDENT FOR PURCHASE/ REPAIR OF ARTICLES

Date 07/10/2023.

To

The Principal
M.P. Govt. College Amb (H.P.)

PROPOSAL: Kindly request the permission for the demand of amount of ₹ 900. for the payment of Refractory of Tombs of Prata installed in office in Conference Room.

Approx Expenditure : Rs. ₹ 900. (in words) Nine Hundred only

Sir,
Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above :

1. Computer - Solution Vho Nijpul, Teh. Amb
2. DT. UNA H.P.
- 3.
- 4.

Recommendation by the Committee
The proposal is up-right and thus strongly recommended

[Signature]
Signature of the Teacher/ Official
Seeking approval

1. Kulchra Sharma K
3. [Signature]

2. [Signature]
- 4.

Recommended

Approved/ Not Approved

Bursar

[Signature]
(P.T.H. 222)

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

FOR OFFICE USE ONLY

Dealing Assist./ Clerk

GSTIN: 02ACTPS3860K1Z3

PTD
BILL/Cash Memo

94184-60569
94181-57035

SHARMA BOOK STORE

Deals in : All Kind of Stationery, Books & Sports Goods Etc.

NEAR BUS STAND, AMB, DISTT. UNA (H.P.) - 177203

No.....

Dated... 7/8/23

To.....

Principal Usankha
M.P.C. Amb

Qty.	Particulars	Rate	Amount Rs.	P.
1	Attendance Register	280	280	-
1	Box Carbon -	230	230	-
5	Register -	122	610	-
1	Paket Bond Paper	140	140	-
1	Stock Register	200	200	-
1	Photo Stale	270	270	-
135	Cutter -	35	70	-
2	Celo Tape -	50	100	-
2	Stapler -	100	100	-
1	Stamp Pad -	45	45	-
1	gouster			-
		TOTAL	2045	-

Goods once sold can not taken back
E.&O.E.

Auth. Signatory

MAHARANA PRATAP GOVT. COLLEGE, AMB (H.P.)

INDENT FOR PURCHASE/ REPAIR OF ARTICLES

Date 04/08/23

To
The Principal
M.P. Govt. College Amb (H.P.)

PROPOSAL : kindly accord the sanction for purchase the stationery items of Rs. 2045/- (Two thousand forty five only)

Approx Expenditure : Rs. 2045/- (in words) Two thousand forty five only
Sir, ✓

Approval may kindly be accorded for the purchase/ repairs of the following articles as per the requirement reflected in the proposal above :

1. Stationery items
- 2.
- 3.
- 4.

Recommendation by the Committee
The proposal is up-right and thus strongly recommended

Ram Lal Singh
Signature of the Teacher/Official
Seeking approval

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Recommended
Bursa Ram Lal Singh
04/08/23

Approved/ Not Approved
04/08/23
Principal
M.P. Govt. College
Distt. Una (H.P.)
PRINCIPAL Amb

FOR OFFICE USE ONLY

Dealing Assist. / Clerk

no. 02CGNPK7344E1ZH

TAX INVOICE

Original For Buyer

Computer & Solution
 vpo Mubarikpur Tehsil Amb Distt. Una H.P
 Phone : 01976264074 9816866274,7018090286
 email id :

TERMS : Credit

Purchaser's Name and Address

Principal Govt College Amb
 vpo amb Tehsil Amb Distt. Una H.P.
 Contact No. =
 GSTIN = State Code : 02

Invoice No.: 269 Date : 06-10-2023
 PO. No.: PO. Date :
 GR No. Vehicle No.
 Transport

S.N	ITEM DESCRIPTION	HSN CODE	QTY	RATE	DISCOUNTS	GSTN	AMOUNT
1	Desmat 88a 36 A Ink	3707	1	254.24	0.00	18	254.24
2	Drum 88a 36a	8443	1	211.86	0.00	18	211.86
3	BROTHER INK POWDER	8443	1	296.61	0.00	18	296.61

*certified that the delivery of
 Toner of District (office & in
 Research Room) was done. The bill
 is recommended for payment.*

*to Kishan (K)
 (R/Room)*

to on file

*Present for payment of Rs. 900/-
 (Nine hundred only)*

*Principal
 M.P. Govt. College, Amb
 Una (H.P.)*

GST % 18 %	Taxable Amt 762.71	SGST Amt 68.64	CGST Amt 68.64	Tax Amt. 137.28	Total Amount Before Tax 762.71
					Add: SGST 68.64
					Add: CGST 68.64
					Add: IGST 0.00
					(+) Round Off 0.01

Bank Detail : Punjab National Bank, Branch Amb
 A/C 3992005500000041, IFSC PUNB0399200

Bill Amount In Words : Nine Hundred Only **GRAND TOTAL 900.00**

Terms & Conditions:
 1) Goods once sold will not be taken back OR Exchange
 2) We are not responsible for the shortage & breakage in transport.
 3) Subject to Moga Jurisdiction Only.
 E & O.E.

For Computer & Solution
 Auth. Signatory

Customer Sign :