

Annexure C-5(5.1)

Best Practices:

1. Academic and Administrative Audit (AAA)

Academic and Administrative Audit is a process that evaluates the effectiveness and efficiency of a well-planned system of internal and external reviews of our academic institution. It is very essential for excellence in higher education as it identifies the strengths and weaknesses of our institution and helps to create strategic and well organized plan for the betterment of the institution. AAA also ensures proper use of the infrastructure and facilities of the institution.

Swami Vivekanand Govt. College Ghumarwin started its academic and administrative Audit in the year 2023-24 to take corrective and enhance measures. Peer review is the backbone of AAA, the senior faculty members from the institution who have earned respect from faculty based on their credentials and experience works as NAAC are selected as internal auditors of AAA.

Areas of consideration by the Audit Panel:

1. A systematic and comprehensible approach to quality assurance affecting all the essential services of the institution is being implemented.
2. Ensuring that specific responsibilities are clear and are assumed approximately by members.
3. Developing an organizational structure that improves communication, efficiency and effectiveness.
4. Transparency and accountability of funds, proper budgeting, and rationalization of funds.
5. Ensuring that academic standards are continuously monitored and improved.
6. Policies regarding admissions are clear, transparent and accessible by the public.
7. A student council body is operational to represent students in various committees.
8. It is ensured that staff are listened to and their needs are acted upon in the most appropriate manner.
9. The physical environment is adequately maintained in terms of safety, cleanliness, repairs and décor.
10. Library, internal access and other academic services are adequate for the curriculum.

The audit panels take note of all the findings. At the end of the audit panel gives oral feedback to the management.

The detailed report of Academic and Administrative Audit is annexed in C-7(7.1.5)

2. Departmental Book Bank:

In pursuance of knowledge, books play a vital role. Without books, even in this digital world the thirst for knowledge remains unfulfilled. Swami Vivekanand Govt. College Ghumarwin acknowledged the role of books in the life of students. The institution is situated in a rural area and many students of the college belong to a weaker economic section of the society. To facilitate such students departmental book banks has been established in all the departments of the college where students can have access to academic books, reference books and other resourceful material to enhance their knowledge with able guidance of the professors. The students are encouraged to keep the books neat, clean, and in healthy condition so that the books could be available for other students as well. The students can borrow the books and then return the books after a specific duration. The institution also encourages all alumni to donate books for this noble cause.

DEPARTMENTAL BOOK BANK

Department of Commerce



Department of Economics



Department of Zoology



Department of Botany

