Best Practices:

1. AAA:

Context: To access the infrastructure and academic facilities this can help in the growth of Institution and the students and to ensure transparency in Academic and Administrative work.

Practice: 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 Vivekananda Govt. College Ghumarwin started its academic and administrative Audit in the year 2023-24 to take corrective and enhancive 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 is 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.

Evidence of success:

It helps in removing anomalies and improving the administrative and academic infrastructure.

Problems faced:

Sometimes it takes a lot of money and man power to resolve the issues pointed out by the Audit.

2. Departmental Book Bank:

Context: To facilitate the students with study material.

Practice: In pursuance of knowledge, books play a vital role. Without books, even in this digital world the thirst for knowledge remains unfulfilled. Swami Vivekananda 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.

Evidence of Success: Many students borrow books from the departments.

Problems: As the initiative is still in its earlier stages, the departments have less number of books available.

Academic and Administrative Audit

2023

Swami Vivekanand Govt College Ghumarwin

S.V. GOVT. COLLEGE GHUMARWIN
Distt. - Bilaspur, Himachal Pradesh, Pin-174021,
Phone and Fax 01978-255551. https://gcghumarwin.ac.in/ , gcghumarwin-hp@nic.in

EST-1994

Name of the Institution: Swami Vivekanand Govt. College Ghumarwin
Affiliated: Himachal Pradesh University, Shimla
(AISHE Code: C-11404, UGC 12 B and 2 F)

NAAC Accreditation:

1st Cycle: September 24, 2014, Grade B

2nd Cylcle: May 4, 2021, Grade B

Swami Vivekanand Govt. College Ghumarwin, Distt. Bilaspur H.P was established in 1994 as a co-educational institution in the premises of Govt. Primary School Kalari. Prior to 1999 i.e. from 1995-to 1999 the classes used to be run in a rented campus. The college shifted to its own majestic building in 1999, constructed by the ACC Limited Barmana. At present its campus is spread over 14.45. Acre and built-up area are 4850.89 square meter. In 1994, when the college was established, only arts stream was started. In 1998, Science and Commerce streams were also introduced. In the session 2009-10, two new professional programmes CA and PGDCA were started under self-financing scheme. Further, in the academic session 2012-2013, M.A. English was started and in the same session under self-financing scheme BBA, another professional programme, was also offered. With the passage of time the college kept on adding into its PG programmes as per students' demands and requirements. In the year 2017-18, PG in Mathematics and Physics were started and from the session 2019-20 M. Com and MA in Political Science has been started. Presently, the college is running Twenty-Five UG, Six PG programmes and one Add on Course. The institution has been recognized by UGC under sections of 2(f) in 1999 and 12 (B) in 2008.In 2014 college has been accredited by NAAC and awarded Grade in the first cycle.

A comprehensive Academic and Administrative Audit has been made for the session 2020-21 to 2022-23. The detail is as follow:

Administrative Audit

S. No.	Particular	Remarks
1	Has the institution got Permanent Principal	Yes
2	Has the institution got adequate faculty for UG and PG courses	Yes, Adequate for UG and Partial for PG
3	Has the institution prepared Institutional Development Plan	Yes
4	Has the Institution its own website	Yes
5	**General Administration**	
	• Service Books & Registers Management	
	a. Service Books maintenance and update tracking	Yes
	b. Service Books maintenance and update tracking	Yes
	• File Control Register maintained	Yes
	• Division of Work (File-wise)	Yes
	• Timely Submission of Annual Confidential Reports (ACRs) to Higher Authorities	Yes
	• Maintenance of Teacher-wise Personal Files	Yes
	• Dairy Dispatch Register Maintained	Yes
	• Implementation of e-Office and File Management & Tracking System	Partial
	• Estate and Residence Allocation Management	Yes
	• Compliance with RTI and HP Public Service Guarantee Act 2011	Yes
	• Vidhan Sabha Questions and Legal Case Management	Yes
	• Archive for Minutes and Resolutions	Partial
	• Central Data Unit establishment in the college	Partial
	• Specifications of duties and responsibilities of administrative staff	Yes
	• Training and development of administrative staff	Yes
	• Delegation of duties in the absence of technical staff	Yes
	• Proper maintenance of record of Equipments/activities/decisions	Yes
	• Are all documentation entries signed or initiated by responsible staff?	Yes
	• Proper record & display of Files is maintained	Yes
	• Proper Utilization of existing storage/ Amirah	Yes
	• Training and development of administrative staff	Yes
	• Repairing of electric, sanitary & wooden appliances/furniture	Yes
	• Display of Do's and Don'ts are properly placed	Yes
	• Lab Development Fund: planning, procurement, up gradation, deployment, and maintenance of Laboratories/departments	Yes
	• IQAC established	Yes

	•	PM USHA (RUSA), UGC-NAAC Cells established	Yes
	•	Scholarship Committee established	Yes
	•	College Advisory and Hostel Advisory Committee established	Yes
	•	Cells: SC/ST/Minority and OBC established	
	•	Anti Sexual Harassment Cell Established	Yes
	•	Anti Ragging Committee	Yes
	•	Bus Pass Committee for Students	Yes
	•	Career Counselling and Placement cell	Yes
	•	Sports, Cultural and Co-curricular Committee	Yes
6	**Financial Management**		
	•	Purchase Committee established	Yes
	•	PFMS	Yes, Partial
	•	Expenditure Control Register	
	•	Stock register to be maintained in proper format i.e. As per rules	Yes
	•	Receipt of goods in good condition and full quantity	Yes
	•	Authentication by stock keeper/In-charge	Yes
	•	Verification by Stock In-charge	Yes
	•	Annual Physical verification of stock with signatures of stockkeepers as per rule	Yes
	•	Record of issue of items.	Yes
	•	Record of excess stock/material	Yes
	•	Proper maintenance of Balances	Yes
	•	Procedure and record of written-off items	Yes
	•	Entries to be verified by Store In- charge/supervisory official	Yes
	•	Page certificate on the first page to be recorded	Yes
	•	Balances to be maintained properly	Yes
	•	Record of consumables and non-consumables	Yes
7	**Admissions**		
	•	Offline/Online	Online
	•	Publicity (Measures of Wider Publicity) · I. Procedures II. Process III. Migration/Cancellation IV. Grievances V. Migration/Cancellation	Yes
	•	Fee Collections & Disbursement	Yes
	•	Allocation of Fees Into: Section, Co-Curricular Activities (NCC/NSS/SPORTS), Co-Curricular Activities (NCC/NSS/SPORTS)	Yes
8	**Examinations**		Yes
	•	Mid Term Test	
	•	Internal Assessment	
	•	End term Exam / Annual Examination	Yes
	•	Submission of Examination Form & Fee	Yes

	•	Distribution of Exam Admission Ticket	Yes
	•	Verification of Internal Assessment	Yes
	•	Grievances Redressal System	Yes
9	**Results**		
	•	Mid-term Test/ Examination (MTT)Conducted	Yes
	•	Course Wise and Programme wise result of MTT maintained	No
	•	Data pertaining to Annual Result available Course wise	No
	•	Degrees and Result cards data maintained	Yes
	•	Degrees disbursed through Speed post/Courier	No
10	**Attendance Record**		Yes
	•	Process of attendance (Online/offline)	Yes
	•	Date/frequency of uploading attendance on website if any	Yes
	•	Person responsible for attendance uploading	Yes
	•	Process of rectification of any problem	Yes
	•	Does all the teachers upload attendance	Yes
11	**Visitors Record**		Yes Register
	I.	Procedure	Yes
	II.	Maintenance	Yes
	III.	Verification	Yes
	IV.	Checking & Counter Signed by Section/Departmental In-charge	
12	•	Records of Computers, Printers, Laptops, Scanners, Projectors and Licensed Software's	Yes
	•	Process of Procurement and installation of Genuine/original Software(s) should be ascertained.	
	•	Annual Verification a. Consumable b. Non-consumable	yes
13	**Accounts Section:**		
	•	Cashbook	Yes
	•	Ledger	Yes
	•	Salary Registers	yes
	•	Salary Bills	Yes
	•	Vouchers	Yes
	•	Receipt Books	Yes
	•	Fee Registers, etc.	Yes
	•	Maintenance of Medical bills (claim and reimbursements)	Yes
	•	Child allowances (claim and reimbursements)	No

Academic Audit

Academic Aspects	Particular	Remarks
Teaching, Learning and Evaluation	• Coverage of syllabus	To a greater Extent
	• Information on curriculum revision	Very Good
	• Student feedback on curriculum	Very Good
	• Addon certificate courses offered	Yes
	• Innovation teaching introduced	Yes
	• Classes for Slow learners conducted	Yes
	• Use of supplementary teaching tools and applications of ICT	Yes
	• Conduct of House/internal exam	Yes
	• Result analyses: 1. UG 2. PG	Yes Very Good Excellent
	• Faculty development initiative if any	Yes (Orientation Program, Refresher, Induction programme etc.
	• Student feedback on teaching learning and evaluation	Yes
	• No. of research guide in the Deptt.	1
	• Research paper published during the assessment year. I. International II. National	Yes
	• Paper presented in the conferences during the assessment year	Yes
	• Book authored by teachers	Yes
	• Chapter in books	Yes
	• Books edited	Yes
	• Seminars/workshops/training programs conducted	Yes
	• Research collaboration	Yes
	• Awards/achievements/recognition of students and teachers	Yes
	• Consultancy services	Yes
	• Other extension activities	Satisfactory to a greater extent
	• New Equipments and infrastructure added	Yes

Infrastructure and Learning Resources.	• Use of these Equipments	Satisfactory
	• E-classrooms	Yes
	• Computer Labs	Yes
	• Access timings of the library	10AM to 5:00 Pm
	• e-resources and e-journals	Yes
	• Integration with Integrated Library Management System (e.g., SOUL)	Yes
	• ,	
	• Features include DDC Classification, OPAC, Barcoding, User Access Control, Wi-Fi Facility	Yes
	• Geo-Tagging of Library Activities for records	Yes
	• Facilities for disabled students	Yes
	• Maintenance of drinking water	Yes
	• Maintenance of sanitation	satisfactory
	• Restroom for women students	Sufficient
Research and Innovation	• Research and Development Cell established	Yes
	• MOUs for on-the-Job Training (OJT) for Students	Yes
	• Internship Programs and Training for Student	Yes
	• Research Centre established	Yes
	• Special Leave for Teacher to participate in Conferences and Seminar	Yes
Student Support and Progression	• Availability of a system for student support and mentoring	Yes
	• Student Aid fund/ Endowments etc.	Yes
	• Placement derives/ Rozgar mela organised	Yes
	• Scholarship Management	Yes
	• Soft Skill Development	Yes
	• Competitive Exam Guidance, Career Counselling etc.	Yes
	• No: of students qualified in the following examinations	
	1. NET	Nil
	2. SLET	Nil
	3. GATE	Nil
	4. State Civil Services	Nil
	5. UPSC	Nil
	• Student moving to Higher Education PG, MBA, LLB etc.	Yes
	• Alumni /Old Student Association established	Non-Functional

Innovation and Best Practices	• Vision and Mission of Institution adopted	Yes
	• Best practices followed by the Department	Yes
	• Innovative Practices followed by the Department	Yes
	• Green Initiatives by the institution	Yes
	• Actions taken on the recommendations made by the peer team during NAAC visit	To a greater extent
	• Strengths of the Department	Better teaching learning environment
	• Weaknesses of the Department	Overcrowded and overburden
	• Overall Report and Suggestions for Improvement	Need to implement UGC guidelines in letter and spirit.

Committee Members :—

1. Prof. Anil Jamwal
2. Dr. Prakash chand
3. Dr. Basu Dev
4. Prof. Jyoti Barwal
5. Prof. Amar Paul
6. Sh. Pritam Lal Sharma, Suptd. Grade I
7. Sh. Pankaj Chauhan, Suptd. Grade II
8. Sh. Jyoti Prashad, office clerk
9. Ms. Reeta Devi, Library Incharge

Principal
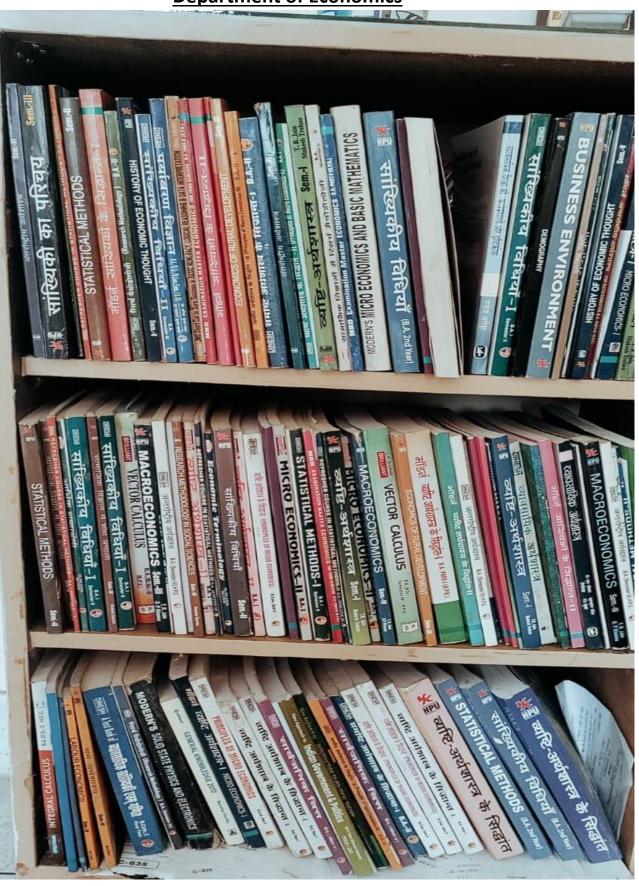S. V. Govt. Degree College
Ghumarwin
Distt. Bilaspur (H.P.)

DEPARTMENTAL BOOK BANK

Department of Commerce

Department of Zoology

Department of Botany