

Academic and Administrative Audit

2024-25



Swami Vivekanand Govt
Utkrisht College
Ghumarwin

A handwritten signature in green ink, appearing to be "Ghy", located below the college name.

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Ghumarwin 2024-25





S.V. GOVT. COLLEGE GHUMARWIN

Distt. - Bilaspur, Himachal Pradesh, Pin-174021,

Phone and Fax 01978-255551. <https://gcghumarwin.ac.in/> , gcghumarwin-hp@nic.in

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 Cycle: 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 B in the first cycle. In 2021 college has been accredited by NAAC and again awarded with Grade B in the second cycle

A comprehensive Academic and Administrative Audit has been made for the session 2024-25. 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 b. Service Books maintenance and update tracking	Yes 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
	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
	I. Procedure	Register
	II. Maintenance	Yes
	III. Verification	Yes
	IV. Checking & Counter Signed by Section/Departmental In-charge	Yes
12	• Records of Computers, Printers, Laptops, Scanners, Projectors	Yes
	• Licensed Software's	No
	• Annual Verification	yes
	a. Consumable	
	b. Non-consumable	
13	Accounts Section:	
	• Cashbook	Yes
	• Ledger	Yes
	• Salary Registers	No
	• Salary Bills	Yes
	• Vouchers	Yes
	• Receipt Books	No
	• 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: - UG - 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. - International - 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	10 AM 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, User Access Control, Wi-Fi Facility	Yes
	• Geo-Tagging of Library Activities for records	Yes
	• Facilities for disabled students	Yes, Ramp is required in the library
	• Maintenance of drinking water	Yes
	• Maintenance of sanitation	satisfactory
	• Restroom for women students	Sufficient, Girls Common room
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 drives/ 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 2. SLET 3. GATE 4. State Civil Services 5. UPSC	Nil Nil Nil Nil 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.

AAA Committee Members

Sr.No	Name	Designation	Signature
1	Prof Anil Jamwal	Convener	Anil Jamwal
2	Dr. Basu Dev	Member	Basu Dev
3	Prof Jyoti Barwal	Member	Jyoti Barwal
4	Prof Amar Paul Singh	Member	Amar Paul Singh
5	Sh. Rakesh Sharma G-I	Member	Rakesh Sharma
6	Sh Rajeev Patial Sr. Asst	Member	Rajeev Patial
7	Smt. Nirmla Devi	Member	Nirmla Devi
8	PTA President		PTA President
9	CSCA President & Office Bearers		CSCA President & Office Bearers

Principal
SVGC-Ghumarwin