

ACADEMIC AND ADMINISTRATIVE AUDIT

(AAA)
REPORT 2021-22

GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA,
BORAWAN



Dr. Umesh Agrawal
Government College of Education
KHANDWA (M.P.)

ACADEMIC AUDIT REPORT

Profile of the College for Academic and Administrative Audit
Session 2021-22
Format- Part-I

Name of the College: Gulab Bai Yadav Smriti Shiksha Mahavidhyalaya, Borawan

Address of the College: Swa.Gulab Bai Yadav Smriti Shiksha Mahavidyalaya, Borawan, Tehsil – Kasrawad, Dist Khargone, Pin 451228

Name of the Head of the Institution: Dr. Surendra Kumar Tiwari

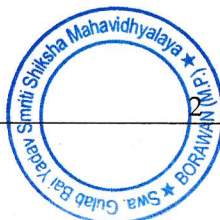
Name of the Affiliating University: Devi Ahilya Vishwavidyalaya, Indore

Audit Team:

- | | |
|---|---|
| 1 | Dr. Umesh Agrawal, Professor, Government Education College, Khandwa |
| 2 | Dr. Ayub Khan, Professor, Government Education College, Khandwa |
| 3 | Dr. Surendra Kumar Tiwari, Principal, GBYSSM, Borawan |

Date of Audit:

Day of Audit:



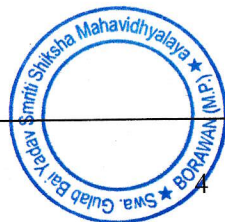
I CURRICULAR ASPECTS				Observations	Remarks/Suggestions	
1	Courses offered			Documents related to sanction of seats from University, DAVV and NCTE are available and verified.	All documents maintained Properly by the Institute	
	Nature	Course	Seats Allotted/Admissions			
	PG	M. Ed.	50/50			
	UG	B. Ed.	100/100			
2	Pattern of programmes: Semester			Feedback from the stakeholders are procured and documented.	-	
	Semester wise: B.Ed./M.Ed.					
3	Feedback from stake holders			Feedback from the stakeholders are procured and documented.	-	
	Alumni					Yes
	Parents					Yes
	Employers					Yes
	Students			Yes		
	PT School Teachers			Yes		
4	Add-on/Certificate Courses : Available for students of B.Ed. and M.Ed. Programs)			-	-	



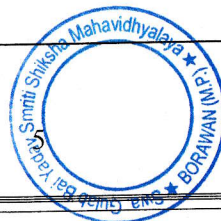
5	Annual Curricular Plan	Prepared and Followed
6	Attendance	Registers are well maintained
7	Coverage of Syllabus	Syllabus of University is prescribed and followed

Any Other Observations/ Comments/ Suggestions:

- 1. Committee for review and revision has in-house meetings to gather reflections/suggestions on curriculum, grading, examinations of B.Ed. and M.Ed. Programs.**
- 2. Principal of institute is member of Board of Studies at University and actively participates in meetings of B.Ed., M.Ed., and integrated courses like B.Sc. B.Ed., B.A. B.Ed.**
- 3. Institute forward suggestions made by in-house members to University.**



II. TEACHING & LEARNING		Observations	Remarks/Suggestions
1	Teaching Diary and Teaching Notes No of Teaching staff including contract /Guest /PTL :No Teachers submitted: No Teachers Not submitted with details:	Well maintained	-
2	Total Number of Permanent Faculty	19	-
3	No. of Permanent faculty with Ph.D.	05	-
4	Course/ Programme wise distribution of pass percentage: 2021-22 (latest result)	Result Sheet verified	University result sheet also available.
	Title of Programme	Total no. of students Appeared	
	B.Ed.	99	
	M.Ed.	49	
5	Conduct of Classes Regular Classes Time Table Attached	Time-table for all the Programmes are prepared and followed regularly by the staff and students	
6	Activities are Regularly monitored at different level by the concerned	Teachers at different level do involve in monitoring	
7	Institution has an academic calendar that reflect all academic and non academic activities	YES	GOOD
8	Use of supplementary teaching tools and application of ICT	YES	Need up-dation to little extent

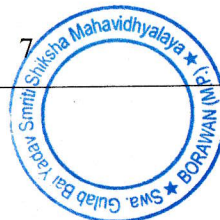


9	Total Number of students Year 2021-22				-	-
	UG	PG	Ph.D.	Others	-	-
	100	50	6	-	-	-
	Three Ph.D. students are registered under the Guidance of Dr. Surendra Kumar Tiwari, DAVV, Indore				-	-
10	Student Centric Activities				Observed in Teaching-learning	
11	Details of student support mechanism for coaching for competitive examinations (If any)				Yes, provided to Students for CTET/NET/ other	
12	Details of student support mechanism for remedial support (If any)				Yes, provided to students	
13	Details of campus placement				Schools visits for campus placement	
14	Scholarships and Financial Support				Government Scholarship and other provided	
15	Student seminars				Organized by the institute, number of Programs are increased in future.	
16	Student Assignment				YES	
17	Student Feedback (Analysis done or not)				YES	



Any Other Observations/ Comments/ Suggestions:

- **Career related classes are organized.**
- **Online resources/ study materials are provided to strengthen knowledge.**
- **Institution assesses learning levels of students and organizes programmes for learners.**
- **At the entry level their qualifications of PG, UG and percentage are considered Category wise, geographical locations and medium of instruction are kept in mind at the entry level**
- **Their responses on entry level behaviors are procured and analyzed to test their entry level knowledge.**
- **Well stocked library**
- **Counseling by faculty to appear for competitive examinations**
- **Communicating students their areas of weakness**



III RESEARCH, CONSULTANCY AND EXTENSION		Observations	Remarks/Suggestions
1.	No. of books published	1	Faculty should be motivated to undertake book writing.
2.	No. of Paper Published	2	GOOD
3.	Faculty Development Programme i. Organized ii. Attainted	6	Faculty should actively participate
4.	Seminar /Workshops/Conference / i. Organized ii. Attainted	8	GOOD
5.	No. of Collaboration /MOUs/ Linkages	35	More number of programs be organized in collaborations
6.	Awards Received	3	Awards received during last five years
7.	Details of Patents Registered	2	Registered Under process
8.	Extension Activates Organized/Conducted	Extension Activities are organized and students actively participate in the activities and community services.	



Any Other Observations/ Comments/ Suggestions:

- 1. Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities**
- 2. Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education**
- 3. Discern ways to strengthen school based practice through joint discussions and planning**
- 4. Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges**



IV. EVALUATION & RESULTS

		Observations	Remarks/Suggestions
1	Conduct of Internal Examinations	YES	Updated
2	Maintenance of Marks Register/File	YES	Records maintained
3	Result of University Examinations(Last Exam)	YES	GOOD

Any Other Observations/ Comments/ Suggestions:

Evaluation, internal marks and other results for each programmes and subjects are well maintained.



V. LEARNING RESOURCES

1	Library Resources	Observations	Remarks/Suggestions																																				
	DELNET membership is purchased as well as renewed every year	Well maintained	More number of Reference books can be purchased in coming future																																				
	Soft copies of various policies are available with the college																																						
	Hindi medium books are available to cater the needs of local students																																						
	Library is rich in terms of JOURNALS, NCERT SURVEYS etc																																						
2	Laboratories	YES	Updated																																				
3	Psychological Tools and Test	YES	Updated																																				
4	e-Class Rooms	YES	Needs improvement																																				
5	Computer & Internet	YES	Well used by the faculty and students																																				
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Total Computers</th> <th>Computer Labs</th> <th>Internet</th> <th>Browsing Centers</th> <th>Computer Centers</th> <th>Office</th> <th>Departments</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Existing</td> <td>74</td> <td>1</td> <td>74</td> <td>-</td> <td>-</td> <td>10</td> <td>10</td> <td>-</td> </tr> <tr> <td>Added</td> <td>00</td> <td>00</td> <td>00</td> <td>-</td> <td>-</td> <td>0</td> <td>0</td> <td>-</td> </tr> <tr> <td>Total</td> <td>74</td> <td>1</td> <td>74</td> <td>-</td> <td>-</td> <td>10</td> <td>10</td> <td>-</td> </tr> </tbody> </table>		Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others	Existing	74	1	74	-	-	10	10	-	Added	00	00	00	-	-	0	0	-	Total	74	1	74	-	-	10	10	-	YES	-
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Any Other Observations/ Comments/ Suggestions:

- Book exhibitions are conducted in the library and books suggested by staff members are included in the library.
- Open access is given to students to the books so as to have effective referencing and exploring of new books



VI. BASIC FACILITIES		Observations	Remarks/Suggestions
1	Sanitation	YES	Well maintained campus. All the basic facilities were Available at the institute.
2	Drinking Water Facilities	YES	
3	Facilities for Handicapped EWS Special Child	YES	
4	The Staff and Student have access to information and use of technology	YES	
5	Physical Infrastructure is suitable and sufficient as per the needs.	YES	
6	Institution has infrastructure as well as social Cultural facilities to conduct activities for the student	YES	



VII: ANY OTHER ACTIVITIES/OBSERVATIONS

1. **Curriculum Development:** College follow curriculum of DAVV, Indore
2. **Teaching and Learning:** Qualified faculties are appointed by selection committee, DAVV, Indore.
3. College has a well-equipped library.
4. **Evaluation Strategies:** DAVV, Indore conducted end term examination.
5. IQAC developed internal assessment Criteria for internal Evaluation.
6. **Research and Development:** Observation of DIET, Govt PG College of Education, Aganwadi centers, Residential school, innovative centers, primary, middle school, radio-station and health centers.
7. Project work, psychological testing, action research are included in real class room solution.
8. Portfolio Development for holistic/integrated understanding of self is undertaken by students.
9. **Instrumentation:** Library quipped with Wi-Fi with different types of books. Computer lab, projector in seminar hall, psychological lab, science lab is also in institution.
10. **Human Resource:** College has set practices of integrating teaching staff.
11. Faculty and students are encouraged to attain computer literacy.
12. Workshops and seminars are organized.



AUDIT QUESTIONS

Part-II

LEARNING OUTCOMES

1.	Do you seek external input in the formulation of the learning outcomes?
	Yes, Board of Studies at DAVV as well as internal committees help to formulate the learning outcomes and are circulated to the faculty through syllabus
2.	What have you learnt from former students and employers?
	Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TE Students and Employers feedback helps to revive, revise and re-plan for various activities and policies of the College



TEACHING AND LEARNING PROCESSES

1.	<p>How are courses managed?</p> <p>B.Ed. and M.Ed. Courses have provisions and different topics which help students get familiarized with various aspects of school, higher, and Teacher education.</p> <p>In B.Ed., CC 2, “Education in India Status, Problems and Issues” briefs students about Historical background of Indian Education. It acquaints students with scope and objectives of secondary education in India.</p>
2.	<p>How are teaching and learning organized for students?</p> <p>B.Ed. students during their visit to schools get exposure to practical knowledge, during the time they learn various skills of teaching like questioning skills, probing questioning skills, chalkboard writing skills etc. These skills are crucial in the field of Education and teaching as well. Depending upon requirement of content and nature of semester, faculty of institute provides many opportunities and platform to groom student personality.</p>
3.	<p>What pedagogical approaches are used?</p> <p>Pedagogical approaches adopted by institute are student-centric. Conducive environment is provided to faculty for effective implementation of various modes. The methods employed to develop varied skills and competencies are:</p> <p>1. Interactive learning methods: Mind mapping/ Concept mapping/ Advance Organizers/ ICT-enabled teaching methods (PPT, Animations, videos, e-books)</p> <p>2. Experiential learning methods: Field Trips, Poetry Recitation, Demonstration, Discussions and debates on contemporary issues,</p> <p>Brain storming sessions, Institutional Visits and tours</p> <p>3. Collaborative learning methods: Group discussions, Peer learning, Movie discussions, Game Based learning, Peer teaching, Observation of Days of National/ International Importance</p>

STUDENT ASSESSMENT

1.	Have you defined key quality indicators of student performance based on the ILOs? State them.
	Student performance is assessed through various modes like Assignments, Peer Feedbacks, Teacher Evaluation All these collectively helps to assess the Quality indicators based on the set ILOs
2.	How effectively is learning facilitated by formative and summative feedback and supervisory arrangements?
	Continuous feedback on assignments, lesson plan presentations are provided to the students' teacher. This feedback at different interval of time helps to assess the learning outcomes of each individual student at both B.Ed. and M.Ed. programmes.
3.	How do you monitor student progress and use the information?
	<ul style="list-style-type: none">➤ Student and teachers work in team. It help student to acquire many skills of teamwork.➤ Working in team also provides platforms for nurturing diverse needs of learners.➤ Various methods adopted helps students to get variety of experiences and help them keep updated with recent developments in field of education.➤ Teachers mentor 5-6 students and maintain a record of progress and their profile. College ensures to provide a friendly atmosphere to students.

Recommendation: ① Steps and plans may be initiated towards Empowering the local woman community & women students

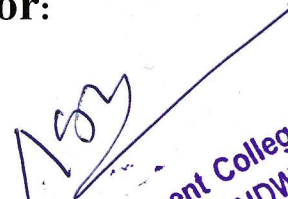
② The student must be given longer duration for training in E-content preparation.



Name and Signature of the Academic Advisor:



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Prof. S.K. Tiwari
Principal
Swa. Gulab Bai Yadav Smriti
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