# Gulab Bai Yadav Smriti Shiksha Mahavidyalaya Borawan



# EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-21

# ACADEMIC AUDIT-REPORT

## Profile of the College for Academic and Administrative Audit

## Session 2020-21

## Format- Part-I

**NAME OF THE COLLEGE:** GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDHYALAYA, BORAWAN

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

**Name of the Head of the Institution: PROF.** DR. SURENDRA KUMAR TIWARI

**Name of the Affiliating University:** DEVI AHILYA VISHWAVIDYALAYA, INDORE

**Audit Team:**

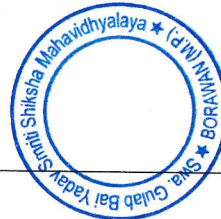| 1 | DR. UMESH AGRAWAL, PROFESSOR, GOVERNMENT EDUCATION COLLEGE, KHANDWA |
|---|---|
| 2 | DR. AYUB KHAN, PROFESSOR, GOVERNMENT EDUCATION COLLEGE, KHANDWA |
| 3 | PROF.SURENDRA KUMAR TIWARI ,PRINCIPAL GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA,BORAWAN |

**Date of Audit**
**15/03/2021**

**Day of Audit: Monday**

2

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

3
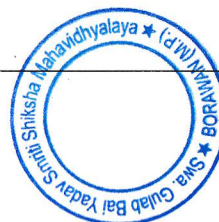
| 5 | Annual Curricular Plan | Prepared and Followed |
|---|---|---|
| 6 | Attendance | Registers are well maintained |
| 7 | Coverage of Syllabus | Syllabus of University is prescribed and followed |

**Any Other Observations/ Comments/ Suggestions:**

**Curricular aspects of the college are good enough. Syllabus by affiliating university, DAVV is followed for B.Ed. and M.Ed.**

**Assignments and internship are well maintained and managed as per the given syllabus of the University.**

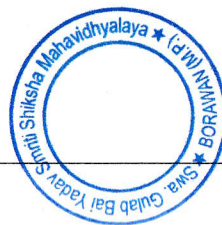**Certificate courses from SWAYAM and Mhow University are pursued by the students of the college.**

**Other certificate courses are also offered by the College like Communication Skills Program, Personality Development Program.**
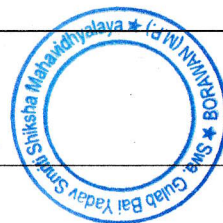
| | II. TEACHING & LEARNING | | Observations | Remarks/Suggestions |
|---|---|---|---|---|
| 1 | Teaching Diary and Teaching Notes No of Teaching staff including contract /Guest /PTL :No Teachers submitted: No Teachers Not submitted with details: | | Well maintained | |
| 2 | Total Number of Permanent Faculty | | 19 | |
| 3 | No. of Permanent faculty with Ph.D. | | 05 | |
| 4 | Course/ Programme wise distribution of pass percentage: 2020-21 (latest result) | | Result Sheet verified | University result sheet also available. |
| | **Title of Programme** | **Total no. of students appeared** | | |
| | **B.Ed.** | 86 | | |
| | **M.Ed.** | 89 | | |
| | **D.Ed.** | 90 | | |
| 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 |

5

| 9 | Total Number of students **Year 2020-21** | | | | | |
|---|---|---|---|---|---|---|
| | UG | PG | Ph.D. | Others | | |
| | 100 | 50 | 6 | -- | | |
| | Six 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 when required |
| 13 | No. of students qualified in these examinations | 13 |
| 14 | Details of campus placement | Schools visits for campus placement |
| 15 | Scholarships and Financial Support | Government Scholarship and other provided |
| 16 | Student seminars | Organized by the institute, number of programs be increased in future. |

| 18 | Student Assignment | YES | Records are well maintained |
|----|-------------------|-----|---------------------------|
| 19 | Student Feedback (Analysis done or not) | YES | GOOD |

**Any Other Observations/ Comments/ Suggestions:**

**Support to needy students should be provided on regular basis for persuing higher degrees.**

**More Number of students should be motivated to appear for various competitive exams and get qualified in NET/SLET/ and other Government Jobs**
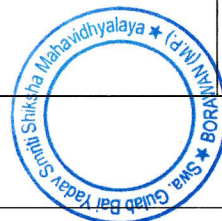
| | | Observations | Remarks/Suggestions |
|---|---|---|---|
| **III RESEARCH, CONSULTANCY AND EXTENSION** | | | |
| 1. No. of books published | | 05 | Faculty should be motivated to undertake book writing. |
| 2. No. of Paper Published | | 14 | GOOD |
| 3. Faculty Development Programme<br>   i. Organized<br>   ii. Attainted | | 03<br>08 | Faculty should actively participate |
| 4. Seminar /Workshops/Conference /<br>   i. Organized<br>   ii. Attainted | | 04<br>14 | GOOD |
| 5. No. of Collaboration /MOUs/ Linkages | | 04 | More number of programs be organized in collaborations |
| 6. Awards Received | | 04 | Awards received during last five years |
| 7. Details of Patents Registered | | 01<br>01 | Registered<br>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:**
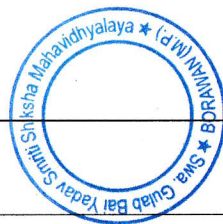
| | IV. EVALUATION & RESULTS | Observations | Remarks/Suggestions |
|---|---|---|---|
| 1 | Conduct of Internal Examinations | YES | Updated |
| 2 | Maintenance of Marks Register/File | YES | Records maintained |
| 3 | Result of University Examinations(Last Exam) | YES | GOOD |

**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 |

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Existing | 44 | 1 | 44 | - | - | 4 | 5 | - | YES | |
| Added | 00 | 00 | 00 | - | - | 0 | 0 | - | | |
| Total | 44 | 1 | 44 | - | - | 4 | 5 | - | | |

**Any Other Observations/ Comments/ Suggestions:**

**Smart boards and overhead projectors be purchased for future purpose and classrooms.**
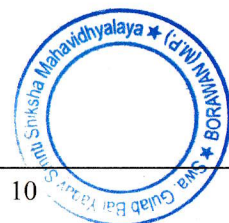
| | VI. BASIC FACILITIES | Observations | Remarks/Suggestions |
|---|---|---|---|
| 1 | Sanitation | YES | |
| 2 | Drinking Water Facilities | YES | |
| 3 | Facilities for Handicapped EWS Special Child | YES | Well maintained campus. All the basic facilities were Available at the institute. |
| 4 | The 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 | |
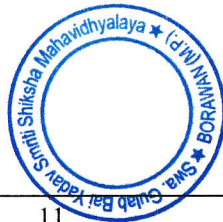
## VII. ANY OTHER ACTIVITIES/OBSERVATIONS

1. Best Practices has been observed in the college

    - Research development and promotion activities
    - Conservation of Natural resources
    - Green and eco friendly environment.
    - Awareness program for Sickle Cell Anemia in the nearby rural areas

2. Rural students are provided with remedial classes as and when required

3. Support to needy students in terms of finance as well as guidance is observed in the college with the help of resources from management and college. Like fee relaxation during COVID -19 to the needy family.

## LEARNING OUTCOMES

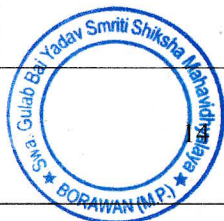| 1. | Do you seek external input in the formulation of the learning outcomes? |
|----|---|
| | **Yes, Board of Studies at DAVV as well as internal committees help to formulate the learning outcomes and are circulated to the faculty through syllabus** |
| 2. | What have you learnt from former students and employers? |
| | **Students and Employers feedback helps to revive, revise and re-plan for various activities and policies of the College** |
| 3. | How do you ensure that there is convergence or agreement on the essential elements of the curriculum? |
| | **Feedback at the University Level**<br>**Feedback from the Teachers**<br>**Feedback from the Students**<br>**All these acts as inputs to look after the essential elements of the Curriculum** |

## TEACHING AND LEARNING PROCESSES

| 1. | How are courses managed? |
|---|---|
| | Courses are managed with the help of academic calendar prepared at the beginning of the session. The academic calendar is strictly followed by the faculty of the institute as well as students |
| 2. | How are teaching and learning organized for students? |
| | Teacher training programmes stress upon Theory as well as practicum subjects. The mode of transaction of each subject is different and prescribed by the University syllabus. The syllabus is followed by the institute which is well observed in the various activities conducted by the institute. |
| 3. | What pedagogical approaches are used? |
| | Students centric pedagogy are used<br><br>ICT, Role play, hands on practice, semester long internship etc are the various approaches followed by the college. |

## 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**<br><br>• **Assignments**<br><br>• **Peer Feedbacks**<br><br>• **Teacher Evaluation**<br><br>**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? |
| | **Teachers maintain the records of students' performance. All these records help to monitor the progress of the students. The information is further used to provide guidance and support to the needy students. This also helps to arrange for remedial sessions when required.** |

Recommandation:- ① The ICT facility awaliable in the institution could be better used to provid better learning Experience.

② The Enrollment of M.Ed. student could be increased.

15

**Name and Signature of the Academic Advisor:**

**1.Dr. Umesh Agrawal**

Professor

Govt.Education College,Khandwa

Devi Ahilya Vishwavidyalaya,,Indore

**2.  Dr.Ayub Khan**

Professor

Govt.Education College,Khandwa

Devi,Ahilya Vishwavidyalaya,Indore

Dr.Umesh Agrawal
Sr.Lect.
Govt. College of Education
Khandwa (M.P.)

Dr. M. Ayyub Khan
(Lecturer)
Govt. College of Education
Khandwa

**Prof.Surendra Kumaar Tiwari**

**Principal**

GBYSSM,BORAWAN

Prof. S.K. Tiwari
Principal
Swa. Gulab Bai Yadav Smriti
Shiksha Mahavidhyalaya
BORAWAN (M.P.)