### N.V.K.S.D. COLLEGE OF EDUCATION

(AUTONOMOUS)

(Re-accredited by NAAC with A Grade)

(Affiliated to TamilNadu Teachers Education University, Chennai)

### ACADEMIC AND ADMINISTRATIVE AUDIT

(Proforma for Academic Audit of the Institution for Academic Year 2020-21)

### **PART-I**

#### PRELIMINARY INFORMATION

A. Date of Visit: 11-04-2022

B. Members of External Academic and Administrative Committee

i) Chairperson

Dr.Asha J.V

Professor, School of Pedagogical Sciences, Mahatma Gandhi University, Kottayam, Kerala.

ii) Member

Dr.S.Rasul Mohaideen

Director, Centre for Research in Education,

VOC College of Education,

Thoothukudi.

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Dr. S. RASUL MOHAIDEEN
ASSOCIATE PROFESSOR OF ENGLISH

INSTITUTIONAL DATA THOOTHUKUDI - 628 008 N.V.K.S.D. College of Education 1 Name of the Institution 2 Year of Establishment 1963 3 Address Attoor, Kanniyakumari District, Tamil Nadu 4 Website www.nvksd.edu.in Type of College Government, Aided 5 Status of the College 6 Autonomous

7	Details of Accreditation/ Reaccreditation by NAAC	<ol> <li>Accredited (1<sup>st</sup> cycle) with B++ Grade on 2006 by NAAC</li> <li>Accredited (2<sup>nd</sup> cycle) with A grade with CGPA 3.23 on February 2014 by NAAC</li> </ol>
8	Courses Offered	B.Ed., M.Ed., M.Phil. and Ph.D.
9	Number of Teachers	Permanent – 15  Temporary – Nil  Visiting Faculty – Nil  Guest Faculty- Nil
10	Special Features of the College	<ul> <li>Aided, 59 years old, linguistic minority Teacher Education Institution in Tamilnadu</li> <li>Recognised by UGC under 2f and 12b status</li> <li>Pioneer Autonomous Teacher Education Institution in Kanniyakumari District</li> <li>Located in rural area</li> <li>Giving preference to linguistic minority students in the locale</li> <li>Offers B.Ed., M.Ed., M.Phil. and Ph.D. programmes</li> <li>Offers excellent instructional and infrastructural facilities</li> <li>Provides congenial and serene learning environment</li> </ul>

## ACADEMIC AND ADMINISTRATIVE INFORMATION

### 1. Extended Profile of the Institution

1.1 Details of Academic	Courses Offered	Sanct Streng			Stude	nts on R	oll	Observations Remarks Suggestion	
Programmes (2020-21)		I II year year		Total	I year	II year	Total	1	by External Experts
1	B.Ed	100	100	200	89	100	189	running in a systematic fill all the way. As seats. The college may be taken to fill all the seats. The college may been opt for for years	Steps may
2	M.Ed	50	50	100	1	4	5		fill all the
3	M.Phil	Full Ti Part Ti	me – 6 me-6	12	-	-	-		college may
4	Ph.D.	24		24	10		10		*
	Total							the UGC, no students are admitted.	programme.

1.2Flexibility of the Curriculum:	A. Electives for B.Ed. B. Choice of Language for Writing Examination C. Bilingual Nature of Question Papers D. Level Based Specialization for M.Ed. E. Electives for M.Ed.	There is flexibility in courses. The teachers may be given FDP for updating skills and context.	Remarks/ Suggestions by External Experts  Malayalam may be used in classroom transaction and for writing examinations. May offer Malayalam optional for
			B.Ed. and Pedagogy of Malayalam as an elective for M.Ed. considering the linguistic minority status of the institution

1.3 Institutional Process of Planning, Reviewing and Revising Curriculum	A. Planning Committee Meeting B. Staff Council Meeting C. In-house Curriculum Meeting D. Updating through New Policies and Schemes E. Statutory Board Meetings i. Board of Studies ii. Academic Council iii. Governing Body	Con per Min bee sys and mo are	nducted as schedule. nutes have en kept tematically diffications brought in cordingly.	Remarks/ Suggestions by External Experts Soft copies may be uploaded and link may be provided. The academic bodies shall include representatives from students and retired administrators.
1.4 Relevance of the Curriculum	A. Feedbacks from i. Students ii. Teachers iii. Employers iv. Alumni v. Practice Teaching Schools/TEI B. Updating through New Policies and Schemes C. Integration of 21 <sup>st</sup> Centuries Skills D. Life Skill Education E. Communication Skills F. Value Based Education G. Inclusive Education H. Gender Sensitization		Relevant and as per NCTE 2014 regulation and framework	Suggestions by External Experts  The curriculum is to be updated
1.5 Self- Study Course/ Value- Added Course/ Add on Course	A. SWAYAM-NPTEL Online Course B. Value Added Course C. Courses of IGNOU		Courses are effectively done. Faculty are mentors of SWAYAM-	Suggestions by External Experts  More value added courses can be offered.

	NPTEL courses and academic counselors of IGNOU programme.	courses shall be made mandatory for all B.Ed. and M.Ed. students.
1.6 Feedback from Stakeholders A. Students B. Teachers C. Employers	Observations	Remarks/ Suggestions by External Experts
D. Alumni E. Practice Teaching Schools/Teacher Education Institutions	Records are kept.	Action taken report may be included
1.7 Maintenance of Attendance Register A. Attendance Register for Teaching Staff B. Attendance Register for Non-Teaching Staff C. Attendance Register for Students	Observations	Remarks/ Suggestions by External Experts
D. Biometric Punching System	Maintained properly. Biometric punching system is operative except for pandemic period.	Attendance or login note may be maintained in laboratories.

# 2. Teaching, Learning and Evaluation

2.1 No. of Full Time Teachers	Number	Observation	Remarks/ Suggestions by External Experts
Assistant Professor	12	All the vacancies are filled.	CAS promotion may be accelerated to the
Associate Professor	2+1 (Principal)	11110	eligible staff. Steps
Professor	NA		may be initiated for creating Professor
Total	15		post.

2.2 No. of Permanent Faculty with Ph.D.	Number	Observation	Remarks/ Suggestions by External Experts
Assistant Professor	9	All the remaining faculty members are	Those who do not have Ph.D. may be
Associate Professor	2+1(principal)	progressing with their	motivated to acquire.
Professor	NA	Ph.D.	Those with Ph.D. may be advised to publish
Total	12		in UGC CARE listed /SCOPUS indexed journals.

2.3 Teaching Experie Members	ence of Faculty	Observations	Remarks/ Suggestions by External Experts
Years	No. of Faculty	Orders and details of teachers are verified.	
More than 15 Years	07		
Between 10 and 15 Years	03		
Below 10 Years	04		

2.4 Innovative Processes Adopted in	Observations	Remarks/ Suggestions
Teaching and Learning		by External Experts
A. Online Assignment		

B. Digital Presentation of Seminar	Youtube channels
C. Group Discussion D. Brainstorming E. Online Mode of Instruction F. Blog G. Experiential Learning	<ul> <li>Online google classrooms</li> <li>Classes were conducted through Google Meet, Zoom etc.</li> <li>subscribe, customize and utilize any one MOODLE platform.</li> </ul>

2.5 Innovative Processes Adopted in	Observations	Remarks/ Suggestions
Teaching and Learning (ICT resources)		by External Experts
A. Interactive Class Rooms		
B. LCD Projectors		
C. Laptops	All the facilities are	More care may be taken
D. Computer Lab	provided to students.	to record the use of
E. Wi-Fi with High Speed Internet	Records and log	audio visual aids and
F. INFLIBNET Facility	books are kept.	other facilities.
·		Geo tagged photos may
		be helpful.
		Guidelines for mobile
		usage on the campus
		shall be formulated in
		the post-COVID
		scenario.

2.6 Examination/ Evaluation Reforms A. Online Examination B. Open Book Examination	Observations	Remarks/ Suggestions by External Experts
	Online exams were conducted for B.Ed. and M.Ed. Internal exams were conducted online during pandemic.	SOP may be prepared and uploaded in college website for students and parents.

A. Assignment - 5 marks B. Seminar - 5 marks C. Suggested Activities - 10 marks	Observations	Remarks/ Suggestions by External Experts
D. Test - 10 marks  1. Online Examination  2. Open Book Examination  3. Mid Semester Examination	Proper registers and records are maintained.	LMS may be subscribed and customized for online maintenance of records.
Total - 30 marks		The question papers for internal examination shall be set by the external examiners.

2.8 External Evaluation	Observations	Remarks/ Suggestions
End Semester Examination -Theory and		by External Experts
Practical in each semester		
Fractical in each semester	Yes. Examinations	The system shall be
Evanination for D.Ed.	are conducted as per	continued.
Examination for B.Ed	the procedures.	continued.
I Semester	the procedures.	
Theory – 70 marks		
Practical – 100 marks		
II Semester		
Theory – 70 marks		
Practical – 200 marks		
III Semester		
Theory – 70 marks		
Practical – 300 marks		
IV Semester		
Theory – 70 marks		
Practical –100 marks		
Examination for M.Ed		
I Semester		
Theory – 70 marks		
Practical – 100 marks		
II Semester		
Theory – 70 marks		
Practical – 100 marks		

III Semester Theory – 70 marks Practical – 100 marks IV Semester Theory – 70 marks Practical –200 marks  2.9 Preparation for School Internship A. Microteaching B. Workshop on Lesson Plan Writing C. Workshop on Lesson Plan Writing	Observations	Remarks/ Suggestions by External Experts
<ul> <li>C. Workshop on Preparation of Teaching Aids</li> <li>D. Demonstration Classes by Teacher Educators and Teachers</li> <li>E. Peer Observation Class</li> <li>F. Workshop on Achievement Test Construction</li> <li>G. Value Education Classes</li> <li>H. Portfolio Preparation Classes</li> <li>I. Physical Education Classes</li> <li>J. Yoga-Related Activities</li> <li>K. Orientation for School based Activities</li> <li>L. Pre Scheduled Visit to Practice Teaching Schools</li> </ul>	Records have been maintained.	Orientation programmes for teacher educators, teachers in schools and heads /mentor teachers of practice teaching schools shall be organised

2.10 Performance Assessment of	Observations	Remarks/ Suggestions
Internship  A. Teaching Competency Scale  i. Mentor  ii. Peer group  iii. Teacher Educator  iv. Head of Practice Teaching Schools	Records are maintained with analysis of performance of students in internship	Action taken for motivating students in their weak areas may be given

2.11 Competency Enhancement Activities  A. Communication Skill Classes	Observations	Remarks/ Suggestions by External Experts
B. Value Education Classes C. Life Skill Oriented Activities D. Physical Education E. Scheduled Library Hours F. ICT Classes G. Co-Curricular Activities H. Community Oriented Project I. Internship	Records are maintained with photographs of classes	Geo tagged photos may be uploaded

2.12 Programme wise Distribution of Pass Percentage: Results of Final Year Examination for each Course (2019-20)			Observations	Remarks/ Suggestions by External Experts			
Title	of the	Total	Total	Total	Total		
Prog	ramme	Number	Number	Number	Number of		
		of	of	of	Students		
		Students	Students	Students	with		
		Appeared	Passed	with first	Distinction		
				Class			
B.E d.	I Semester						
u.	II Semester	99	99	54	45	Records	May be
	III Semester	99	98	58	40	verified	uploaded.
	IV Semester	99	99	13	86		The link may
M. Ed.	I Semester						be provided
Eu.	II Semester	04	04	04	-		
	III Semester	04	02	02	-		
	IV Semester	04	02	-	02		

2.13 Publication of Results	Observations	Remarks/ Suggestions by External Experts
Last date of examinations Date of publication results	Followed the examinations norms	The process shall be continued

2.14 Maintenance of Mark Register	Observations	Remarks/ Suggestions
A. Semester Examinations		by External Experts
B. Internal Examination Consolidated mark register (Tests, Suggested activities, Seminar, Assignment) C. Evaluation Proforma i. Seminar ii. Assignment	Yes, maintained properly	Link of uploaded document may be provided

2.15 Academic Calendar	Observations	Remarks/ Suggestions by External Experts
Prepared and circulated to the students	Details of college academic diary of events, syllabus and instructions are given in the calendar. Details are provided in college website also.	

# 3. Research, Consultancy and Extension

3.1 Research Centre	Observations	Remarks/ Suggestions by External Experts
	Visited the Research centre It is working. Properly maintained. Research centre has resources like books, wi-fi connection and thesis.	<ul> <li>Quotes on Research may be displayed</li> <li>Tools prepared in the centre may be kept for reference</li> <li>Research tools shall also be kept in the Research centre</li> </ul>

3.2 Details Regarding Projects (Funded by Government/NGOs)	Observations	Remarks/ Suggestions by External Experts
Proposal of the project – Health Practices among the residents of Attoor village during the COVID-19 pandemic	In the pipeline The prepared project is yet to be submitted.	Do some action research identifying local needs and submit report to government. Project proposals may be sent to some recognized funding agencies.

3.3 Details on Publications by the Faculty A. Journal - 3 B. e-Journal - 1	Observations	Remarks/ Suggestions by External Experts
	Articles are produced and verified	Efforts may be made to publish in UGC CARE or SCOPUS listed journals

3.4 Details of Publications of the Institution	Observations	Remarks/
A. Research Journal		Suggestions
B. Annual Newsletter		by
C. Research Abstracts		External
D. Manuscript Magazine		Experts
	Verified	The institution should take steps to get it included in the UGC Care list and publish with ISSN.

3.5 Seminars,/Workshops Conducted in the Institution	Observations	Remarks/ Suggestions by External Experts
A.Seminar/Webinar B.Workshop C.Awareness Programme D.Others	Four webinars were conducted	More seminars shall be organized Seminars shall be organized with the financial assistance of the funding of agencies.

3.6 No. of Faculty from the	Observations	Remarks/ Suggestions by
Institution who are Ph. D.		External Experts
Guides		
A.Associate Professor -3 B.Assistant Professor -1	Four faculty members are research guides	The faculty may be encouraged for guideship when they qualify the norms.

3.7 Details of Ph.D. Scholars	Observations	Remarks/ Suggestions by External Experts
10 Ph.D. scholars	6 part time and 4 full time Ph.D. scholars	More Ph.D Scholars to be admitted

3.8 Research-Oriented Initiatives by the Institution	Observations	Remarks/ Suggestions by External Experts
<ul> <li>A. Pre Submission Viva</li> <li>B. Research Colloquium</li> <li>C. Research Advisory</li></ul>	Conducted as per the guidelines	Scope of the research shall be widened.

3.9 Details of Outreach Activities Organized by the	Observations	Remarks/ Suggestions by External Experts
Institution A. Medical Camps B. Blood Donation Camp C. Awareness Programme D. Citizenship Training Camp E.Adoption of Village	Documents verified	The initiatives shall be continued

3.10 Details of Collaboration and Linkages Established by	Observations	Remarks/ Suggestions by External Experts
A. MoU B. Linkages	Documents verified	Aspire for MoUs and linkages

# 4. Infrastructure and Learning Resources

4.1 Details of Infrastructure Facilities				Observations	Remarks/	
Facilities	Existing	Newly Created	Source of Funds	Total		Suggestions by External Experts
Building Area	4.5 acres			4.5 acres		More
Class Rooms	09			09		equipments
Laboratories	07			07	Verified	shall be
Seminar Halls & Auditorium	01 01			01 01		purchased
No. of Equipments Purchased	06			06		
Value of the Equipment Purchased	Rs.97,100/-			Rs.97,100/-		
Others					1	
4.2 Library Ser	vices	1	I	1	<u> </u>	

Resources	Number	Observations	Remarks/ Suggestions by External Experts
Books	17.778		A few more scorpus
Reference Books	2414		journals may be subscribed.
Journals	30	Verified	subscribed.
Magazines	13		
Dissertation Abstracts International (DAI)	21		
e-Books	93809		
e-Journals	6219		
Dissertations	834		
Back Volumes	1116		
Newspapers	9		
CD ROM	294		
Others (Photocopier Facility, Bookbank Facility, Biometric Facility, Computerization and Internet Facility etc.)			

Total Computers	Computer Labs with Internet Facility	Office	Departments	Others Lap tops, Interactive Whiteboards, Printer, Server etc.	Observations	Remarks/ Suggestions by External Experts
105	01	03	General hall - 02 Research centre - 03	Laptop – 4 Printer – 8 Interactive Whiteboard – 2 Printer - 8	Good facility	LMS may be customized and used. Language lab may be converted to learning lab.

4.4 Availability of Infrastructural Facilities for Effective Instruction A. Well-equipped Classroom B. Seminar Hall C. Lecture Hall	Observations	Remarks/ Suggestions by External Experts
D. Laboratories E. Auditorium F. Gymnasium G. Library H. Play Ground	Available Good facility	The facilities shall be expanded

4.5 Computer, Internet Access, Training to Teachers and	Observations	Remarks/
Students and any other Programme for Technology		Suggestions by
Upgradation		External
A. Networking		Experts
B. e-Governance		TT1 :
C. Wi-Fi with High Speed	11	The services
D. Computers and Laptops	Available	shall continue
E. Biometric System		
G. Whatsapp Groups		
H. Public Addressing System		
I. MIS		
J. LMS – Google Classrooms		
K. Blog – Student Blogs		
L. Youtube Channel – for teachers and students		

# **5. Student Support and Progression**

5.1 Student Support Facilities A. Vehicle Parking B. Canteen C. Hostel D. Book Bank E. Romp	Observations	Remarks/ Suggestions by External Experts
E. Ramp F. Drinking Water G. Fire Extinguisher H. Toilets I. Rest Room J. Recreational Facility K. Medical Clinic L. Cooperative Store	Facilities are available. Special students are not studying during 2020-2021. Ramp available on the ground floor.	The services shall be continued and extended.

5.2 Student Grievance Redressal Mechanism	Observations	Remarks/ Suggestions by External Experts
A. Suggestion Box B. Grievance Redressal Proforma C. E-mail Grievance Redressal Proforma D. Redressal committee	Verified	Action taken report may be prepared

5.3 Counseling and Career Guidance for Students	Observations	Remarks/
		Suggestions by
		External
		Experts

	Documents	UGC
A. Career and Counseling Cell	produced	NET/TET
B. Campus Placement		Preparatory
C. Orientation Programmes for Competitive Examinations		Programme
D. UGC NET/TET Preparatory Programme		shall be fuelled.
		Employers
		feedback and
		action taken
		report may be a
		good leap

5.4 Cultural and Sports Events  A. Celebrations B. Competitions	Observations	Remarks/ Suggestions by External Experts
	Documents verified	Geotagged photos and reports may be uploaded

5.5 Students Qualified for Competitive Examinations (TET, SET, NET etc.)  Nil	Observations	Remarks/ Suggestions by External Experts
	No students qualified for competitive examinations (TET, SET, NET etc.)	Efforts shall be taken to facilitate students to qualify competitive examinations

5.6 Scholarships and Financial Support Granted to Students  A. Scholarship	Observations	Remarks/ Suggestions by External Experts
	Deserving students are getting minority scholorship	Management shall also provide some financial assistance

5.7 Social Initiatives Undertaken by the Students	Observations	Remarks/ Suggestions by External Experts
A. SUPW B. Social Projects C. Community Drives	Files produced	More programmes shall be organised

5.8 Student Support Systems	Observations	Remarks/ Suggestions by External Experts
A. Students' Clubs B. Academic Commitees C. Vehicle Parking D. Canteen E. Hostel F. Book Bank G. Ramp H. Recreational Facility I. Medical Clinic J. Cooperative Store K. Alumni L. PTA	Documents produced	More active participations shall be ensured. Funds shall also be raised for organizing multiple programmes

# 6. Governance, Leadership and Management

6.1 Vision and Mission of the Institution	Observations	Remarks/ Suggestions by External Experts
Our Vision  ① Gnana (Knowledge) ② Dharma (Righteousness) ② Sneha (Love)  Our Mission ③ Develop a teacher education institution capable of maintaining global standards. ② Develop a group of new generation teachers with right attitudes, ideals and values and are competent to practice education within the framework of Indian culture. ② Develop a new cadre of teaching professionals who can recreate the vision of Indian education and can contribute to social order based on equity and ahimsa.	The steps have been taken to sensitise the students about the vision and the mission  The mission and vision was displayed	The academic endeavours of the college shall reflect the vision and mission of the college

6.2 e- Governance	Observations	Remarks/ Suggestions by External Experts
A. MIS B. Biometric Punching System C. Bar Coding D. Office Filing System E. Public Addressing System F. CCTV Surveillance G. LAN	Found correct	The E-governance shall continue

6.3 Statutory Bodies	Observations	Remarks/ Suggestions by External Experts
Board of Studies Academic Council Governing Body	Documents produced	The students and the employers be included in the academic boards

6.4 Non-Statutory Bodies	Observations	Remarks/ Suggestions by External Experts
Planning and Evaluation Committee Examination Committee Extension and Public Relation Committee Admission Committee Library Committee Grievance Redressal Committee Student Advisory Committee Women's Cell	Found correct	Student representation shall be ensured

6.5 Admission of Students	Observations	Remarks/ Suggestions by External Experts
Maintenance of Admission Register	Done as per government norms	Shall also be maintained through MIS

6.6 Welfare Schemes	Observations	Remarks/ Suggestions by External Experts
<ul><li>A. Fee Concession</li><li>B. Endowment Awards</li><li>C. Facilities for differently abled</li></ul>	Endowment awards are mentioned in the academic calender	Management sponsored scholarship shall be initiated

6.7 Initiatives Undertaken towards Faculty Development	Observations	Remarks/ Suggestions by External Experts

A. Refresher Courses B. Orientation Courses C. FDP Programmes	Documents Produced	Encourage teachers to participate in more professional development programmes

## 7. Institutional Values and Best Practices

7.1 Best Practices of the	Observations	Remarks/ Suggestions by
Institution		External Experts

	Documents produced	New initiatives in post
Best Practice 1		Covid scenario may be considered
Virtual Academia Engagement		considered
during COVID-19 pandemic		
during CO VID 19 pandenne		
<b>Best Practice 2</b>		
Professional Competency		
Enhancement		

7.2 Code of Conduct of the	Observations	Remarks/ Suggestions by
Institution		External Experts
	Code of conduct for the	It shall reach to other stake
A. Code of Conduct for Teachers	student is highlighted in the	holders
B. Code of Conduct for Students	academic calendar.	Updated over times
C. Code of Conduct for		
Administrative Staff		

7.3 Energy Conservation	Observations	Remarks/ Suggestions by
<b>Measures of the Institution</b>		External Experts

	Solar power consumption	Shall be extended and
A. Solar Energy	in administrative office and	continued
B. LED Lights	principal's room.	
C. Bio Gas	Usage of LED lights	
	encouraged	
	Biogas as cooking fuel in	
	hostel	

7.4 Waste Management Practices	Observations	Remarks/ Suggestions by
of the Institution		External Experts
		The scope shall be extented
A. Shredding Machine	Energy from biogas are	
B. Bio Gas	consumed	
C. Segregation of Waste	Vermin compost pit is	
	avaialble	

7.5 Efforts taken by the Institution	Observations	Remarks/ Suggestions by
to Promote Eco-Friendly Practices		External Experts

A. Green Campus B. Plastic Free Campus	Following the initiatives of SWATCH BHARAT	Should be maintained
<ul><li>C. Clean Drive Programmes</li><li>D. Tree Planting Drives</li></ul>	ABIYAN Organic vegetables are	
E. Consuming Organic Foods	used for hostel cooking	

SWOC Analysis						
Strengths	Dedicated	faculty,	good	leadership,	cooperation	form

	SWOC Analysis		
Strengths	Dedicated faculty, good leadership, cooperation form Management, Autonomous, Eco Friendly Campus, wel maintained and utilized infrastructure, enriched curriculum and flexibility in the system.		
Weaknesses	No government funds, no sponsored projects, less number of publications by faculty, no consultancy services.		
Opportunities	Minority status, community empowerment activities, Faculty Development Programme for school teachers, value added courses, autonomy, full staff strength and infrastructure.		
Challenges	Full strength admissions to M.Ed. programme, starting integrated programmes with multiple entry and exit, mushrooming B.Ed. colleges, quality deterioration, unavailability of JRF completed candidates, poor employment opportunities.		
Observations, Recommendations and Suggestions	A good team of Principal and faculty. Can do better achievements in research publications through joint venture of faculty members. Demand ratio shall be enhanced. The fund should be obtained. Programme for community welfare shall be organized. More quality publications shall be produced by the staff.		
Any other	Can do better. All the best.		

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