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**Annual Academic Administrative
Audit Report
(2020-2021)**



JANAK HAKWANA

Introduction:

In the continuum of its commitment to excellence in education, the Institute of Learning and Teaching (ILT) B.Ed College presents the Annual Academic Administrative Audit Report for the academic year 2020-2021. This comprehensive report encapsulates the institution's adherence to the seven criteria set by the National Assessment and Accreditation Council (NAAC). Through a lens of transparency, innovation, and commitment to quality education, ILT unfolds its journey, highlighting accomplishments, challenges, and strategies employed to align with NAAC's stringent standards. An audit was carried out under the supervision of an external expert, Dr. Janak Makwana, a retired principal from D.G. Shikshan Mahavidyalaya. Dr. Makwana brought a wealth of experience and expertise to the audit process, ensuring a thorough and impartial evaluation of the institution's practices. His tenure as a retired principal adds significant value to the audit, as he brings a comprehensive understanding of educational institutions and their operational dynamics. The inclusion of Dr. Makwana in the supervision of the audit reflects our commitment to transparency, objectivity, and the pursuit of excellence in institutional practices.

Criteria 1: Curricular Aspects

In the academic year 2020-2021, ILT exhibited a proactive approach to curricular planning and implementation. The Curriculum Planning Committee convened on 15/06/2020, meticulously orchestrating the curriculum for the academic year. An Academic Council, a cornerstone of ILT's governance, approved Value-Added and Add-On courses, reflecting the institution's responsiveness to emerging educational needs. New additions, such as the 'Course on Computer Concepts and Use of ICT for Online Teaching,' were introduced as value-added courses.

The institution's commitment to inclusivity is evident in the enrollment statistics, with 80% of seats occupied. ILT's emphasis on self-study is reflected in the provision of time-tabled slots, library and lab facilities, and mentoring for trainees. The feedback loop, involving trainees and stakeholders, serves as a cornerstone for continuous improvement.

Enrollment Trends and Inclusivity:

The enrollment figure of 80% showcases ILT's ability to attract and retain students, ensuring a vibrant academic community. The introduction of value-added courses, especially focusing on ICT, aligns with the evolving needs of the education landscape.

Emphasis on Self-Study and Continuous Improvement:

ILT's commitment to fostering independent learning is reflected in the provision of dedicated time for self-study, access to extensive library resources, and mentoring support. The feedback mechanism ensures that the institution remains responsive to the evolving needs of its stakeholders.

Criteria 2: Teaching and Learning Evaluation

ILT's commitment to inclusive education is underscored by Criteria 2. More than 33% of trainees from reserved categories reflect ILT's efforts to cater to diverse student needs. The entry test and a comprehensive survey serve as tools for identifying trainees interests, paving the way for personalized teaching methodologies.

Inclusive Teaching Methodologies:

The institution's commitment to inclusive education is reflected in its approach to teaching methodologies. The entry test and surveys are not just enrollment tools but mechanisms for understanding individual interests, ensuring a tailored and engaging learning experience.

Integration of Technology in Teaching:

ILT's embrace of technology in teaching and learning is evident through its utilization of ICT-enabled classes, online teaching methods, and hands-on training. The institution's adaptability is showcased in its seamless transition to virtual platforms during the COVID-19 pandemic.

Criteria 3: Research and Outreach Activities

ILT's prowess in research and outreach activities is evidenced by initiatives like funding Ph.D. scholars, securing grants, and conducting outreach activities. Despite challenges posed by the pandemic, ILT actively engaged in initiatives like the NAAC Zonal Workshops, providing a platform for knowledge exchange among professionals.

Commitment to Research:

The institution's commitment to research is palpable in its financial support to Ph.D. scholars, allocation of study leaves, and the establishment of a research committee. ILT's proactive involvement in 4 outreach activities during the 2019-2021 batch reflects its commitment to community engagement.

Digital Transformation and Collaboration:

ILT's commitment to digital education is apparent in the development of E-content and E-learning platforms by faculties. MOUs for academic collaborations and student exchange further amplify ILT's commitment to fostering a culture of research and collaboration.

Note: Due to character constraints, the completion of the remaining criteria (4, 5, 6, 7) will be presented in the subsequent responses.

Criteria 4: Infrastructure and Learning Resources

In the spectrum of ILT's commitment to academic excellence, the institution's infrastructure and learning resources play a pivotal role. Situated on a sprawling 3-acre green campus, ILT boasts a well-equipped learning environment. The physical infrastructure includes spacious classrooms, computer labs, a psychology lab, library facilities, an art and craft room, a prayer hall, and a recently renovated Shree Vijaybhai Dholakiya Auditorium.

Holistic Learning Environment:

ILT's emphasis on providing a holistic learning environment is evident in its infrastructure planning. The inclusion of ICT-enabled classes, a wifi-enabled campus,

and a well-stocked library with journals ensures that students have access to diverse learning resources.

Safety and Maintenance:

The institution prioritizes safety and maintenance, evident in its maintenance contracts, fire safety equipment, and NOC from the municipal corporation. The induction of Inlibnet in the library for E-content access reflects ILT's commitment to keeping pace with digital advancements.

Criteria 5: Student Support and Progression

ILT's commitment to student support and progression goes beyond the confines of academic learning. Facilities like vehicle parking, common rooms for girls, recreational amenities, first aid provisions, book banks, and access to safe drinking water showcase the institution's dedication to student well-being.

Financial Support and Placement:

The Internal Complaint Committee and the provision of monetary assistance for needy trainees underscore ILT's commitment to creating a supportive and inclusive environment. The Student Welfare and Placement Officer ensures that placement efforts are aligned with the academic and career progression of students.

Diverse Activities and Youth Welfare:

The Youth Welfare Committee, in its role, not only suggests activities but also organizes a plethora of events, fostering a vibrant campus culture. Despite challenges posed by COVID-19, ILT adapted its cultural events, demonstrating resilience and commitment to student engagement.

Criteria 6: Governance, Leadership, and Management

In the realm of governance, leadership, and management, ILT's institutional framework reflects an effective leadership structure aligned with its vision and mission. The institution practices decentralization and participative management, ensuring representation from trainees and alumni across various committees.

Transparent Financial and Administrative Functions:

ILT's commitment to transparency is evident in its detailed online disclosure of financial, academic, and administrative functions. The absence of cash transactions and adherence to a specific code of conduct reinforces ILT's commitment to ethical practices.

Continuous Improvement and Quality Initiatives:

The institution's commitment to continuous improvement is showcased through its willingness to establish the Internal Quality Assurance Cell (IQAC). Quality initiatives, numbering 12 during 2019-21, reflect ILT's dedication to tracking incremental improvements in its operations and educational offerings.

Criteria 7: Institutional Values and Best Practices

ILT's commitment to institutional values and best practices extends beyond the academic realm. The institution consciously adopts sustainable practices and ethical considerations in its day-to-day operations.

Environmental Sustainability:

ILTs use of LED equipment, waste recycling practices, rainwater harvesting, and provision of drinking water from borewells showcase the institution's commitment to environmental sustainability. The encouragement of e-vehicles and a plastic-free campus further contribute to ILT's eco-friendly initiatives.

Holistic Campus Hygiene:

Apart from environmental sustainability, ILT places a strong emphasis on maintaining a hygienic campus. The conscientious efforts to instill values and best practices among students contribute to a campus culture that values cleanliness and responsible waste management.



Dr. Janak Makwana

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**Academic Administrative
Audit Report
2021-2022
of
Institute of Language Teaching
30/04/2022**



Report prepared by

DR. DHARAM KAMBALIA

Member of Syndicate, Saurashtra University

Chairman, Board of Education, Saurashtra University

Principal, Kamdar B.Ed. College, Rajkot

Introduction

In its pursuit of excellence, ILT BE.D. College underwent a comprehensive Academic Administrative Audit for the academic year 2021-2022, adhering to the seven criteria set by the National Assessment and Accreditation Council (NAAC). This report meticulously evaluates each criterion, providing a detailed analysis of ILT BE.D. College's performance, achievements, and areas of improvement.

ILT BE.D. College remains committed to providing quality education and fostering an environment that nurtures academic and personal growth. The institution's leadership, faculty, and administrative staff collaborate seamlessly to uphold the highest standards of education. The Academic Administrative Audit serves as a valuable tool for self-assessment, ensuring continuous enhancement and alignment with global educational benchmarks.

This report delves into each of the seven NAAC criteria, offering a comprehensive overview of ILT BE.D. College's endeavors in Curricular Aspects, Teaching and Learning Evaluation, Research and Outreach Activities, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership, and Management, and Institutional Values and Best Practices.

Each criterion is examined in detail, providing insights into the institution's commitment to academic excellence, inclusivity, sustainability, and community engagement. The report captures ILT BE.D. College's response to the challenges posed by the global pandemic, showcasing adaptability and innovative solutions to ensure uninterrupted learning experiences.

As ILT BE.D. College navigates the ever-evolving landscape of education, this Academic Administrative Audit Report serves as a reflective tool for continuous improvement. The institution's dedication to transparency, accountability, and holistic development is evident throughout the report, laying the foundation for a future where ILT BE.D. College continues to be a beacon of quality education and progressive values.

Dr. Dharam Kambalia, the esteemed Chairman of the Board of Education at Saurashtra University and a distinguished member of the Syndicate at the same institution, played a pivotal role in overseeing and contributing to the audit process. His significant position within the university administration brings a wealth of knowledge and insight to the assessment. Dr. Kambalia's involvement ensures that the audit is conducted with a deep understanding of the academic and administrative landscape, promoting accountability and adherence to high educational standards. His commitment to the betterment of education is reflected in his active participation in such supervisory roles. The inclusion of Dr. Dharam Kambalia in this capacity underscores the institution's dedication to upholding academic excellence and fostering a culture of continuous improvement.

Criteria 1: Curricular Aspects

Introduction

The academic year 2021-2022 at ILT marked a significant focus on curricular aspects, steering the institution towards excellence in education. This report delves into the comprehensive audit of ILT's curricular dimensions, emphasizing the institution's commitment to delivering a well-rounded and effective academic experience.

Curriculum Planning and Implementation

ILT initiated the academic year with a well-structured curriculum planning committee meeting held on 21/06/2021. This committee, comprising members from the college faculties, trainees, representatives from practice teaching schools, employers, and alumni, played a pivotal role in crafting the roadmap for the academic year 2021-2022.

The committee not only ensured the continuity of existing value-added courses but also introduced new ones to enrich the learning experience. Noteworthy additions included courses on Gandhian Philosophy, Computer Concepts, Use of ICT for Online Teaching, English Enrichment Programme, and a Finishing School. Moreover, the institution provides a diverse range of six optional/elective courses, offering students the flexibility to tailor their educational journey.

Enrollment and Value-Added Courses

The enrollment rate for the academic year 2021-2022 stood at an impressive 100%, showcasing the institution's ability to attract and retain students. A key success factor was the enthusiastic participation of students in value-added courses. Notably, the enrollment rate for value-added courses reached an encouraging 100%, reflecting the relevance and popularity of these supplementary programs.

The institution's commitment to holistic development was evident through practices encouraging self-study. ILT facilitated trainees in pursuing self-study courses by incorporating provisions in the timetable, providing access to libraries and labs, and fostering a culture of mentoring.

Orientation Programs and Learning Spaces

Orientation programs at ILT play a crucial role in equipping trainees with essential information on Program Learning Outcomes (PLO) and Course Learning Outcomes (CLO). This initiative ensures that students have a clear understanding of the educational objectives and outcomes from the outset.

The institution takes pride in providing ample space for trainees to acquire and demonstrate knowledge, skills, values, and attitudes across various learning areas. Micro-teaching, stimulation lessons, critical thinking, self-awareness, reading, reflective text, and ICT form integral components of these learning spaces.

Activities and Feedback Mechanisms

ILT's commitment to experiential learning is evident in the organization of activities where trainees can demonstrate the skills they acquire. Regular feedback sessions involving trainees and stakeholders ensure a continuous improvement cycle. This process involves collecting, analyzing, and implementing feedback to enhance the overall academic experience.

In summary, in accordance with Criteria 1 our effective implementation, fostering an environment where students can thrive academically and personally.

Criteria 2: Teaching and Learning Evaluation

Introduction

The academic year 2021-2022 at ILT witnessed a robust emphasis on teaching and learning evaluation, reflecting the institution's commitment to providing a dynamic and inclusive educational environment. This report details the various facets of ILT's approach to teaching, learning, and evaluation.

Diversity and Inclusion

ILT prides itself on its diverse student body, with over 56% of trainees enrolled from reserved categories. The institution ensures equal opportunities for all by identifying students through comprehensive entry tests and surveys. The recognition of individual interests plays a crucial role in tailoring teaching methodologies, including expert-led sessions on sports and culture training.

Mentoring and Academic Support

A cornerstone of ILT's teaching philosophy is the provision of a robust support system. The institution employs mechanisms such as mentoring, academic counseling, peer feedback, remedial learning engagement, collaborative tasks, and multilingual interactions. These initiatives cater to the

diverse needs of students, fostering an environment where each learner can thrive.

Trainers at ILT are not only educators but also facilitators of holistic learning experiences. Projects, field visits, poetry recitation, storytelling, experiments, debates, study tours, and digital awareness activities are seamlessly integrated into the teaching-learning process. This multifaceted approach ensures that students receive a well-rounded education beyond traditional classroom settings.

Integration of Technology

In an era where technology plays a pivotal role, ILT maximizes the potential of Information and Communication Technology (ICT) in teaching and learning. Faculties and trainers leverage ICT for theory courses, practice teaching, internships, out-of-classroom activities, and field sports. This comprehensive utilization ensures that technology is not just an accessory but an integral part of the learning experience.

Continuous Mentoring and Professional Development

ILT recognizes the importance of continual mentoring for the development of professional attributes in trainees. Through reflective practice guidance, classroom observation, and constructive feedback, teachers instill professional ethics, inclusive education strategies, and collaborative planning. Additionally, ILT fosters professional networking opportunities, ensuring that trainees are well-connected to the evolving landscape of education.

The institution places a strong emphasis on keeping faculty members updated professionally. A testament to this commitment is the participation of faculties in seminars, workshops, and the publication of research papers and books. The academic year 2021-2022 saw the induction of six new faculties, with four holding Ph.D. qualifications. Continuous professional development is a

priority, evident in the active participation of faculties in orientation programs and conferences.

Internship Programs and Academic Results

ILT's rigorous internship program, lasting more than 12 weeks, is a key component of the academic calendar. Monitored by faculties, principals, and school staff, trainees prepare detailed internship journals, contributing to their overall learning experience. This hands-on approach ensures that theoretical knowledge is translated into practical skills, preparing trainees for real-world challenges.

Online feedback surveys play a pivotal role in evaluating the alignment of teaching-learning processes with stated Program Learning Outcomes (PLO) and Course Learning Outcomes (CLO). The institution takes pride in achieving a 100% academic result in the 2020-2022 batch, a testament to the efficacy of its teaching and evaluation methods.

In conclusion, in accordance to Criteria 2 underscores ILT's commitment for continuous mentoring and professional development, and ensuring that trainees are well-prepared for the challenges of their future careers.

Criteria 3: Research and Outreach Activities

Introduction

The academic year 2021-2022 at ILT was marked by a commitment to advancing knowledge through research and engaging with the community through outreach activities. This section elaborates on ILT's endeavors in the realms of research, outreach, and academic collaboration.

Research Initiatives

ILT places a significant emphasis on research as a means of contributing to the body of knowledge in the field of education. The institution provided support to Ph.D. scholars, with a grant of six lakhs allocated for research

endeavors. The research committee, guided by Dr. Nidatt Barot, facilitated 14 research papers and articles published in reputed journals during the academic year.

In-house support in the form of seed money and study leave grants was extended to faculty members engaging in research activities. The institution encourages a culture of research, evident in the 230,000 INR grants received for research projects. This financial support fosters an environment where faculty members can delve into impactful and meaningful research.

Outreach Initiatives

Outreach activities are a vital component of ILT's commitment to community engagement. In the academic year 2021-2022, ILT organized 15 outreach activities, ensuring 100% participation from trainees. These activities were aligned with national priority programs, reflecting ILT's dedication to social causes and community development.

One noteworthy outreach initiative was the collaboration with Rashtriya Shala, where ILT trainees adopted a playhouse to reach deprived communities. This initiative not only provides educational support but also demonstrates ILT's commitment to societal welfare. Additionally, 13 Memoranda of Understanding (MOUs) were established during this academic year for faculty exchange, student exchange, and academic collaboration, further enhancing ILT's outreach efforts.

Adaptation to Changing Circumstances

The academic year 2021-2022 presented unique challenges due to the global pandemic. Despite these challenges, ILT adapted its outreach strategies. Trainees participated in virtual events, such as the Mock Vidhan Sabha organized by the Government of Gujarat, psychology fairs, and teaching sessions in slum areas to support deprived students.

As part of the academic calendar, ILT organized workshops on electoral literacy, addressing contemporary issues and involving experts to enhance trainees understanding of the social and political landscape.

E-Learning Platforms and Faculty Involvement

Faculty members at ILT actively contributed to the development of e-learning platforms, leveraging Google Class for effective online education. The dual-mode teaching approach—both online and offline—ensured continuity in education, particularly during challenging periods like the COVID-19 pandemic.

ILT faculty members demonstrated a commitment to professional development, attending short-term courses, faculty induction programs, and updating their skills through various training programs. This dedication was further exemplified by the faculty's involvement in creating e-content, aligning with the changing dynamics of the education landscape.

In conclusion, Criteria 3 highlights ILT's adaptability and commitment to societal welfare as evident in its diverse range of research projects, outreach initiatives, and sustained engagement with the community.

Criteria 4: Infrastructure and Learning Resources

Introduction

Infrastructure and learning resources play a pivotal role in providing a conducive environment for academic excellence. ILT is committed to offering state-of-the-art facilities to ensure the holistic development of its trainees. This section delves into the infrastructure and learning resources at ILT during the academic year 2021-2022.

Campus Facilities

ILT operates from a sprawling 3-acre green campus equipped with modern amenities. The institution boasts well-designed classrooms, computer

labs, a psychology lab, a library, an art and craft room, a prayer hall, and the recently renovated Shree Vijaybhai Dholakiya Auditorium. The sports field, ICT-enabled classrooms, and a Wi-Fi-enabled campus contribute to a dynamic learning environment.

The library, a hub of knowledge, is frequented by a substantial number of trainees, underscoring its significance in the academic ecosystem. ILT ensures that the library is well-maintained and stocked with journals, catering to diverse learning needs.

Maintenance and Safety Measures

Recognizing the importance of a well-maintained physical infrastructure, ILT has instituted maintenance contracts to ensure the upkeep of facilities. The institution prioritizes safety, with fire safety equipment in place, accompanied by the requisite No Objection Certificate (NOC) from the municipal corporation.

In addition to these measures, ILT has introduced Inlibnet in the library, enhancing access to e-content and further integrating technology into the learning experience.

Adaptation to Technological Advancements

The institution understands the evolving landscape of education and has adapted to technological advancements. The incorporation of ICT-enabled classes and a Wi-Fi campus reflects ILT's commitment to providing a technologically rich educational experience. This facilitates a seamless blend of traditional and modern teaching methodologies.

ILT's emphasis on staying abreast of technological advancements aligns with the changing needs of the education sector. The Wi-Fi-enabled campus and ICT-enabled classes contribute to a dynamic and interactive learning environment, preparing trainees for the challenges of the digital age.

Utilization of Learning Spaces

Learning spaces at ILT are designed to accommodate a variety of activities, including micro-teaching, stimulation lessons, critical thinking exercises, self-awareness sessions, reading and reflective text sessions, and ICT activities. These spaces serve as platforms for trainees to acquire and demonstrate knowledge, skills, values, and attitudes across diverse learning areas.

The emphasis on creating ample space for experiential learning, field sports, and hands-on training aligns with ILT's commitment to providing a well-rounded education. The institution recognizes that a holistic approach to learning involves utilizing spaces for both theoretical and practical aspects of education.

Conclusion

In conclusion, Criteria 4 highlights ILT's investment on maintaining and upgrading infrastructure, ensuring safety measures, and embracing technological innovations underscores its commitment to providing a holistic and contemporary educational experience for its trainees.

Criteria 5: Student Support and Progression

Introduction

Student support and progression are integral components of an educational institution's commitment to nurturing its trainees. ILT places a strong emphasis on creating an environment that supports the overall well-being and academic advancement of its students. This section details ILT's efforts in student support and their progression during the academic year 2021-2022.

Facilities and Support Services

ILT recognizes the importance of providing essential facilities and support services to ensure the well-being of its trainees. The institution offers facilities such as vehicle parking, common rooms for girls, recreational spaces, first aid, book banks, and access to safe drinking water.

The existence of an Internal Complaint Committee underscores ILT's commitment to maintaining a safe and supportive campus environment. Monetary assistance is extended to needy trainees to address financial constraints, reflecting ILT's dedication to inclusivity and accessibility.

Student Welfare and Placement Services

A faculty member is appointed as the Student Welfare and Placement Officer, responsible for addressing the varied needs of the trainees. The placement services at ILT aim to facilitate career opportunities for its trainees. During the academic year 2021-2022, ILT witnessed a placement rate of 44% for the batch.

Additionally, ILT extends support to trainees pursuing higher education, with approximately 56% of the trainees opting to further their academic journey. The institution acknowledges the diverse aspirations of its trainees and actively supports their academic and career progression.

Youth Welfare Committee Activities

The Youth Welfare Committee at ILT plays a pivotal role in organizing and managing various activities for the academic year. Events such as Vasant Panchami celebration, Geeta Jayanti, Vivekanand Jayanti, Ganesh Chaturthi Celebration-2022, Azadi Ka Amrut Mahotsav, Panch Prakalp and Teacher's Day -2022 were organized by the committee.

These activities go beyond the academic realm, contributing to the holistic development of trainees. The Youth Welfare Committee is trained to

efficiently organize and manage events, fostering a sense of responsibility and leadership among its members.

Cultural and Social Events

ILT recognizes the importance of cultural and social events in the overall development of its trainees. Despite challenges posed by the COVID-19 pandemic, ILT adapted its approach to organizing events. While culture events were relatively limited due to the pandemic, the institution encouraged trainees to participate in various outreach programs and socially relevant initiatives.

These events not only contribute to the cultural richness of the institution but also provide platforms for trainees to showcase their talents, creativity, and organizational skills. The engagement in such events further strengthens the sense of community and belonging among the trainees.

Conclusion

In conclusion, Criteria 5 illustrates ILT's commitment to addressing financial constraints, facilitating placements, and organizing diverse cultural and social events underscores its dedication to the overall well-being and progression of its students.

Criteria 6: Governance, Leadership, and Management

Introduction

Effective governance, leadership, and management are critical pillars for the success and sustainable growth of any educational institution. ILT recognizes the importance of a robust administrative framework that aligns with its vision and mission. This section delves into the governance, leadership, and management practices at ILT during the academic year 2021-2022.

Decentralization and Participative Management

ILT's governance structure reflects characteristics of effective leadership and participatory management, aligning with the institution's vision and mission. The practice of decentralization is evident in the establishment of various committees, ensuring representation from both trainees and alumni. The decentralized structure includes committees such as the Academic Council, Research Committee, Admission Committee, Anti-Ragging Cell, Examination Committee, Internal Complaint Committee, Youth Welfare Committee, SC/ST/OBC and Minority Committee, Grievance Redressal Cell, and the Electoral Literacy Club.

Transparency and Financial Management

ILT prioritizes transparency in its financial, academic, and administrative functions. Details of these functions are readily available on the institution's website, providing stakeholders with a comprehensive view of ILT's operations. The absence of cash transactions within the institution further enhances transparency, emphasizing ILT's commitment to ethical financial practices.

The institution adheres to a specific code of conduct for teaching, non-teaching staff, and trainees, reinforcing a culture of accountability and professionalism. The appointment of faculties is based on merit, overseen by the Government of Gujarat, and admission processes are conducted through the central admission committee of IITE, with an entrance exam (I3T) being a part of the selection process.

Professional Development and Quality Initiatives

ILT places a strong emphasis on continuous professional development for its staff. During the academic year 2021-2022, three professional development training programs were conducted for both teaching and non-teaching staff. Faculties participated in numerous Faculty Development Programs (FDPs), with a

total of eight FDPs completed. The regular conduct of IQAC meetings reflects ILT's commitment to quality assurance and enhancement.

The management's willingness to establish the IQAC (Internal Quality Assurance Cell) is a positive step toward maintaining and improving academic and administrative quality. A noteworthy aspect is the initiation of various quality initiatives, numbering 12 during the academic year 2021-2022. These initiatives demonstrate ILT's proactive approach to tracking and ensuring incremental improvement.

Conclusion

In conclusion, Criteria 6 highlights ILT's proactive stance on quality initiatives further strengthens its position as an institution dedicated to providing quality education and holistic development.

Criteria 7: Institutional Values and Best Practices

Introduction

Institutional values and best practices are fundamental to creating a positive and sustainable academic environment. ILT recognizes the importance of upholding values and adopting best practices that contribute to the overall well-being of the institution and its stakeholders. This section provides an in-depth analysis of ILT's institutional values and the incorporation of best practices during the academic year 2021-2022.

Environmental Sustainability

ILT places a strong emphasis on environmental sustainability, integrating eco-friendly practices into its daily operations. The institution utilizes LED equipment for power-saving, contributing to energy efficiency. A waste management system is in place, promoting the collection and recycling of waste.

ILT actively encourages a plastic-free campus, and rainwater harvesting is employed, showcasing the institution's commitment to sustainable practices.

Infrastructure and Facilities

The institution maintains a hygienic campus environment, ensuring the well-being of students, staff, and visitors. ILT actively promotes the use of electric vehicles, contributing to a reduction in the institution's carbon footprint. The provision of safe drinking water, proper waste disposal, and well-maintained facilities contribute to a conducive and healthy learning atmosphere.

Community Engagement and Social Responsibility

ILT extends its commitment to societal well-being through community engagement and social responsibility initiatives. The institution's outreach activities, such as awareness programs, blood donation drives, and plantation activities, reflect ILT's dedication to making a positive impact beyond its campus boundaries. These initiatives not only benefit the community but also provide valuable learning experiences for ILT's trainees.

Adherence to Institutional Values

ILT has established a strong foundation of institutional values that guide its actions and decisions. These values include a commitment to excellence, integrity, inclusivity, and innovation. The institution ensures that these values permeate every aspect of its functioning, from academic endeavors to extracurricular activities.


Challenges and Adaptations During COVID-19

The academic year 2021-2022 posed unique challenges due to the ongoing COVID-19 pandemic. ILT, in response, adapted its practices to align with the evolving situation. While traditional outreach programs faced limitations, the

institution innovatively engaged trainees in activities like online mock Vidhan Sabha, virtual teacher day celebrations, and awareness campaigns related to COVID-19 safety measures. As a part of educational resource the youtube channel for online lecture on various courses was initiated by Dean of Faculty of Education of Saurashtra University Dr. Nidatt Barot.

Conclusion

ILT's commitment to uphold its values and explore new avenues for improvement, it remains a beacon of holistic education and responsible citizenship.


Dr. Dhesam Kambaliya

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**ACADEMIC ADMINISTRATIVE
AUDIT REPORT OF
INSTITUTE OF LANGUAGE TEACHING B.ED. COLLEGE
MANAGED BY
SHREE SAURASHTRA HIGH SCHOOL TRUST, RAJKOT
FOR YEAR : 2022-2023 ON
May 1, 2023**

Investigator

DR. AJEETA JANI

Principal, J. J. Kundaliya Graduate Teacher's College, Rajkot

INTRODUCTION

In the relentless pursuit of educational excellence, ILTBED College has undergone a thorough Academic Administrative Audit for the academic year 2022-2023. This report meticulously evaluates the institution's performance against the seven criteria outlined by the National Assessment and Accreditation Council (NAAC). Each criterion is analyzed in depth, providing a comprehensive overview of ILT BE.D. College's commitment to quality education and continuous improvement.

ILT BE.D. College stands as a beacon of academic distinction, dedicated to fostering an environment that nurtures both intellectual and personal growth. The collaborative efforts of its leadership, faculty, and administrative staff are evident in the institution's adherence to the highest standards of education. The Academic Administrative Audit serves as a crucial tool for self-assessment, ensuring that ILT.BE.D. College aligns with global educational benchmarks and stays responsive to emerging challenges.

This report delves into the specifics of each NAAC criterion, shedding light on ILT BE.D. College's endeavors in Curricular Aspects, Teaching and Learning Evaluation, Research and Outreach Activities, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership, and Management, as well as Institutional Values and Best Practices.

In the wake of a rapidly evolving educational landscape, this audit report captures ILT BE.D. College's resilience and innovative solutions in response to the challenges posed by the global pandemic. The institution's commitment to transparency, accountability, and holistic development permeates every aspect of this report.

As ILT BE.D. College continues its journey toward educational excellence, this Academic Administrative Audit Report serves as a valuable document for reflection and strategic planning. The report underscores ILT BE.D. College's dedication to creating a future where it remains at the forefront of quality education and progressive values.

The audit proceedings were conducted under the oversight of Dr. Ajita Jani, the esteemed Principal of JJK B.ED College. Dr. Jani's role in guiding and supervising the audit process contributed significantly to the comprehensiveness and accuracy of the evaluation. Her leadership at the college reflects a commitment to maintaining high educational standards and fostering a conducive learning environment. The inclusion of Dr. Ajita Jani in the audit reinforces the institution's dedication to transparency, accountability, and continuous improvement in its academic practices.

CRITERIA 1: CURRICULAR ASPECTS (2022-2023)

Curriculum Planning and Implementation Excellence

In the academic year 2022-2023, ILT BE.D. College exhibited a proactive approach towards curricular development, solidifying its commitment to academic excellence. The Curriculum Planning Committee, constituted with representatives from faculty, trainees, practice teaching schools, employers, and alumni, played a pivotal role. A crucial meeting on 25/6/2022 laid the foundation for curriculum implementation for the academic year 2022-2023.

Diverse Range of Value-Added Courses

The Academic Council, a cornerstone of ILT BE.D.'s administrative structure, approved a spectrum of value-added and add-on courses. These courses, spanning diverse subjects such as Gandhian Philosophy, Computer Concepts, ICT for Online Teaching, English Enrichment Programme, Finishing School, and various self-study courses, enriched the academic landscape. Noteworthy are courses in Innovative Thinking, Leadership Skills, Time Management, and Digital Literacy, reflecting ILT BE.D.'s commitment to holistic development.

Elective Courses and Enrollment Metrics

ILT BE.D. College provided a robust framework with six optional/elective courses, allowing students to tailor their academic journey. The impressive enrollment rate of 94% for the academic year 2022-23, coupled with 100% enrollment in value-added

courses, underscores the institution's popularity and the relevance of the courses offered.

Fostering Skill Acquisition and Demonstration

The institution's commitment to providing space for skill acquisition and demonstration is evident through various learning areas such as micro-teaching, stimulation lessons, critical thinking, self-awareness, reading, reflective text, and ICT. Activities organized to showcase acquired skills reinforce ILT BE.D.'s dedication to practical learning.

Feedback Mechanisms and Continuous Improvement

ILT BE.D. College operates with a commitment to continuous improvement. A robust feedback system, gathering input from trainees and stakeholders, facilitates data-driven decisions. The analysis of feedback leads to actionable insights, ensuring that the institution remains responsive to the evolving needs of its academic community.

In summary, ILTBED College excelled in curricular aspects during the academic year 2022-2023. The institution's commitment to a dynamic, relevant, and inclusive curriculum is a testament to its dedication to providing a holistic educational experience for its students.

Criteria 2: Teaching and Learning Evaluation (2022-2023)

Inclusive Enrolment Practices

The academic year 2022-2023 witnessed a strategic approach to inclusive education at ILT BE.D. College. With over 28% of trainees enrolled from reserved categories, the institution demonstrated its commitment to diversity. Identification through entry tests and surveys ensured a tailored teaching approach that addressed the specific needs and interests of the students.

Holistic Teaching-Learning Strategies

ILT BE.D. embraced a multifaceted teaching and learning paradigm. The mentorship system, academic counseling, peer feedback, remedial learning engagements, and collaborative tasks created a dynamic learning environment. The emphasis on multilingual interactions enriched the educational experience, fostering a comprehensive understanding of subjects.

Integration of Technology for Enhanced Learning

A noteworthy aspect of ILTBED's teaching approach is the integration of technology. From ICT-enabled classrooms to the effective utilization of Google Tools and e-learning platforms, the institution ensured that technology played a vital role in diverse learning situations. This approach aligns with the evolving landscape of education and equips trainees with essential digital skills.

Experiential Learning and Outreach Activities

ILTBED College facilitated hands-on learning experiences through field visits, poetry recitations, storytelling, experiments, debates on contemporary issues, study tours, and digital awareness activities. These experiential learning opportunities contribute significantly to the holistic development of trainees, aligning with the institution's commitment to nurturing creativity and life skills.

Professional Development Initiatives

The institution's dedication to the professional development of both faculty and trainees is evident through various initiatives. Faculty engagement in FDP orientation programs, conferences, and regular IQAC meetings ensures a continual focus on quality enhancement. The incorporation of professional ethics, inclusive education strategies, and collaborative planning further strengthens ILT BE.D.'s teaching and learning framework.

Outreach Programs and Social Engagement

ILT BE.D. College actively engaged with the community through outreach activities. These activities, including training on drone technology, participation in surveys, visits to DIET and Gandhi Museum, Independence Day celebrations, and

collaborations with organizations for social causes, showcased the institution's commitment to societal development.

In conclusion, ILT.BE.D. College's teaching and learning evaluation for the academic year 2022-2023 reflects a comprehensive and inclusive approach. The institution's use of technology, emphasis on experiential learning, and commitment to professional development contribute to a vibrant and dynamic learning environment.

Criteria 3: Research and Outreach Activities (2022-2023)

Institutional Support for Research

In the academic year 2022-2023, ILT BE.D. College continued to foster a culture of research and innovation. The institution provided in-house support through Seed Money grants and study leave, exemplifying its commitment to encouraging faculty research. Notably, three research projects received funding, totaling INR 220,000. This financial backing underscores ILT BE.D.'s dedication to advancing knowledge within its academic community.

Faculty Research Productivity

ILT BE.D. faculty demonstrated a high level of research productivity during this period. A remarkable ten research papers/articles per teacher were published in journals listed on the UGC website. This accomplishment not only contributes to the academic growth of the faculty but also enhances the scholarly reputation of the institution.

Outreach Activities and Community Engagement

The academic year saw an impressive array of outreach activities aimed at community engagement. ILT BE.D. College organized 15 outreach events, with 100% trainee participation. Notably, these activities aligned with national priority programs, reflecting the institution's dedication to addressing societal needs. The adoption of a playhouse at Rashtriashala for reaching deprived communities stands out as a socially impactful initiative.

Strategic Partnerships through MOUs

ILT BE.D. College strategically entered into 10 Memoranda of Understanding (MOUs) during the 2022-2023 academic year. These MOUs, facilitating faculty exchange, student exchange, and academic collaboration, are indicative of the institution's efforts to establish meaningful partnerships that enhance the overall academic environment.

In conclusion, ILT BE.D. College's performance in the realm of research and outreach activities during the academic year 2022-2023 demonstrates a commitment to intellectual growth and community engagement. The institution's support for faculty research, high research productivity, impactful outreach events, and strategic partnerships contribute to its standing as an academic institution dedicated to holistic development.

Criteria 4: Infrastructure and Learning Resources (2022-2023)

Campus Facilities and Physical Infrastructure

ILT BE.D. College continues to provide a conducive and well-equipped learning environment through its robust infrastructure. The institution operates from a sprawling 3-acre green campus, comprising dedicated spaces for classrooms, computer labs, psychology labs, library, art and craft room, prayer hall, and the Shree Vijaybhai Dholakiya Auditorium. The provision of these facilities reflects ILT BE.D.'s commitment to offering a holistic educational experience.

Technological Integration and ICT Facilities

In embracing the digital age, ILT BE.D. College ensures that its infrastructure aligns with contemporary educational needs. The institution boasts ICT-enabled classrooms and a Wi-Fi-enabled campus, facilitating seamless integration of technology into the teaching-learning process. The availability of computer labs further supports students and faculty in gaining hands-on experience with modern technologies.

Library Resources and Usage

The library at ILT BE.D. College remains a vital hub for academic resources. It is equipped with journals and reference materials that cater to the diverse needs of students and faculty. The consistent usage of the library, with a significant number of students accessing it for more than five months, underscores its importance as a knowledge center within the institution.

Maintenance and Safety Measures

The management's commitment to maintaining the physical infrastructure is evident through the provision of maintenance contracts, ensuring that all facilities are in optimal condition. Additionally, ILTBED College prioritizes safety, holding a No Objection Certificate (NOC) from the municipal corporation and implementing fire safety measures. These initiatives contribute to creating a secure and reliable learning environment.

In summary, ILT BE.D. College's infrastructure and learning resources for the academic year 2022-2023 showcase a thoughtful blend of traditional and modern facilities. The institution's emphasis on technological integration, well-maintained physical infrastructure, and a resource-rich library collectively contribute to an enriching educational experience for its students and faculty.

Criteria 5: Student Support and Progression (2022-2023)

Student Facilities and Amenities

ILT BE.D. College is dedicated to providing comprehensive support for students, fostering an environment that promotes well-being and progression. Various facilities, such as vehicle parking, common rooms for girls, recreational spaces, first aid, book banks, and access to safe drinking water, contribute to the overall comfort and convenience of the student community.

Internal Complaint Committee and Financial Assistance

Ensuring a safe and inclusive campus, ILT BE.D. College has an Internal Complaint Committee in place. This committee addresses grievances and takes appropriate

actions, fostering a culture of trust and accountability. Additionally, the institution extends financial assistance to needy students, recognizing the importance of making education accessible to all.

Student Welfare and Placement Officer

The appointment of a dedicated Student Welfare and Placement Officer reflects ILT BE.D. College's commitment to students holistic development. This officer plays a pivotal role in addressing students concerns, providing guidance, and facilitating placements. The placement record for the academic year 2022-2023, with 31 students successfully placed, attests to the effectiveness of these efforts.

Higher Education Pursuits and Academic Achievements

ILT BE.D. College encourages students to pursue higher education, with approximately 8% of the 2022-2023 batch opting for advanced studies. The institution takes pride in the academic accomplishments of its students, with seven individuals qualifying in state and national-level examinations. These achievements reflect the college's dedication to nurturing academic excellence.

Youth Welfare Committee Activities

The Youth Welfare Committee at ILT BE.D. College actively contributes to students engagement and well-being. Organizing and managing various cultural and celebratory events, such as Teacher's Day, Navratri Celebration, Kalakunj Youth Festival, and Farewell, the committee plays a crucial role in fostering a sense of community and camaraderie among students.

In conclusion, ILT BE.D. College's focus on student support and progression is evident through the provision of essential facilities, financial assistance, placement services, and a vibrant campus life. The institution's commitment to holistic student development underscores its role not just as an educational institution but as a nurturing community that values the overall well-being and success of its students.

Criteria 6: Governance, Leadership, and Management (2022-2023)

Effective Governance and Participatory Mechanism

ILT BE.D. College upholds a governance structure that mirrors effective leadership and a participatory mechanism aligned with its vision and mission. The institution practices decentralization and participative management through various committees, each including representatives from both the student body and alumni. These committees play a crucial role in decision-making processes and contribute to the overall governance of the institution:

- Academic Council
- Research Committee
- Admission Committee
- Anti-Ragging Cell
- Examination Committee
- Internal Complaint Committee
- Youth Welfare Committee
- SC / ST / OBC and Minority Committee
- Grievance Redressal Cell
- Electoral Literacy Club

Transparency and Code of Conduct

The institution maintains transparency in financial, academic, and administrative functions, exemplified by the detailed information available on its website. There are no cash transactions, emphasizing a commitment to accountability and financial prudence. ILT BE.D. College adheres to a specific code of conduct for teaching, non-teaching staff, and students. These codes are regularly reviewed and updated, ensuring a shared understanding of ethical standards within the institution.

Merit-Based Faculty Appointments and Admission Processes

ILT BE.D. College ensures that faculty appointments are made based on merit, following the guidelines set by the Government of Gujarat. The admission process for students is conducted through the central admission committee of IITE, emphasizing fairness and equity in the selection of students.

Financial Support and Professional Development

The institution supports the professional growth of its faculty by providing financial assistance for attending seminars, conferences, and workshops. In the academic year 2022-2023, one teacher received financial support for such professional development activities. Additionally, ILT BE.D. College conducted two professional development training programs for both teaching and non-teaching staff, focusing on enhancing their skills and knowledge.

IQAC Meetings and Quality Initiatives

Regular meetings of the Internal Quality Assurance Cell (IQAC) are held, contributing to continuous improvement in various aspects of the institution. In the academic year 2022-2023, nine Faculty Development Programs (FDPs) were conducted, fostering a culture of continuous learning and development among the staff. The institution implemented two quality initiatives during this period, showcasing its commitment to tracking and enhancing incremental improvements.

In conclusion, ILTBED College's governance, leadership, and management reflect a commitment to transparency, meritocracy, and continuous improvement. The participatory approach, coupled with various committees, ensures that stakeholders have a voice in decision-making processes, contributing to the overall effectiveness of the institution.

Criteria 7: Institutional Values and Best Practices (2022-2023)

Sustainability Initiatives and Environmental Responsibility

ILT BE.D. College places a strong emphasis on institutional values and best practices, incorporating sustainability initiatives and environmental responsibility into its operational framework. The institution actively engages in practices that contribute to environmental conservation:

- **Use of LED Equipment:** ILTBED College promotes power-saving measures by utilizing LED equipment, reducing energy consumption and contributing to a greener campus.

- **Waste Management:** The institution actively participates in waste management by collecting, cycling, and recycling waste. This initiative aligns with the broader goal of environmental sustainability.
- **Rainwater Harvesting:** To address water conservation, ILT BE.D. College has implemented rainwater harvesting practices, harnessing rainwater for various purposes within the campus.
- **Hygiene Maintenance:** The institution prioritizes maintaining a hygienic campus, ensuring the well-being of students, staff, and visitors.
- **Promotion of E-Vehicles:** In line with modern environmental practices, ILT BE.D. College encourages the use of electric vehicles, contributing to the reduction of carbon emissions and fostering an eco-friendly campus.

Community Engagement and Social Responsibility

ILTBED College actively engages with the community and takes social responsibility initiatives as part of its institutional values:

- **Awareness Programs and Workshops:** The institution organizes and participates in various awareness programs, workshops, and campaigns on critical issues such as AIDS awareness, gender sensitivity, digital literacy, and national water missions.
- **Collaboration with External Organizations:** ILT BE.D. College collaborates with external organizations, exemplified by Memoranda of Understanding (MOUs) for faculty exchange, student exchange, and academic collaboration. These partnerships enhance the institution's outreach and impact.

Innovative Practices for Education and Student Welfare

ILT BE.D. College incorporates innovative practices that contribute to the holistic development of students and enhance the overall educational experience:

- **Innovative Courses:** The institution offers a diverse range of innovative courses, including those focused on Gandhian philosophy, computer concepts, ICT for online teaching, gender equality, and emotional well-being. These courses enrich the academic curriculum and provide students with a well-rounded education.
- **Youth Welfare Committee:** A dedicated Youth Welfare Committee is actively involved in organizing and managing various cultural and celebratory events.

These events contribute to the social and cultural development of students, fostering a sense of community and belonging.

- Placement Support: ILT BE.D. College demonstrates a commitment to student support and progression by appointing a faculty member as a student welfare and placement officer. This individual plays a pivotal role in facilitating placements and providing support services to students.

In conclusion, ILTBED College's institutional values and best practices underscore its commitment to environmental sustainability, community engagement, and innovative educational approaches. The institution's active involvement in social responsibility initiatives reflects a broader commitment to societal well-being and community development.

A. J. Jani
Principal,
Smt. J. J. Kundalia Graduate
Teachers' College,
Rajkot

Dr. Ajeeta Jani



The Executive Committee of the **Knowledge Consortium of Gujarat,**
Department of Education, Government of Gujarat on the
recommendation of the duly appointed agency, the Indian Centre for Academic
Rankings and Excellence (**ICARE**) has rated

*Institute Of Language Teaching,
B.Ed College, Rajkot*



as a **3 Star** Institution with a CGPA of **2.45 out of 5** in the category of
'**COLLEGE**' on the basis of comprehensive performance metrics as set out in the
Gujarat State Institutional Ratings Framework (GSIRF)
on the 28th February 2020.

PARAMETER	STAR RATINGS
TEACHING, LEARNING & RESOURCES	★★★★
RESEARCH AND PROFESSIONAL PRACTICE	
GRADUATION OUTCOMES	★★★
OUTREACH AND INCLUSIVITY	★★

BY ORDER

Anju Sharma IAS
Principal Secretary
Education
Government of Gujarat

M Nagarajan IAS
CEO
Knowledge Consortium of Gujarat
Government of Gujarat

Dr Karthick Sridhar
Vice Chairman
ICARE

Syed Mujahid
Director - Ratings
ICARE



The Executive Committee of the **Knowledge Consortium of Gujarat,**
Department of Education, Government of Gujarat on the
recommendation of the duly appointed agency, the Indian Centre for Academic
Rankings and Excellence (**ICARE**) has rated

Institute of Language Teaching, Rajkot



as a **3 Star** Institution in the category of
'Colleges' on the basis of comprehensive performance metrics as set out in the
Gujarat State Institutional Ratings Framework (GSIRF)
on the 28th February 2023.



BY ORDER

SJ Haider IAS
Principal Secretary
Higher & Technical Education
Government of Gujarat

M Nagarajan IAS
Commissioner
Higher Education
Government of Gujarat

Prof AU Patel
Advisor
Knowledge Consortium of Gujarat
Government of Gujarat

Dr Karthick Sridhar
Vice Chairman
Indian Centre for Academic
Rankings and Excellence



The Executive Committee of the **Knowledge Consortium of Gujarat,**
Department of Education, Government of Gujarat on the
recommendation of the duly appointed agency, the Indian Centre for Academic
Rankings and Excellence (**ICARE**) has rated

Institute Of Langaage Teaching



as a **3 Star** Institution with a CGPA of **2.2 out of 5** in the category of
'COLLEGE' on the basis of comprehensive performance metrics as set out in the
Gujarat State Institutional Ratings Framework (GSIRF)
on the 22nd June 2021.

PARAMETER	STAR RATINGS
TEACHING, LEARNING & RESOURCES	★★★★
RESEARCH AND PROFESSIONAL PRACTICE	NA
GRADUATION OUTCOMES	★★
OUTREACH AND INCLUSIVITY	★★

BY ORDER

Anju Sharma IAS
Principal Secretary
Education
Government of Gujarat

Shri M Nagarajan IAS
CEO
Knowledge Consortium of Gujarat
Government of Gujarat

Prof A U Patel
Advisor
Knowledge Consortium of Gujarat
Government of Gujarat

Dr Karthick Sridhar
Vice Chairman
ICARE

VALID UPTO 30th MAY 2022