

**CONFIDENTIAL**

**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**

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## **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.

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