



GURU RAM DASS B.ED. COLLEGE

JALALABAD(W)



ACADEMIC AND ADMINISTRATIVE AUDIT 2020-21

[Dated: 26th May, 2022]

Audit Team

S.No	Name	Designation
1	Dr. Susheela Narang	Principal, Kenway College of Education, Abohar
2	Dr. Manjit Kaur	Principal, J.D. College of Education, Muktsar
3	Dr. Mandeep Kaur <i>Dhillon</i>	Assistant Professor, Guru Nanak College, Muktsar <i>Sri Muktar Sahib</i>

Report of the Academic and Administrative Audit held at Guru Ram Dass B.Ed College, Jalalabad(W) on May 18th & 19th 2021, by committee constituted by Management consisting of Dr. Susheela Narang(Principal, Kenway College of Education, Abohar), Dr. Manjit Kaur(Principal, J.D. College of Education, Muktsar) & Dr. Gurvinder Kaur (Principal, G.G.S. College of Education, Theri(Malout))

General Observations

- The college should be eco friendly and should manage dry and plastic waste separately.
- NSS activities should work in tandem with local bodies by collaborating more than one Village.
- Biometric machines may be installed for different course classrooms separately.

Significant Achievements

- Personal and academic counseling of the students.
- Organization of seminars and workshops for skill development of faculty and students.
- Teaching and learning process is digitalized.
- Periodic personal and academic counseling of the students.

I Curricular Aspect

- The strategic plans of the college with respect to academic flexibility and curriculum enrichment have made it an academic destination of both students and teachers of the state.
- IQAC reviews the curriculum through a well-documented process that includes a strategic plan, a university study calendar, a college study calendar, a college handbook, a response plan.
- The collective opinion on the curriculum is communicated to the University through the faculty who are the members of Board of Studies and Faculty of Education.
- The College is offering 03 teacher education programmes at UG and PG level.
- The students at UG and PG level has open choice to choose optional/ elective courses including pedagogy offered by the college.
- College also provide platform for skill development by introducing new certificate course and value-oriented courses.

- As part of the curriculum enrichment, the college has collaborations with various institutions.
- The college has well structured feedback mechanism, analyses the feedback taken from the stakeholders and actions are taken as per the analyses.

II Teaching Learning and Evaluation

- The entire admissions process is transparent and systematic in terms of the rules of the NCTE, the Punjab Government and Panjab University, Chandigarh.
- To keep students from a variety of backgrounds the College provides resources such as tuition fees, a two-way teacher education, no gender discrimination in any other matter etc.
- Teachers use learning experience, problem-solving techniques, participatory activities, classroom conferences, group discussions, project work, assignment work, field visits and case studies to improve their student scope.
- The evaluation system is both scientific and objective. It is both formative and summative in nature.
- College holds full transparency in dissemination of basic details of each and every enrolled student which further helps in boosting enrolment and upgrading the quality of higher education.

III Research Innovation and Extension

- The institution facilitates the professional growth of teachers by giving study leave with pay.
- The college has to its credit an annual journal of educational research.
- Institution facilitates access to digital library also to encourage faculty to perform various research activities.
- Institution organizes various outreach activities for community development and participates in government initiatives

IV Infrastructure and Learning Resources

- The college campus is spread over 6 acres (approx.) of land, is equipped with modern and functional workspaces and create an excellent ambience and atmosphere for teaching-learning.
- The college is equipped with CONNECT (bandwidth 10Mbps to 100Mbps) connection.

- The college library is partially automated with “E-granthalaya” software and operates under the “Restricted Access System” which gives friendly interface to its users for searching resources in the library
- The college has subscribed services of DELNET.
- Adequate budget is sanctioned every year by the management of the college to ensure the maintenance and augmentation of physical, academic and support facilities.

V Student Support and Progression

- The institution organizes various career oriented programmes and personal counseling sessions which instill much needed confidence in students and give impetus to the performance not only in academic but also in other activities in the curriculum.
- The Institution organizes various skill-set and capability development programmes to equip students to work under different working environment.
- The grievances related to students encompassing complaints related to sexual-harassment, ragging, fee related, psychological complaints etc. are addressed proactively through transparent mechanism by inviting grievances by online and offline modes.
- Specialized programmes on student’s awareness are also arranged.
- Students avail financial help, transportation at reasonable rates and concession in fee.
- The placement cell acts as launch pad for students by holding skill development, career guidance programmes as well as campus drives for opening job opportunities through placement fares.

VI Governance, Leadership and Management

- College entails participative management by the Governing Body, the Principal, the teaching and non-teaching staff and the students.
- There is a well-defined hierarchy in the college. The Principal is the decision-making authority for the college.
- Coordinators of different courses and faculty members execute the curricular aspects.
- A strategic plan for three years is prepared and academic calendar is prepared in tune with the strategic plan.

- The College has various committees such as Scholarship Committee, Anti-Ragging Committee, Guidance & Counselling Cell, Discipline Committee , Research Cell & many more.
- The College maintains transparency in its financial, academic and administrative functions.
- E-governance measures are adopted in admission, fee collection, staff attendance, all types of correspondence and many others. The office is increasingly becoming paperless.

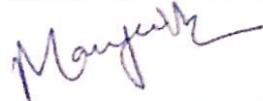
VII Best Practices

- The institution is highly conscious and firmly determined in addressing the environmental issues judiciously. Green practices and Energy conservation practices are given highest priority to create eco-friendly rules in the campus.
- Green Audits are conducted to assess the performance of the institution in green initiatives and to promote environmental consciousness among students.
- No use of plastic bags, tree plantation drives, workshops on best out of waste, carpooling, use of ceramic and steel utensils and promotion of print little are some initiatives taken.
- All wastes are disposed of through proper was segregation mechanism vermin-composting is done to use Biodegradable waste.
- Neki ki Diwar is being run by College for providing necessary items to the needy near Main gate.

Conclusion

The attempt, in this academic and administrative auditing, was just to assess the inherent strength and weaknesses of college. We are impressed with the performance of the college as a whole. But, still there is room for improvement. We hope, in the days to come, all segments of the college will work united and tirelessly towards the ultimate goal of maintaining desirable standards in the educational services of the institution.

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