

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

(AUTONOMOUS)

(Re-accredited by NAAC with A Grade)

(Affiliated to Tamil Nadu Teachers Education University, Chennai)

ACADEMIC AND ADMINISTRATIVE AUDIT (2019-20)

PART I

PRELIMINARY INFORMATION

A. Date of visit: 18.05.2019

B. Members of External Academic Committee

i) Prof. B. William Dharma Raja

Dean Faculty of Arts

Head, Department of Education

Manonmaniam Sundaranar University

Tirunelveli – 627 012

ii) Dr.Malini P.M

Former Principal

N.S.S Training College

Pandalam

INSTITUTIONAL DATA

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1	Name of the College	N.V.K.S.D. College of Education
2	Year of Establishment	1963
3	Address	Attoor, Knayakumari District, Tamil Nadu – 629 177
4	Website	www.nvksdedu.in
5	Type of College	Government Aided
6	Status of the college	Autonomous

7	Details of Accreditation/ Re-accredited by NAAC	1. Accredited (1st cycle) with B++ Grade on 17, Oct 2006 by NAAC 2. Accredited (2nd cycle) with A grade with CGPA 3.32 on 04, Feb 2014 by NAAC 3. Accreditation (3rd cycle) is due on Feb 2023
8	Courses offered	BEd., MEd., MPhil and PhD. Certificate course in Computer Applications
9	Number of teachers	Permanent – 13 Temporary – Visiting Faculty – 2 Guest Faculty –
10	Special features of the college	• Aided, 57 years old, linguistic minority Teacher Education Institution in Tamilnadu • Recognised by UGC under 2f and 12b status • Pioneer autonomous Teacher Education Institution in Kanyakumari District • Located in rural area • Giving preference to linguistic minority students in the locale • Offers BEd., MEd., MPhil and PhD. programmes • Offers excellent infrastructural and instructional facilities • Provides congenial and serene learning environment

PART II

ACADEMIC AND ADMINISTRATIVE INFORMATION

1. Curricular Aspects

1.1 Details of Academic Programmes (2018-19)	Programme offered	Strength			Observations	Remarks/ Suggestions by External Experts
		I year	II year	Total		
1.	BEd	100	87	187	All the programmes are run in an organised way.	1) MEd, MPhil and PhD strength to be improved. 2) May be opted for Integrated programmes.
2.	MEd	4	2	6		
3.	MPhil	Nil				
4.	PhD	Full time 4 Part time 2		6		
	Total			199		
1.2 Flexibility of the Curriculum:	Elective/optional				Observations	Remarks/ Suggestions by External Experts
	For BEd programme, 5 Electives are offered, out of which students have to choose any three. For MEd programme, 12 Electives are offered				The elective handling teachers may be provided extra FDPs.	1) Self Learning Electives can be provided and can give additional weightage to it. 2) Additional Credits may be earned by the interested students, apart from the mandatory min. credits.

1.3 Role of academic bodies on curricular planning	Periodic meetings of Board of studies and Academic council and Governing body were conducted	Observations	Remarks/ Suggestions by External Experts
		Maintained minutes book of all academic bodies.	Experts from National bodies may also be included.
1.4 Relevancy of the curriculum	Collecting Feed back from students and alumni	Observations	Remarks/ Suggestions by External Experts
		File maintained.	Collect a survey among old alumni (atleast 5 years back) to find out the relevance of curriculum in their job and life.
1.5 Diploma /add on course		Observations	Remarks/ Suggestions by External Experts
	Diploma in Computer Applications Swayam Courses	Conducting the courses with good participation from the part of students.	Mastery over Computer Applications has to be planned.

1.6 Revision/ update of regulation or syllabi	The syllabus and course structure of Academic Programmes are revised periodically	Observations	Remarks/ Suggestions by External Experts
		Every semester, curriculum has some modification. University nominee and other experts are in the committee.	Overlapping of BEd and MEd syllabi may be minimized.
1.7 Feedback from stakeholders		Observations	Remarks/ Suggestions by External Experts
		Collecting feed back regularly.	Do follow up.
1.8 Maintenance of attendance register		Observations	Remarks/ Suggestions by External Experts
		Maintaining well.	Month wise % of attendance of students may be maintained.

2. Teaching, Learning and Evaluation

2.1 No. of permanent faculty	Number	Observations	Remarks/ Suggestions by External Experts
13		List of teachers , Appointment orders of each teacher is produced	List to be signed by the Principal
2.2 No. of permanent faculty with Ph.D.	Number	Observations	Remarks/ Suggestions by External Experts
12		Attached Degree Certificates	Teachers shall be pursuing an online course per year by (NPTEL etc)

2.3 Teaching experience of Faculty members	Observations	Remarks/ Suggestions by External Experts
	Appointment orders produced	Attach latest list duly signed by the Principal

2.4 Innovative processes adopted in Teaching and Learning (Online Assignment, Digital presentation of Seminars etc)	Observations	Remarks/ Suggestions by External Experts
	Undertaken a lot of activities. Photos and reports produced.	Experiential learning also can be included.

2.5 Innovative processes adopted in Teaching and Learning (ICT resources)	Observations	Remarks/ Suggestions by External Experts
	Same proof of 2.4 was provided	More relevant documents should be attached. Eg : provide list of Blog addresses

2.6 Examination/ Evaluation Reforms (Online examination, Open Book Examination, Terminal Examination etc.)	Observations	Remarks/ Suggestions by External Experts
	1) A well arranged system. 2) File keeping is very systematic.	Update the list of resource persons according to the modification in the curriculum.

2.7 Internal Evaluation	Observations	Remarks/ Suggestions by External Experts
Assignment 5 Seminar 5 Suggested activity 10 Test (Mid semester exam + Open book exam +Online exam) 10 Total 30	30 % of marks is allotted through internal evaluation. All documents maintained.	Internal Question paper may be prepared by other teachers.

2.8 External Evaluation	Observations	Remarks/ Suggestions by External Experts
External examination is conducting in a systematic manner. External invigilation panel is used for invigilation, that makes the system more transparent	All related documents produced.	1) External Experts may not be repeated for two successive years. 2) Question papers may be reviewed by both internal committee and an external experts.

2.10 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 programme		Total number of students appeared	Total number of students passed	Total number of students with first class	Total number of students with distinction		
B.Ed.	I semester 2019-2021	100	100	100	2	Such skewed results may be brought as distributed results	Provide reason for less number of distinction
	II semester 2019-2021	99	99	99	45		Provide reason for drop out
	III semester 2018-2020	87	86	86	32		
	IV semester 2018-2020	87	87	87	44		
M.Ed.	I semester 2019-2021	4	4	4	0		
	II semester 2019-2021	4	4	4	0		
	III semester 2018-2020	2	2	2	0		
	IV semester 2018-2020	2	2	1	1		

2.10 Publication of results	Observations	Remarks/ Suggestions by External Experts
Publish the results within one month	Kept all documents.	There should be alignment with normalisation principle.

2.11 Maintenance of mark register (Semester Examinations, Internal Examination (online, openbook and midsemester examinations) and evaluation proforma for seminar and assignment	Observations	Remarks/ Suggestions by External Experts
	Kept records for Internal, external marks of theory and practical.	Graphical representation of marks may be prepared. Each student may be given a progress report.

2.12 Preparation of Teacher's Diary/	Observations	Remarks/ Suggestions by External Experts
	All teachers are keeping the diary.	Teachers' diary may include the expectations from teachers of HEIs namely Teaching, Research and Extension.

2.13 Preparation for Practice Teaching (Microteaching, Demonstration classes etc.	Observations	Remarks/ Suggestions by External Experts
Practice given for 5 microteaching skill every year. Demonstration classes are taken by Subject teacher, experts and alumni	Maintained all files	Atleast for select students CCTV recording may be exercised.

2.14 Feedback from stakeholders on Teaching-learning	Observations	Remarks/ Suggestions by External Experts
Feedback is taken from Head of the schools Mentor teachers Teacher Educator Peer	Proof produced.	1) Every year the feedback tool may be enhanced in quality. 2) Statistical analysis of the collected data may be done. 3) Followingly, follow-up activities are to be carried out.

3. Research, Consultancy and Extension

3.1 Availability of Research Centre	Observations	Remarks/ Suggestions by External Experts
	Four Research guides Separate library for research scholars Wifi availability Good research Journals.	1) Two high impact factor scopus journals may be subscribed. 2) The unused journals may be dropped.

3.2 Details regarding projects (major and minor)	Observations	Remarks/ Suggestions by External Experts
Management funded project	Files produced.	Being an aided institution, funds may be drawn from the National agencies like ICSSR, DST, etc.

3.3 Details on publications by the faculty (Peer Review Journals, Non-Peer Review Journals, e-Journals, Chapters in Books, Conference proceedings etc.)	Observations	Remarks/ Suggestions by External Experts
	Journal articles 3 chapter in an edited book1 Article in Conference proceedings 3	1) To be improved. 2) All the MEd works may be published in journals. 3) A min. of one journal article per teacher may be compelled.

3.4 Details of publications of the Institution (Research Journal, Magazine, Annual Newsletter etc.)	Observations	Remarks/ Suggestions by External Experts
	Peer reviewed journal News letter Magazine	Quality of Journal may be enhanced having functional review committee.

3.5 Number of Faculty who attended Seminars/ Workshops/conferences	Observations	Remarks/ Suggestions by External Experts
	Attended 12 Presented papers 5	All the teachers are to be motivated to present in / attend the Seminars / Webinars.

3.6 Seminars,/workshops conducted in the institution	Observations	Remarks/ Suggestions by External Experts
	Webinar (one day) 1 FDP programme 1	1) The number may be enhanced. 2) All the teachers, by rotation, are to be encouraged to conduct events (individually or groups).

3.7 No. of faculty from the Institution who are Ph. D. Guides and students registered under them	Observations	Remarks/ Suggestions by External Experts
	Number of research guides 4 Students registered 6 (2+2+1+1)	All the PhD holders are to be enhanced as research supervisors. Repeated obligation to the University authorities will make move.

3.8 Research-oriented initiatives by the institution Research Colloquium Pre submission Viva Doctoral Committee Review Committee Open Defence MOU with St Ignatius College	Observations	Remarks/ Suggestions by External Experts
	Provided all documents	The quality publication by the scholars / teachers may be appreciated by the institution in a common forum.

3.9 Sphere of extension activities and Institutional Social Responsibility Medical camps Awareness programmes Celebration of national days such as Independence Day Republic Day Women's Day	Observations	Remarks/ Suggestions by External Experts
	Provided all documents	Filing system may be reorganized. It may include - Invitation, Profile of RP, 2 page report of the event, three or four photos, certificate, feedback.

3.10 Provision for research consultancy	Observations	Remarks/ Suggestions by External Experts
		No provision of research consultancy

4. Infrastructure and Learning Resources

4.1 Details of infrastructure facilities					Observations Newly created	Remarks/ Suggestions by External Experts Facilities
Facilities	Existing	Newly created	Facilities	Existing		
Building area	25707 sq.ft	-	Building area	25707 sq.ft	-	Building area
Class rooms	4845 sq.ft	-	Class rooms	4845 sq.ft	-	Class rooms
Laboratories	1590 sq.ft	-	Laboratories	1590 sq.ft	-	Laboratories
Seminar Halls& Auditorium	3315 sq.ft	-	Seminar Halls& Auditorium	3315 sq.ft	-	Seminar Halls& Auditorium
No. of equipments purchased	Computers - 110 LCD – 11 Smart Board – 2	Fire & Safety measures Printer - 110000	No. of equipments purchased	Computers - 110 LCD – 11 Smart Board – 2	Fire & Safety measures Printer - 110000	No. of equipments purchased
Value of the equipment purchased	Nearly 1 crore (UGC and management)	209163 (17-'18)	Value of the equipment purchased	Nearly 1 crore (UGC and management)	209163 (17-'18)	Value of the equipment purchased
others			others			others

4.2 Library services			
Resources	Number	Observations	Remarks/ Suggestions by External Experts
Text Books	13145	Found Correct	Neatly maintained
e-Books	93809		

Journals	33		
Magazines	17		
e-Journals	6219		
Dissertation	834		
Back volumes	1091		
CD ROM	250		
Others (photocopier facility, Book bank facility, Biometric facility, computerization and internet facility etc.)		Found Correct	

4.3 Technology up gradation (overall)						
Total Computers	Computer Labs with internet facility	Office	Departments	Others Lap tops, Interactive Whiteboard , printer, server etc.	Observations	Remarks/ Suggestions by External Experts
	50	Yes	Staff room – 13 desktops Library- 14 desktop Research room – 4 desktops	Laptop 4 Interactive Whiteboard 2 Printer 8		All the classrooms may be Smart Classrooms

4.4 Details of various departments	Observations	Remarks/ Suggestions by External Experts
1. Total number of Departments	8	
2. Department Activities (Departments of Biological Science, Physical Science, Mathematics, English, History, M.Ed., Physical Education, Arts and Craft)	4 activity each Library 10 activity	Activities may be displayed in the library.
3. Departmental Resources (Laboratories, Equipments, tools etc)	Technology Lab Language Lab Science Lab Psychology Lab Method Labs	Students' feedback and suggestions on departmental resources may be collected.

4.5 Availability of Infrastructural facilities for effective instruction	Observations	Remarks/ Suggestions by External Experts
Well-equipped classroom 8 Auditorium 2 Seminar hall 1 Lecture hall 2		
	Highly ventilated	Ramp facility may be provided to the floors other than ground

4.6 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.) Wifi coverage- Whole building Biometric system Bulk message system Public address system Training for blog creation, preparation of PPT, SPSS hands on experience	Observations	Remarks/ Suggestions by External Experts
	Richly resourced.	

5. Student Support and Progression

5.1 Availabilty of conducive learning environment for students (clean and green campus, adequate instructional facilities etc.)	Observations	Remarks/ Suggestions by External Experts
	Found Correct	All the trees may be tagged with the vernacular name and botanical name

5.2 Placement Services	Observations	Remarks/ Suggestions by External Experts
Career and Counseling cell UGC NET Preparatory Programme Awareness programme on competitive exams Campus placement	File not produced	A vibrant teacher is to be allotted separately, as it is a serious issue.

5.3 Cultural, sports and games activities	Observations	Remarks/ Suggestions by External Experts
	Files produced	Year wise achievements Album / Report may be mentioned
Achievements in district level, university level, institutional level and intercollegiate level in cultural competitions. Achievements in University sports meet. Apostrophe		

5.4 Coaching for Competitive Exams (TET, SET, NET etc.) Institutional Support Given	Observations	Remarks/ Suggestions by External Experts
	Files produced	Attendance Register, Hall tickets, Result copies are to be maintained.

5.5 Scholarships and financial support granted to students Institutional Support Given	Observations	Remarks/ Suggestions by External Experts
		Detailed write up needed

5.6 Counseling and career guidance for students	Observations	Remarks/ Suggestions by External Experts
		Name wise report along with remedial measures have to be maintained.

5.6 Organisation of Study tour / field trips	Observations	Remarks/ Suggestions by External Experts
5 days general tour	Documents produced	The significance of each place may be briefed and no. of students benefitted, feedback from them – may be maintained

5.7 Social initiatives undertaken by the students	Observations	Remarks/ Suggestions by External Experts
Groupwise activities	Files produced	Access address

5.8 Student support systems (Alumni, PTA etc)	Observations	Remarks/ Suggestions by External Experts
Alumni PTA	Files produced	Minutes Books are to be prepared

6. Governance, Leadership and Management

6.1 Vision and Mission of the institution	Observations	Remarks/ Suggestions by External Experts
	Do have	All the activities of the college have to be in align with the mission of the institution

6.2 ICT in governance	Observations	Remarks/ Suggestions by External Experts
Admission – Partially automated Biometric punching system Bulk messaging Bar coding LAN in computer Lab Public address system Whole building is under CCTV surveillance	Found correct	Fee may be paid through online.

6.3 Statutory Bodies	Observations	Remarks/ Suggestions by External Experts
Governing body, Board of Studies, Academic Council	All records maintained	—

6.4 Non-Statutory Bodies	Observations	Remarks/ Suggestions by External Experts
16 Non-Statutory Bodies	All records maintained	—

6.5 Admission of Students	Observations	Remarks/ Suggestions by External Experts
50% merit seat and 50% management quota, according to university rules	Found correct	—

6.6 Welfare schemes	Observations	Remarks/ Suggestions by External Experts
Management and Alumni endowment awards to each subject Fee concession to needy students Provides financial support to teachers for attending seminars Wheel chair facility is available	Found correct	1) Ramp to be constructed 2) Topper of the programme (say BEd) may be waived from tuition fee, provided she / he is from economically deprived status.

6.7 Initiatives undertaken towards faculty development	Observations	Remarks/ Suggestions by External Experts
FDP Programme 1 Permission is given to attend refresher courses as per requirements	Found correct	Online FDP programmes may be attended by all the teachers, say yearly once.

7. Innovative Practices

7.1 Curricular Aspects	Observations	Remarks/ Suggestions by External Experts
	Found correct	—
Regularly updating of curriculum as per latest trends		

7.2 Teaching, Learning and Evaluation	Observations	Remarks/ Suggestions by External Experts
		More innovation is needed in this area
Digital presentation Self learning strategies Online evaluation		

7.3 Research, consultancy and extension	Observations	Remarks/ Suggestions by External Experts
	Files produced	1) Best researcher (Teachers as well as Scholar) may be awarded every year. 2) All the teachers have to be RP once in a year.
Social projects by staff and students. An institutional case study was planned and prepared but not undertaken due to the pandemic situation.		

7.4 Library and Infrastructure	Observations	Remarks/ Suggestions by External Experts
		Needs better documentation
Started a library organization in collaboration with different government schools		

7.5 Student support and progression	Observations	Remarks/ Suggestions by External Experts
	Documents produced	
NET and other competitive exams Awareness Programmes		

7.6 Governance, Leadership and Management	Observations	Remarks/ Suggestions by External Experts
		Needs to find out innovative practices in this area

SWOC Analysis	
Strengths	Swayam local chapter, Eco friendly Campus, Resource-rich Library, Enriched Curriculum, Systematic Evaluation System
Weaknesses	No government funded projects, No consultancy. More innovative programmes to be identified
Opportunities	FDP, Placement Cell, Certificate courses
Challenges	Admission for MEd programme, Getting JRF candidates, UGC-NET aspiring MEd students.
Observations, Recommendations and suggestions	Good Documentation Practice, Transparent Evaluation System, Systematically arranged library, Good Infrastructure. Student strength to be enhanced. Self Learning Electives can be provided and can give additional weightage to it Try to get government funded projects.
Any other	—