

## PROFORMA FOR ACADEMIC AUDIT

### GHULAM AHMED COLLEGE OF EDUCATION

Banjara Hills, Hyderabad.

#### INTERNAL ACADEMIC AUDIT REPORT- DECEMBER,2021

S.No.	Particulars	Facts																				
<b>I. General Information about the college</b>																						
1	Name of the College And code given by the NCTE	Ghulam Ahmed College of Education																				
2	College Address	8-2-249, Mount Pleasant, Rd.# 3, Banjara Hills, Hyderabad-500034.																				
3	Whether the College is accredited by NAAC	YES If Yes, Grade – “B++”																				
4	Date, Month & Year of establishment	17-02-1985																				
5	Current programmes offered by the institution	B.Ed. M.Ed.																				
6	Whether there are other Courses offered in the same building.	M.Ed.																				
7	<b>General Facilities of the college :</b> i) Principal Room ( 1 ) ii) Number of Class Rooms ( 6 ) iii) Seminar Hall (1) iv) Office Room ( 1 ) v) Library/Reading Room (1) vi) Staff Room ( 6 ) vii) Girls Waiting Room ( 1 ) viii) Drinking Water Facility ( 2 ) ix) Separate Toilets for Girls/Boys/Staff (6) x) Separate Common room for Boys and Girls (1) xi) Store Room (1) xii) Parking Space (1) xiii) Multipurpose play field (1) xiv) Play ground (1) xv) Architectural Barrier free facilities (1) xvi) Multipurpose Hall (1) xvii) Visitor's Room (1) xviii) Canteen (2) 1.Each class room equipped with LCD Projector, Smart, Board, Internet Connection – Yes. 2.Seminar Hall has proper furnishing and equipment- LCD Projector, Smart Board, P.A. System and Executive Chairs- YES.																					
<b>Laboratory Facilities</b>																						
8	<b>Laboratory Facilities (B.Ed/M.Ed):</b> <b>Curriculum Lab</b> i) Natural Science Lab : Available ii) Mathematics Lab : Available iii) Social Studies Lab : Available iv) Psychology Lab : Available v) Art and Craft Resource Centre : Available vi) Health& Phy.Edn.Resource Centre : Available (including yoga education) vii) ICT Resource Centre : Available viii) Language Lab : Available																					
9	<b>Library Facilities :</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="2">No.of titles</th><th colspan="2">No. of volumes</th><th>Amount spent</th></tr> <tr> <th>Total No</th><th>Added during 2021-22</th><th>Total No</th><th>Added during 2021-22</th><th>During 2021-22</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">1117</td><td style="text-align: center;">11</td><td style="text-align: center;">6485</td><td style="text-align: center;">62</td><td style="text-align: center;">Rs.19,587/-</td></tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		No.of titles		No. of volumes		Amount spent	Total No	Added during 2021-22	Total No	Added during 2021-22	During 2021-22	1117	11	6485	62	Rs.19,587/-					
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10	Time table indicating papers, teachers and project wise.	Present
11	Parent teacher association	Yes
12	Alumni association of the College	Yes
13	Steps taken for free from architectural barrier	Yes
14	Staff council and student council meetings	Conducted
15	Extension and community participation programme	Organized by the college
16	Whether the College has provided the safeguard against fire hazard in all parts of the Building.	Yes
17	Whether the College has taken appropriate measures for prevention of ragging in any form, in the light of directions of Supreme Court of India.	Yes
	Is an attendance register maintained for the staff?	Yes
	Is any action taken for late comers?	Yes, they are not allowed to enter the college after a few warnings.
	Seminar/ Conferences/ workshops conducted by the college:	8
	Extension lectures organized::	YES
	University toppers, if any-	List awaited from Osmania University
	TEACHING LEARNING PROCESS: 1. Is an Academic calendar prepared before commencement of classes?: 2. Or if academic calendar of OU is followed: 3. Number of instructional days: a. Per Year; b. Per Semester: c. Is a TIME TABLE prepared before commencement of a Semester: d. Is any one incharge of ensuring that Time table is being followed? e. If anyone is on leave, are classes adjusted or students are left free?	Academic calendar of OU is followed, activities of the college are incorporated in the calendar.  200 100 Yes Yes They are adjusted.
	DETAILS OF THE STAFF: Number of Teaching staff members, with qualifications and experience: Lecturers workload, Lecturers Time table Teaching method adopted by the lecturers in the class: Use of technology in the classrooms:  Are Teaching diaries maintained by the staff? Recruitment procedure for Staff : Is Performance appraisal done every year?:	26  All done as per norms. Lecture and discussion methods used.  Seminar halls and lecture halls are equipped with technology. Yes Norms of Osmania University followed. Yes

<p>projects / guidance for projects / scheme for promotion of research :</p> <p>Number of academic seminars / conferences / workshops that the institution has organized -</p> <p>Academic linkages / collaborations the institution has established (average of last two years) for internal quality checks and improvement :</p> <p>Number of publications by the faculty in indexed / non-indexed journals / <b>books</b> / monographs from the institution -</p> <p>Awards received by faculty if any:</p> <p>Efforts towards water and energy conservation.</p> <p>Practices of the college to impart value based education</p> <p>Sensitization to latest managerial concepts such as strategic planning, team work, decision making and computerization.</p> <p>Efforts of the college towards all round personality development of the learners.</p>	<p><b>Yes</b></p> <p><b>Academic linkages with Colleges of Education, Schools and other institutions related to Education – 10</b></p> <p><b>4 – 5</b></p> <p><b>NONE</b></p> <p><b>Done. Rain water harvesting done.</b></p> <p><b>Lectures, extra curricular activities</b></p> <p><b>Done through projects and internship</b></p> <p><b>Many programs and activities are organized for students and staff members.</b></p>
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General observations/ Suggestions:

Quality Enhancement measures that can be taken up by college-

1. Research projects to be taken.
2. More spoken English classes to enrich the communication skills of the students can be organized.
3. More classes in the computer lab. To make students perfect in ICT.
4. Coaching classes for NET / SLET, UPSC can be arranged.
5. Enrichment classes can be taken for the toppers to score university rank and distinction.
6. Value based education should be emphasized.
7. NPTEL online coaching classes have to be introduced as a digital initiative in enhancing the quality of education.
8. Publications of Ph.D., thesis as books can be taken up.
9. Green audit can be taken up by a professional agency.
10. Library facilities have to be improved to have remote access to the resources.

A report submitted by –



Principal,  
Shadan College of Education.  
Date: 23<sup>rd</sup> December, 2021

**PRINCIPAL**  
**SHADAN COLLEGE OF EDUCATION**  
**KHAIRATABAD, HYD 04**



	Employment welfare schemes for the Staff: Is Staff room facility available for staff: Number of recognized Ph.D. guides: Faculty development programs, if any: Student teacher ratio:	<b>Faculty Incentive scheme is in place.</b> Yes None Conducted regularly 1:11:5
	<b>EVALUATION SYSTEM</b> Internal tests conducted: Who prepares the question paper: Are portions for internals given on time? Performance in competitive examinations for P.G entrance for State / National level for last 3 years Percentage of Students Dropped out: Reasons for dropping out-	Yes Concerned Lecturers Yes Good 1% Marriage
	<b><u>ADMINISTRATION DETAILS:</u></b> Is a Staff Counsel Committee present? i) No. of meetings scheduled in the last year ii) No. of meetings conducted this year: Report of Inspection by team from Osmania University: Deficiencies pointed out if any and compliance there of	Yes 3 3 General deficiencies like purchase of books, updating the laboratories etc. All deficiencies were complied with.
	<b><u>STUDENT DETAILS:</u></b> Total number of students in college: Availability of facility for counseling of students Programmes for improvement of weaker students / repeaters : Games and Sports facilities available Cultural activities organised : Number of awards received by students in sports and cultural activities Schemes for students support : Utilization of student welfare schemes Installment for fees Scholarship	300 Yes Remedial Teaching, Tutorials, etc. Yes – Outdoor and indoor games On regular basis None Scholarship scheme of State Government. Students were benefitted Installment facility given
	<b><u>RESEARCH ACTIVITIES</u></b> Facilities provided to staff for research work /	



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Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in designing of syllabus & curriculum	YES	Curriculum design is beyond the scope of the college. The college implements the academic calendar provided by the Osmania university by adding additional activities. Periodic tests are conducted, continuous comprehensive evaluation is followed. Workshops, seminars are organized.	
	Academic calendar prepared	YES	Implementation was hampered due to the pandemic.	
	Practice teaching	YES	Practice teaching is to be done for 120 days but it was not done this year due to lockdown.	
	Observation by student teachers	YES	Students keenly observe and implement the skills learnt. They went for observation to different schools in January, 2020.	
	Practical work in labs	YES	All Laboratories conduct practical work as per the curriculum requirements.	A few more tests can be added to the psychological laboratory.

V. B. L. A. E.



Principal  
Ghulam Ahmed College of Education



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II. Curriculum Transaction	Teaching methods & teaching aids	The teachers follow the lecture method and to ease teaching they follow question- answer methods. Micro teaching, Practice teaching, Reflective teaching, Demonstration classes, Criticism lessons, Workshops, Seminars, Lectures by eminent guests are also organized.	Special emphasis on the usage of PowerPoint with demonstration and ICT support.	
	E-learning modules	YES		lecturers can upload pre recorded learning material on website of college.
	Projectwork UG/PG	YES	All students take up the projects prescribed in the curriculum.	
	Internal assessment –components– Uniqueness	YES	Assessment was done by written tests, projectwork, seminars and paper presentations.	
	Student support – remedial coaching	YES	Special classes are conducted for slow learners where they can clarify all their doubts and rectify their mistakes. Tutorial classes are also held.	
	Parents meeting –evaluation of student's progress	YES	The mentors of the students speak to the parents as and when needed.	
	Feedback from students	YES	The students can express their opinions on the curriculum and teaching-learning process through the students' curriculum feedback system. Analysis is done online and reports are created. Based on the feedback reports, discussions are held among the IQAC members	
	Steps taken on the feedback	YES	Definite steps are taken to improve	



*V. L. B. K.*  
**Principal**  
Ghulam Ahmed College of Education





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III. Faculty Profile	Theory/ Practicals/ Projects complete d/ongoing	YES	A Reflective journal maintained by students, E-port folio is developed by each student teacher Incorporation of Art and Drama in teaching. Use of puppetry in teaching language and other subjects Guest lectures are organized where eminent academicians are invited. Interactive teaching methods, Demonstration and charts are used. The quality of Faculty performance is also reviewed.	
	Seminars / conferences attended	YES	Many of the faculty members attended Webinars, conferences, etc.	
	Papers/articles/books published	Yes	Many of the faculty members published Papers/articles/books	
	FDP / RC / OC / Training Program/ Workshop	YES	Many of the faculty members attended FDP programs	
	Preparation of E-learning materials/ Content		Many of the faculty members prepared material for MOOCs.	
	Acted as resource persons	YES	Many of the faculty members acted as resource persons at various webinars.	
	M.Phil. & Ph.D. awarded	YES	Mrs. Najma Sultana was awarded Ph.D. in the year 11/03/2020	
IV. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)		The annual intake of students for the B.Ed. course is 2 units of 50 Students each and 1 unit of 50 students for the M.Ed. Course. BEd 100. The Convener allots the students to the college. So no applications are received. MEd 50	
	Students involvement in extra-curricular & Co-curricular activities	YES	Many activities are conducted - Cultural, literary, and games.	
	Study tour / industrial visits / exhibitions / Internship / Training	YES	Students were taken to Shilparamam for field visit.	
	Achievements	YES		



*Vibha*  
Principal  
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V. Infrastructure in theDepartme nt	No.ofclassrooms	10		
	No.oflaboratories	Provisionof laboratories in all method subjects.	Educational technology lab Science Lab Computer Lab Seminar hall Psychology lab Library, computer room Recreation room and auditorium 5	
	No. of computers – forteachers	8		
	No. of computers – forstudents	80		
	LCD projectors present in class rooms?	YES		
	Is furniture appropriate?	Yes		
VI. Activitiesof theCollege	MoUassigned	YES	Ghulam ahmed College and Campus Technology.	
	Guestlectures	YES		
	Conference / Seminar /Workshopconducted	YES		
	ExtensionActivity	YES		
	Interaction with Industry /ResearchCentres/Educ ationalInstitutions	YES		
	Newsletters/Magazine	YES	EDU VISION	
	Placement	YES		



*V. b. b. b.*  
**Principal**  
**Ghulam Ahmed College of Education**





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**Please comment on SWOC Analysis:**

**Strengths:**

Ghulam Ahmed College of Education was established in the year 1985 with the mission of providing quality education to trainee teachers through the B.Ed. and M.Ed. courses. Along with a sound theoretical base, the students are given a wide exposure to practical work. The B.Ed. students are sent to various schools of the city for their teaching practice programme for 120 days. The M.Ed. students take up research in different areas related to education. The B.Ed. and M.Ed. courses being offered in the College are affiliated to the Osmania University. The National Council for Teacher Education (NCTE) has accorded its recognition to it

The college conducts various activities such as: In Regards to global trend in teacher education, interactive sessions are organized with eminent teachers that are invited to the college. Seminars are organized in the college like challenges in teacher education and students and teachers are encouraged to attend the same. The faculties are provided with ICT support. Faculties are encouraged to use PowerPoint and other ICT techniques to ensure effective delivery of curriculum. The college runs many value added courses for the students. Academic lectures are substantiated by lectures on moral and ethical issues. The college organizes religious talks and functions annually, wherein lectures on issues of moral and ethical values are discussed. The college being a muslim minority institution, students are able to benefit from these gatherings. As per the guidelines of Osmania University, Environment Education is an integral part of the curriculum. Therefore regular classes are held every year to create awareness among the students regarding issues pertaining to environment and climate change. Human Rights form a part of syllabi of various classes. The college successfully organized a Seminar on Human Rights Education –Ethics and Human Values in the year 2014. The College has full-fledged Computer Laboratory where computer and internet facilities are available. The College has full-fledged Computer Laboratory where computer and internet facilities are freely available to all teachers and students on all working days. The college also organises computer orientation classes for teaching and non-teaching staff. Companies like 'Google' are invited to conduct programs for the college.

The Career Guidance and Counseling Cell of the college keeps the students abreast of the vacancies in different sectors by displaying the relevant information regarding the eligibility conditions, last date of applying etc. The cell has recently conducted an Aptitude test for the purpose of short-listing students to provide them coaching for different competitive classes. Personality development and life skills program is organized by the college every year for the benefit of the college students. Resource persons are often invited from the MBA college in the campus

To reflect best practice in the delivery of instruction, equipment like interactive board, multimedia speakers and LCD Projector are used. Inside the class, a large number of students in the Institution provide micro phonic teaching to make teaching effective and properly audible. To teach the use of audio visual aids, hardware and software technologies, demonstration, and so on is also available. In the seminar hall, full multimedia support is provided. Internal assessments are conducted which act as a platform to analyze the students' progress. Internet facility is available.



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**Weakness**

- No faculty mentors PhD students

Opportunities: Locational advantage for strengthening academia-Schools linkages • Streamlining collaborations and consultancy • Exploring possibility of collaborative research with University/ Government institutions.

**Challenges:**

The challenges thrown up by the new world order post pandemic, Sustaining quality education in today's stressful times. Keeping pace with the rapid changes in higher education

The College is planning the following practices in future:- To take up Research Projects. To cultivate human and spiritual values. More Certificate Courses to be introduced.

  
Signature of the Principal with Seal

**Principal**  
**Ghulam Ahmed College of Education**



Signature of the  
External Academic Audit Expert  
**PRINCIPAL**

**Sultan-ul-Uloom College of Pharmacy**  
Road No: 3, Banjara Hills, Hyderabad-34, T.S

**Principal**  
**Ghulam Ahmed College of Education**