

**ADMINISTRATIVE AND ACADEMIC AUDIT**  
**2017- 2018**  
**PART – A**

**A) Date and Time of Visit** : 29.06.2018

**B) Member of the Visiting Committee**

**Name and Designation of Audit member** : Dr.M.Vakkil,  
Assistant Professor,  
Department of Education,  
Periyar University, Salem

**I CURRICULAR ASPECTS**

<b>Event</b>	<b>Details</b>	<b>Date</b>
Planning and Evaluation	Committee Meet to discuss the activities to be carried out for the academic year 2017-2018	19.07.2017
	Committee Meet to discuss the activities done for the academic year 2017-2018	12.05.2018
IQAC	Plan of action for the forthcoming year 2017-2018	24.10.2017
Board of Studies	Members met for the approval of the syllabi modification	21.07.2017 & 10.01.2018
Academic Council	Members met for the approval of the resolution brought forward by the Board of Studies	25.07.2017 & 10.01.2018
Finance Committee	Members met for the approval of the expenditure statement of the financial year 2016-2017 and Budget for the academic year 2017-2017	26.07.2017
Governing Body	Members met for the approval of the resolution brought forward by all other statutory bodies.	27.07.2017
<b>Feedback</b>	Suggested to make the teacher trainees to be aware of the latest technologies widely used in education and also use of multimedia packages and internet surfing for assignment preparation.	

## I. TEACHING, LEARNING AND EVALUATION

Event	Details	Date
Course orientation	The B.Ed. curriculum and course details were for B.Ed student	02.08.2017
Internship Programme- M.Ed I year	The M.Ed I year students underwent internship programme for 15 days to Periyar University	27.06.2017 to 11.07.2017
M.Phil. Entrance Examination	Entrance Examination was conducted for M.Phil course	30.08.2017
Internship Programme- B.Ed II year	II year B.Ed students underwent Intensive Teaching Practice for 16 weeks	02.08.2017 to 22.11.2017
Subject club Activities	All the subject Clubs were inaugurated and throughout the academic year various activities were performed	29.12.2017 22.03.2018 25.03.2018
Micro Teaching Practice	I year B.Ed students attended micro teaching sessions to enhance their teaching skills	11.09.2017 to 25.09.2017
Demonstration Class	Demonstration on traditional teaching methods for I Year B.Ed students	06.10.2017
	ALM Demonstration Class was handled by the school teachers in all five pedagogical subjects	09.10.2017
Orientation on CCE	CCE orientation was given by Mr.K.Udaya Kumar, HM, Panchayat Union Primary School, Kondalampatty, Salem	09.10.2017
School Visit	I year students visited Intact School, Vellimalai, Villupuram	11.10.2017
Achievement Motivation Seminar	I year B.Ed and M.Ed students attended	20.11.2017
		21.11.2017



Internship Programme-	M.Ed. II year students attended in Shakthi Kailash College of Education for women, Salem	02.11.2017 to 15.11.2017
	I year B.Ed students underwent internship	31.10.2017 to 27.11.2017
Education Tour	B.Ed and M.Ed students along with faculty Visited Pondicherry	30.01.2018
Guide Camp	I year B.Ed students attended seven days Guide Camp Training	12.03.2018 to 18.03.2018
Job Orientation Programme	Mr.Gnanasekaran, Asst. Director, and Mr.Saaghul Hameed, District Employment Office, Salem oriented	12.04.2018
TET Orientation Programme	Mr.MuniRaj, Future Vision Center, Salem oriented	12.04.2018
Special Lecture	Mr.Mahendra Raj, Vidya Kala Mandir, New Delhi demonstrated low cost teaching aids	18.07.2017
	Given by Dr.Ummed Singh, Prof, Dept of Education, Gujarat University	19.07.2017
Communicative English class	By Mr.Vinoth Kumar, Linguistics Academy, Chennai	19.07.2017
Workshop	On Financial Planning given by Mr.A.Alexander, Asst Prof, NIT, Trichy	27.07.2017
Placement Training Class	B.Ed students were oriented on etiquettes of attending interviews by Me. Sankaralingam	03.04.2018
Campus Interview	Held in the college premises	05.04.2018
		06.04.2018
Field Trip	All students visited G2 Nursery Organic Farm, Salem	07.04.2018
Students' seminar	UGC Students Seminar on Foundations and Innovations of Education. Mr.Meenakshi Umesh, Founder of Puvudham Learning Center acted as resource Person	28.11.2017

	UGC Students Seminar on Educational Technology. Mr. Vinoth Kumar acted as resource Person	23.01.2018
Academic Audit	Under the head of Dr.T.Nagavalli, Former Prof of Mathematics, SSCE, Salem	17.11.2017
Faculty appointment	Dr.V.Arulselvi was appointed as Asst Prof. of Education	29.12.2017
	Dr.D.Kavitha was appointed as Asst Prof of Tamil	03.01.2018
	Mrs.A.Kavitha was appointed as Librarian	04.01.2018
Retirement	Dr.C.Janakavalli, Principal retired from her service	28.02.2018
	Mrs.S.Poonkothai, Typist retired from her service	31.03.2018
New Principal	Dr.S.Santhi, Assistant Professor assumed office as the new Principal of the institution	28.03.2018
Professional Development-Viva Voce	For Mrs.K.P.Shanmuga Vadivu Assistant Professor of Education held at Bharathiar University, Coimbatore	29.06.2017
Refresher Course	Dr.k.Kamala Devi, Assistant Professor of English attended in Bharathidasan University, Trichy	25.10.2017 to 14.11.2017
	Dr.K.P.Shanmuga Vadivu Assistant Professor of Education in Bharathidasan University, Trichy	18.01.2018 to 07.02.2018
Feedback	The tutorial staff members and the respective teachers who handle the classes to them guide the slow learners and give an extra coaching class.	
	Continues monitoring and evaluation through regular checks should be done to improve their learning process.	
	Theoretical input should be given in the cognitive dimensions as part of challenges in education.	



## II. RESEARCH CONSULTANCY AND EXTENSION

Event	Details	Date
Major research project	Approval of major research project funded by ICSSR- 24 months- Rs- 5,25,000	03.01.2018
Research Colloquia	Title approval for I year M.Ed students and M..Phil II year M.Ed and Ph.D presented research proposal	01.11.2017 12.02.2018
Viva Voce	Mrs. S.Priyadarshini	19.07.2017
	Mrs. A.Balamallika Devi	09.10.2017
	Mrs. S.D.Subadra	09.10.2017
	Mrs. S.Amirtha Sumathi	31.01.2018
	Mrs.L.Gomathi	19.03.2018
Doctoral Comittee	Fifth Doctoral Meeting for three Ph.D candidates	04.11.2017
FDP	All Faculty attended FDP on "Teach R"	15.07.2017
	All Faculty and research scholars attended FDP on Role of ICT and MOOC	10.02.2018
	All Faculty attended FDP on Website Designing	07.05.2018
Group Project	Tutorial wise group project was done by II year B.Ed students	
In- Service Training	Jointly organised by Helikx Open School for matriculation school teachers on Remedial teaching strategies for students with reading difficulties	13.09.2017
	For school teacher on the topic Smart Teaching Tools	17.02.2018
Community Services	Health awareness programme	28.07.2017
	Dengue Awareness rally	23.09.2017
	Oath taken on Swachhtata Hi Sewa	15.09.2017
	Vigilance Awareness week observed	30.10.2017 to 04.11.2017

	Helmet Awareness Programme	27.11.2017
	Road Safety Awareness Programme	30.11.2017
	Cleanliness programme in Udayapatti School	29.01.2018
	Leprosy Awareness rally	09.02.2018
Faculty participation in seminar, workshop, conference and symposium	All the faculty attended various programmes at national and international level	July 2017 to April 2018
Research scholars participation in seminar, workshop, conference and symposium	All the research scholars attended various programmes at national and international level	July 2017 to April 2018
Article Publications	Faculty and research scholars published 14 articles in national and international journals	In this academic year
<b>Feedback</b>	<p>Faculty may extend their consultancy services.</p> <p>Doctoral committee and research colloquia should be arranged in regular intervals to monitor the process of research works of scholars.</p>	

#### IV INFRASTRUCTURE AND LEARNING RESOURCES

Event	Details	Date
Infrastructure	Purchased LCD projectors, projector screen, UPS, New apparatus purchased for all labs	2017-2018 academic year
Feedback	Suggested to update the technological devices	

#### V STUDENT SUPPORT SERVICES AND PROGRESSION

Event	Details	Date
Union Activities	Educational Development Day	15.07.2017
	APJ Abdul Kalm Death Anniversary	27.07.2017
	Talent Search Programme	22.08.2017 to 24.08.2017
	National Unity Day	31.10.2017
	Rastriya Sankalp Diwas	31.10.2017
	Youth Convention	28.08.2017
	Teachers Day	05.09.2017
	International Literacy Day and World Education Day	08.09.2017
	Gandhi Jayanthi	03.10.2017
	National Education Day	11.11.2017
	World Disabled Day	06.12.2017
	Ramanujar Birthday	29.12.2017
	Sister Niveditha Birth Anniversary	05.01.2018
	Sarada Fiesta	19.01.2018
	Republic Day	26.01.2018
	Bharathiar Vizha	05.02.2018 to 08.02.2018
National Science Day	28.02.2018	




	Pi day	14.03.2018
	Voters Awareness Day	25.01.2018
	Women's Day	05.03.2018
	Forest Day	21.03.2018
	Water Day	22.03.2018
	Book Day	21.04.2018
Students' participation in other institution	II year B.Ed. participated in various competitions in Government Arts and Science College, Salem-08	24.07.2017
	II year B.Ed. participated in various competitions in Government Arts and Science College, Salem-08	31.08.2017
	II year B.Ed participated in drawing competition in Salem Productivity Council, Salem	03.02.2018
	I year B.Ed participated in Sports Meet at Mahatma Gandhi Stadium	24.08.2017
	I year B.Ed participated in Volley Ball Tournament in AVS college	02.09.2017
	I year B.Ed participated in district level oratorical and poetry competitions in Department of Tamil Development, Salem	15.09.2017
	I year B.Ed II year M.Ed students participated in district level literary competitions in Siddhar Tamil Research Association, Sivagangai	30.09.2017
	II year B.Ed rendered service for NAS exam conducted by NCERT allotted schools	13.11.2017
OSA Activities	Conducted competitions for Visually Challenged Students in Salem Blind School	24.11.2017
	Organised Inter School Competitions for School students in college premises	27.11.2017
	OSA meet in the college	17.02.2018
RRC Activity	HIV AIDS awareness in Salem Blind School	24.11.2017



	Celebrated World AIDS day	06.12.2017
	HIV Awareness for B.Ed students	28.02.2018
	Organised Life Skill Activities	03.04.2018
District Level sports meet	In collaboration with TNTEU organised district level sports and cultural meet in Shakthi Kailash College of Education for Women, Salem and Gandhi Stadium	01.02.2018 02.02.2018
Centenary Celebration	Centenary Celebration of Founder Secretary Yathiswari Sarada Priya Amba and 75 <sup>th</sup> Anniversary of Ramakrishna Tapovanam, Tiruparaithurai	25.06.2017
Award Ceremony	The Best College, The Best Principal and The Best Teacher and Best Student awards were given by Dr.Radakrishnan, Sri Akshaya Seva Trust, Salem	09.09.2017
Lalitha Sahasranamam	All students chanted Lalitha Sahasranamam in commemoration of Navarathiri celebrations	20.09.2017
Sarada Jayanthi	165 <sup>th</sup> birth anniversary of Holy Mother Sri Sarada Jayanthi was celebrated with due reverence	09.12.2017
Sports Day	Annual Sports Meet held in the college premises	13.04.2018
College Day and Golden Jubilee	49 <sup>th</sup> College Day and Golden Jubilee Celebration were celebrated	21.02.2018
Lighting Ceremony	Lighting Ceremony was conducted for all final year students	16.03.2018
Feedback	Suggested to motivate the student teachers for their continuous growth and development in their carrier choice.  More programmes can be arranged to enhance their professional skills.	

  
**PRINCIPAL**  
 Sri Sarada College of Education.  
 (Autonomous)  
 SALEM-636 016

  
 Dr. M. VAKKIL  
 Asst. Professor  
 Dept. of Education,  
 Periyar University,  
 Salem - 11.