

**ADMINISTRATIVE AND ACADEMIC AUDIT
2018- 2019
PART – A**

A) Date and Time of Visit

: 20.06.2019

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

Event	Details	Date
Planning and Evaluation	Committee Meet to discuss the activities to be carried out for the academic year 2018-2019	02.08.2018
	Committee Meet to discuss the activities done for the academic year 2018-2019	21.01.2019
IQAC	Plan of action for the forthcoming year 2018-2019	06.08.2018
		22.01.2019
Board of Studies	Members met for the approval of the syllabi modification	13.08.2018
		23.01.2019

Academic Council	Members met for the approval of the resolution brought forward by the Board of Studies	21.08.2018 24.01.2019
Finance Committee	Members met for the approval of the expenditure statement of the financial year 2017-2018 and Budget for the academic year 2018-2019	03.05.2018 30.03.2019
Governing Body	Members met for the approval of the resolution brought forward by all other statutory bodies.	19.09.2018
Feedback	Faculties can be instructed to maintain daily log book, which is helpful in the process of documentation. To improve the curriculum collect the feedback from all stakeholders and make necessary improvements.	

II. TEACHING, LEARNING AND EVALUATION

Event	Details	Date
IGNOU course orientation	Orientation on IGNOU programme was given to the students	27.07.2018
course orientation	The B.Ed. curriculum and course details were given for B.Ed student	01.08.2018
Practicum components	II year B.Ed students were oriented on practicum components	05.07.2018
Internship Programme- B.Ed II year	II year B.Ed students underwent Intensive Teaching Practice for 16 weeks	02.07.2018 to 22.11.2018
Micro Teaching Practice	I year B.Ed students attended micro teaching sessions to enhance their teaching skills	10.07.2018 to 31.07.2018
Internship Programme- M.Ed II year	The M.Ed II year students underwent internship programme for 5 days to Shakthi Kailash College of Education for Women, Salem	10.09.2018 to 14.09.2018
M.Phil. Entrance Examination	Entrance Examination was conducted for M.Phil course	30.08.2018
School Visit	I year Students along with faculty observed the II B.Ed students in their respective schools	08.11.2018 to 12.11.2018

	Students visited Puvudham School, Dharmapuri	27.02.2019
	Students visited Senthil Public School, Salem	17.11.2018 & 26.11.2018
	Students visited Hearing Impaired School, Suramangalam, Salem	25.07.2018
	Students visited Helikx Open School, Pagalpatti	10.01.2019
Demonstration Class	II year B.Ed students attended Mr.Mahendra Raj, Vidya Kala Mandir, New Delhi on low cost teaching aids	30.07.2018
	I year B.Ed students attended	15.11.2018 & 16.11.2018
	I year B.Ed students attended ALM Demonstration Class	10.11.2018
Communicative English class	All students attended. Mr.Maria Naidu, Rtd PG Asst, Bharathi vidyalaya school, salem	16.08.2018
Orientation on CCE	I year B.Ed students attended	10.11.2018
Achievement Motivation Seminar	I year B.Ed students attended	18.09.2018
		19.09.2018

Special Lecture	Lecture on Multi Media was given to 1 year B.Ed. students Ms Nivethitha and Mr.Madhavan, Learn Graphics and animation institution, Salem Mr.Raja Gopal, BT Asst, Vellaripatti, Salem gave lecture	10.09.2018 14.10.2018
Motivational Talk	Given by Mr.T.Soundararajan, Need based Financial adviser	13.10.2018
Subject club Activities	Inauguration of all the subject Clubs	10.12.2018 to 16.12.2018
Feedback	Suggested to arrange the assistive devices for the differently abled trainees like blind, partially blind. More opportunities can be given for disadvantage category of the society.	

III. RESEARCH CONSULTANCY AND EXTENSION

Event	Details	Date
Boot Camp	All Faculty attended boot camp training programme on Research paper Generation	12 th , 18 th , 22 nd , 29 th June and 9 th July 2018
FDP	All Faculty attended FDP on Multivariate Inferential Statistics	31.10.2018
	All Faculty attended FDP on Basics in Educational Research	28.03.2018
Doctoral Committee	1 st , 2 nd , 4 th , 7 th Doctoral Meeting for six Ph.D candidates	11.07.2018
		02.01.2019
		02.03.2019
		07.05.2019
Research Colloquia	Title approval for I year M.Ed students and M..Phil	31.10.2018
	II year M.Ed and Ph.D presented research proposal	13.03.2019
Major research project	Approval of major research project funded by ICSSR- 24 months- Rs-5,25,000	03.01.2018
Workshop	Awareness on specific Learning Disabilities and remedial teaching was given to all students	05.12.2018
Viva Voce	Mrs.P.sooriya	27.10.2018
	Mrs. V.Jayalakshmi	20.12.2018
	Mrs. P.Megala	20.12.2018

Students Seminar	UGC students seminar was organised on Basics in Education	28.11.2018
	UGC students seminar was organised on Assessment for Learning	22.03.2019
	UGC students seminar was organised on Essentials of Teaching and Learning	29.03.2019
Faculty participation in seminar, workshop, conference and symposium	All the faculty attended various programmes at national and international level	July 2018 to April 2019
Research scholars participation in seminar, workshop, conference and symposium	All the research scholars attended various programmes at national and international level	July 2018 to April 2019
Article Publications	Faculty and research scholars published 15 articles in national and international journals	In this academic year
	For school teacher on the topic Smart Teaching Tools	17.02.2018
Community Services	Plastic Awareness was given by Mrs.P.Avineethini	20.08.2018
	Visted Orphanage Home	01.09.2018
		24.12.2018
	Cancer Awareness was given by Rotary Club, Salem	03.03.2019

	Voters Awareness was given by Mr.Renuka, National Election Commissioner an Mrs.Muthulakshmi, Thasildar, Salem	11.04.2019
	Awareness on Child Protection Rights was given by Mr.Simon Raj, Dep of Child Protection Rights, Salem	27.03.2019
	First Aid Awareness Programme was given by Dr. Priyadarshini, Kauvery Hospital, Salem	27.03.2019
Financial Support	Autonomy Grant received from UGC	2017-18 & 2018-18 years
	Mrs.P.sooriya Ph.D scholar, Senior Research Fellowship received Rs-6,98,375 from UGC Mrs.K.Sathya and Ms.K.Malini Ph.D scholar, Senior Research Fellowship received Rs-32,000 each as monthly stipend from UGC	2018-2019
Feedback	<p>The management and head of the institution should encourage the staff members to publish more number of articles in the reputed journals.</p> <p>Suggested to encourage the faculty to attend short term courses to enhance their professional qualifications</p>	

IV INFRASTRUCTURE AND LEARNING RESOURCES

Event	Details	Date
Infrastructure	New apparatus purchased for all labs	2018-2019 academic year
Library Books	Purchased Reference Books and Journals	2018-2019 academic year
Feedback	Suggested to maintain the toilet facilities in the first and second floor. Institution can purchase incinerator for student teachers toilets	

V STUDENT SUPPORT SERVICES AND PROGRESSION

Event	Details	Date
Union Activities	Freshers Day	01.08.2018
	Educational Development Day	13.07.2018
	APJ Abdul Kalm Death Anniversary	27.07.2018
	Talent Search Programme	10.08.2018 to 14.08.2018
	National Unity Day	31.10.2018
	Teachers Day	05.09.2018
	Tamil Signature Programme	07.09.2018
	Gandhi Jayanthi	03.10.2018
	Lalitha Sahasranamam	09.10.2018

National Education Day	12.11.2018
Global Hand wash Day	15.10.2018
APJ Abdul Kalm Birth Anniversary	15.10.2018
Navarathiri Pooja	16.10.2018
Vigilance Awareness	30.10.2018
Visit to Book Fair	17.11.2018
Library Week Celebration	23.11.2018
World Aids Day	04.12.2018
Inauguration of Subject Clubs	06.12.2018 to 10.12.2018
Legal Awareness Programme	07.12.2018
Armed Forces Flag Day	07.12.2018
Human Rights Day	10.12.2018
Bharathiar Birth Anniversary	11.12.2018
National Youth Day	11.01.2019
Pongal Vizha	12.01.2019
Voters Day	25.01.2019
Republic Day	26.01.2019
Martyr's Day	30.01.2019
Plastic Awareness programme	02.02.2019

	World Cancer Awareness Day	04.02.2019
	Sarada Fiesta	13.02.2019
	National Science Day	28.02.2019
	Women's Day	08.03.2019
	Pi Day	14.03.2019
	Bharathiar Vizha	26.03.2019 to 05.04.2019
	World Autism Day	02.04.2019
	World Health Day	10.04.2019
	Voters Awareness Day	11.04.2019
	Founders Day	13.04.2019
	Parents meeting	16.04.2019
	Book Day	23.04.2019
	Farewell Party	29.04.2019
	Yoga Practice	05.07.2019
Guide Camp	I year B.Ed students underwent seven days Basic Guide Captains Training programme	04.02.2019 to 10.02.2019
Students participation in other institution	Folk dance Competition- II B.Ed participated	20.07.2018
	Cyber Crime Awareness Programme	21.07.2018

	District level Tamil oratorical Competition in relation with Swami Vivekananda 125 th Birth Anniversary	03.08.2018
	62 nd Anniversary Celebration by LIC- conducted competitions	04.09.2018
	Guru Pooja- Sri Ramakrishna Missions Vidyalaya, Coimbatore – students participated in competitions	15.09.2018
	Dr.APJ Abdu Kalam Birth Anniversary – Competitions conducted by Government College for Women, Salem	13.10.2018
	Shakespeare Institute of English Studies- state level competitions	Nov 2018
	State Level Yoga Competitions was conducted by Dhayananda Gurukulam, Palani	24.11.2018
	Tamil Food Safety Dept- Conducted competition	16.12.2018
	Competitions conducted by Sakthikailaash Women's college, Salem	28.01.2019
	Salem Productivity Council conducted Inter Collegiate Competitions	09.02.2018
	Vellalar College of Education for Women, Erode- conducted competitions	21.02.2019
MOU	Institution signed a MOU with Vedhathri Maharishi Yoga Center, Salem	23.07.2018
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	28.01.2019 29.01.2019

Sarada Jayanthi	167 th birth anniversary of Holy Mother Sri Sarada Jayanthi was celebrated with due reverence	08.01.2019
Sports Day	Annual Sports Meet held in the college premises	12.04.2019
College Day	51 st College Day Celebration	21.02.2019
Lighting Ceremony	Lighting Ceremony was conducted for all final year students	16.03.2019
Retirement	Mr.C.Natesan, Scavanger and Mrs.S.Lakshmi , Lab Assistant retired form their service	28.02.2019 31.05.2019
Feedback	<p>Suggested to involve alumni members in curricular aspects and the prospective teachers can be given opportunities to have academic interaction with them.</p> <p>Suggested to arrange easy access canteen facilities for the student teachers.</p> <p>Institution can arrange for visiting special schools to enhance their knowledge in special education.</p>	

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