ADMINISTRATIVE AND ACADEMIC AUDIT

2020- 2021

PART – A

C) **Date and Time of Visit**   : 16.06.2021

D) **Members of the Visiting Committee**

  iii)   **Name and Designation of Audit member 1**   : **Dr.K.S.Ramakrishnan, Asst. Prof**

                                  School of Education, Tamil Nadu Open University, Chennai-15

  iv)   **Name and Designation of Audit member 2**   : **Dr.Poornima Rajendran, Asst. Prof**

                                  Department of Education, Central University of Tamil Nadu, Thiruvarur-610005

The activities are to be graded on the following

Excellent	Good	Satisfaction	Needs Improvement
A	B	C	D

S.No	Institutional Data	
1.	Name of the College	Sri Sarada College of Education (Autonomous), Salem-16
2.	Year of Establishment	1968
3.	Address	Fairlands, Salem-536016
4.	Website	www/sscoe.ac.in
5.	Type of College	Government Aided
6.	Contact details	0427-4550284 , 9443546623
7.	Status of the College (Autonomous)	Autonomy status up to 2024
8.	Details of Accreditation/ Re- Accreditation by NAAC	III cycle 'A' Grade IV cycle process is going on

PART – B
Course offered- Details of the Programme in the college

S.No	Name of the Programme	Year	Sanctioned strength	Actual Strength
1.	B.Ed	I Year	50	48
	B.Ed	II Year	50	48
2.	M.Ed	I Year	50	5
	M.Ed	II Year	50	2
3.	M.Phil		20	3
4.	Ph.D		12	7
	Total Strength		232	113

S. No	Number of Teaching faculty		No. of. Vacant Position	Number of Teachers Teaching UG level	Number of Teachers Teaching PG level	Number of Teachers Guiding			Number of Non-teaching Faculty	No. of. Vacant Position
	Permanent	Temporary				M.Ed	M.Phil	Ph.D	Permanent	Temporary
1.	9	1	10	8		5	3	3	3	4

Part-C

S. No	I. Curricular Aspects: Components	Grade	Remarks
1.	Clarity of Vision & Mission	A	Member 1
2.	Curricular developed / adopted have relevance to the regional / national developmental Needs	A	The institution has fulfilled well in most curricular aspects. Ethics committee should be formed
3.	Curriculum design is aligned with learning objectives including Programme outcomes, & Programme specific outcomes and course outcomes of all programmes offered by the institution.	A	

S.No	Component	Grade	Remarks
4.	Institution integrates cross cutting issues relevant to Gender, Environment and sustainability, Human Values and professional ethics in to the curriculum.	B	More attention is needed in global trends Some certificate, diploma and PG diploma courses should be started
5.	The Curriculum caters to Employability, Research, Social Concern, Women Empowerment and Global trends.	A	
6.	The Curriculum promotes inclusion/ integration of information & communication Technology (ICT).	A	
7.	The Curriculum offers a number of elective options and choice-based credit system.	A	Member 2 Courses on skill development can be introduced to the trainee teachers
8.	Introduction of New courses.	A	
9.	The institution has a wide range of programme offerings that provide adequate academic flexibility	A	Feedback can be received from all the stakeholders (students, parents, teachers and public) regarding the curriculum and shall be made available in the college website
10.	The institution offers, certificate/ Diploma courses.	B	
11.	The institution provides value-added courses imparting transferable and life skills offered.	A	
12.	Feedback on curriculum and other aspects from stake holders.	A	
13.	The institution follows the guidelines of statutory bodies (Planning and Evaluation, Board of studies, Academic Council, Governing Body for developing/restructuring the Curriculum.	A	

II. Teaching and Learning			
S. No	Components	Grade	Remarks
1.	Demand Ratio % of Students admitted.	A	Member 1 More efforts needed for slow learners More attention needed in digital library An institutional paid version of LMS advisable
2.	The Institution has a transparent admission procedure.	A	
3.	The Institution has an effective mechanism to recruit adequate qualified faculty.	A	
4.	Preparation and adherence to Academic calendar and Teaching plans.	A	
5.	Total No. of Teaching days.	A	
6.	The Institution adopted Innovative Methodology in Teaching & Learning.	A	
7.	Teachers using ICT for effective teaching with LMS & e- learning resources.	A	
8.	The Institution has remedial classes for slow learners.	B	

9.	Effective use of Departmental libraries and general library for enhancement of teaching and learning.	A	Member 2
10	The institution has an effective mentoring system.	A	Faculty can be trained to offer their courses through MOOC platform
11	Teachers attending / professional development programme.	A	
12	The institution provides the provision for online student satisfaction survey.	A	The college can attempt to assess students performance using various methods (other than paper pencil test)
13	The evaluation process/methods of the institution ensure transparency of the process.	A	
14	The institution has proper mechanism for redressal of grievances regarding evaluation.	A	
15	Dissemination and attainment of PEOs, POS, PSOs, COs.	A	
16.	Student seminar.	A	
17.	Preparation of student teachers for intensive teaching practice.	A	
18.	Activities of subject Clubs.	A	

III. Research and Innovation Extension			
S. No	Components	Grade	Remarks
1.	The institution has a well-defined policy for promotion of research.	A	Member 1 Teachers should be encouraged to take up micro, inhouse projects Journals should try to get UGC-CARE Teacher consultancy should be encouraged to generate money
2.	The institution provides seed money to its teachers.	B	
3.	The institution receives funds for research projects from various agencies, Industry and other organizations.	B	
4.	Teachers recognized as research guides.	A	
5.	Workshop/Seminars conducted on Intellectual Property rights (IPR) and Industry Academia innovative practices.	A	

6.	Research Publication (Book, Journal).	A	
7.	Faculty participation in conferences/symposia /workshop/guest lecture (State/National/International level).	A	
8.	Revenue generated from consultancy.	B	Member 2
9.	Linkages with Institutions/Industries for internship, on the job training, project work, sharing of research facilities.	A	College can develop MoU with nearby schools and institutions Can take up mock practical and action oriented qualitative research
10.	Functional MoUs.	A	
11.	Participation of the students and Faculty in Extension activities (YRC, RRC & OTHERS).	A	
12.	Conduct of Research Colloquium and Doctoral Committee Meeting.	A	
13.	In-service training programme	A	
14.	Funded seminars/workshops/FDP organized (State/National/International)	A	

IV. Infrastructure & Learning Resources			
S. No	Components	Grade	Remarks
1.	Adequate facilities for teaching and learning viz. Classrooms, laboratories, Wi fi/LAN & ICT facilities, Furnitures and Equipment.	A	Member 1 Well established digital library should be arranged
2.	Automated facility in Library.	A	More e-content should be
3.	Availability of Inflibnet N-List.	A	produced
4.	Availability of Digital Library.	B	Teacher should prepare
5.	Usage of library by Teachers and students.	A	inhouse e-content

6.	Collection of rare books, Manuscripts, Special reports or any other knowledge resources for library enrichment.	A	
7.	Effective and user-friendly library operations (Issue of books, getting the necessary references etc.	A	Member 2
8.	Facility for e-content	B	Training prospective teachers to use ICT and e-
9.	E-content developed by teachers	B	resources in particular for
10.	The institution has facilities for sports and games.	A	teaching learning process
11.	Student access to Technology.	A	Smart boards in each
12.	Provisions and conditions of subject laboratories.	A	classroom can be established

V. Student Support and Progression			
S. No	Components	Grade	Remarks
1.	Financial aid to students the type and number of scholarships.	A	Member 1 More efforts needed to give
2.	Institutional Provision/Schemes for student's welfare.	A	coaching for competitive exams More placement services with
3.	Supports for students in appearing and qualifying in various competitive examinations.	B	district employment office
4.	Students participation in the Institutional functions.	A	
5.	Institution mechanism provision for transparency, redressal of student's grievances, prevention of sexual harassment & ragging.	A	
6.	Counselling services/placement services.	A	

7.	Progression to higher studies/progression to research/progression to employment.	A	Member 2
8.	Students participation in Institutional sports/cultural events.	A	Placement can be organised periodically
9.	Students participation in State level/National/International /Cultural & Sports events.	A	Students participation in inter college competition can be encouraged
10.	Alumni Association and its activities.	A	
11.	Activities of Students council.	A	
12.	Annual News Letters and Magazines.	A	

VI. Governance Leadership and Management			
S. No	Components	Grade	Remarks
1.	Decentralization and participation management.	B	Member 1
2.	Facilities of management information system.	B	Participatory management should be encouraged
3.	Strategies adopted by the institution for quality improvement.	A	
4.	Welfare measure for teaching and non-teaching staff.	A	
5.	Performance appraisal system for teaching and non-teaching staff.	A	Member 2
6.	Institutional Strategies for mobilisation of funds and the optimal utilisation of resources.	A	Faculty can be given financial support to participate both national and international seminar and conferences
7.	Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies.	A	
8.	Training programmes organized by the college for teaching and non-teaching staff.	A	

VII. Institutional Values and Best Practices

S. No	Components	Grade	Remarks
1.	Gender equity programmes organized by the institution.	A	Member 1
2.	Power requirement of the institution met by the renewable energy sources.	A	Energy audit More LED usage Reduction of plastic usage
3.	Lighting power requirements met by through LED bulbs.	B	
4.	Waste Management system.	A	
5.	Green practices.	A	Member 2
6.	Plastic free Environment.	B	Can provide differently abled
7.	Rainwater Harvesting structures and utilization in the campus.	A	environment Waste management system
8.	Facilities for differently abled.	A	cam be initiated
9.	Organization of National festivals and important days and events.	A	

Please comment on SWOC Analysis

Strength : the college has well established management, urban, proximity, easy approach, popular, traditional management, high merit students

Weakness : being an exclusive women institution, it may not cater to male students

Opportunities : near to hill area, tribal, marginalised people, autonomy, high number of nearby schools, high literacy rate

Challenges : being nonminority institution, severe financial crunch, alumni contributions

Special Feature of the Institution :traditional institutions, specifically established with 33 years of autonomy to obtain A grade twice

Best Practice (S)/Innovations of the Institution : Group Projects, Portfolio, Blended Learning

Future Plans of the Department   : Applying for UGC-CARE list

                                Applying for funding agencies to get projects

                                To prepare a recording studio

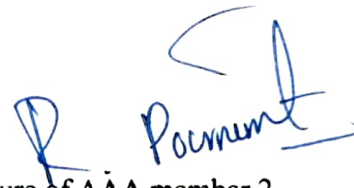   Opening You Tube Channel

                                Podcast for school content

Overall Remarks   : all curricular, infrastructural, instructional facility are available. Few shortcomings to be corrected

Signature of AAA member 1   Signature of AAA member 2

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