



*SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),  
SALEM - 16*

*ACADEMIC ADMINISTRATIVE AUDIT*

*2017-2022*



**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.Arulsevi 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.

**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

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

## 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 Puvidham 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

<b>Special Lecture</b>	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
<b>Motivational Talk</b>	Given by Mr.T.Soundararajan, Need based Financial adviser	13.10.2018
<b>Subject club Activities</b>	Inauguration of all the subject Clubs	10.12.2018 to 16.12.2018
<b>Feedback</b>	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 <sup>th</sup> , 18 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup> June and 9 <sup>th</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 7 <sup>th</sup> 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
<b>Feedback</b>	<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 <sup>th</sup> Birth Anniversary	03.08.2018
	62 <sup>nd</sup> 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 <sup>th</sup> 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 <sup>st</sup> 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
<b>Feedback</b>	<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>	

*S. S. [Signature]*  
**PRINCIPAL**  
 Sri Sarada College of Education,  
 (Autonomous)  
 SALEM-636 016

*[Signature]*  
**Dr.M.VAKKIL**  
 Asst. Professor  
 Dept. of Education  
 Periyar University  
 Salem - 11.

## ADMINISTRATIVE AND ACADEMIC AUDIT

2019- 2020

PART – A

E) Date and Time of Visit : 15.07.2020

F) Members of the Visiting Committee

v) Name and Designation of Audit member 1 : Dr.K.S.Ramakrishnan, Asst. Prof  
School of Education, Tamil Nadu  
Open University, Chennai-15

vi) Name and Designation of Audit member 2 : Dr.Poornima Rajendran, Asst. Prof  
Department of Education, Central University of Tamil Nadu,  
Thiruvavur-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	47
	B.Ed	II Year	50	48
2.	M.Ed	I Year	50	2
	M.Ed	II Year	50	2
3.	M.Phil		20	2
4.	Ph.D		12	8
<b>Total Strength</b>			222	109

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	3	2	3	2	4		

**Part-C**

<b>I. Curricular Aspects:</b>			
S. No	Components	Grade	Remarks
1.	Clarity of Vision & Mission	A	Member 1 More number of SWAYAM courses can be oriented to students
2.	Curricular developed / adopted have relevance to the regional / national developmental Needs	B	
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	

4.	Institution integrates cross cutting issues relevant to Gender, Environment and sustainability, Human Values and professional ethics in to the curriculum.	B	The institution can orient students to face the challenges in schools after the pandemic
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 The institution can sign MoU with many institutions and universities to provide a valid Diploma courses Feedback mechanism can be done mandatory from stakeholders
8.	Introduction of New courses.	B	
9.	The institution has a wide range of programme offerings that provide adequate academic flexibility	A	
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 Students can be oriented on online platforms Orientation on AI and augmented reality can be given
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.	B	
5.	Total No. of. Teaching days.	B	
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.	B	Member 2 Institution can prepare their PEO's and CO's Students' seminar on impact of covid in education can be organised More subject club activities can be organised
10	The institution has an effective mentoring system.	A	
11	Teachers attending / professional development programme.	A	
12	The institution provides the provision for online student satisfaction survey.	A	
13	The evaluation process/methods of the institution ensure transparency of the process.	B	
14	The institution has proper mechanism for redressal of grievances regarding evaluation.	B	
15	Dissemination and attainment of PEOs, POS, PSOs, COs.	B	
16.	Student seminar.	A	
17.	Preparation of student teachers for intensive teaching practice.	B	
18.	Activities of subject Clubs.	C	

### 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 Can have more FDP on research trends Faculty can initiate for doing more funded projects
2.	The institution provides seed money to its teachers.	C	
3.	The institution receives funds for research projects from various agencies, Industry, and other organizations.	B	
4.	Teachers recognized as research guides.	B	
5.	Workshop/Seminars conducted on Intellectual Property rights (IPR) and Industry Academia innovative practices.	B	
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.	B	More research articles can be published by research scholars Inservice training for school teachers can be organised on online teaching, learning and evaluation process
10.	Functional MoUs.	B	
11.	Participation of the students and Faculty in Extension activities (YRC, RRC & OTHERS).	B	
12.	Conduct of Research Colloquium and Doctoral Committee Meeting.	B	
13.	In-service training programme	B	
14.	Funded seminars/workshops/FDP organized (State/National/International)	B	

<b>IV. Infrastructure &amp; Learning Resources</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Adequate facilities for teaching and learning viz. Classrooms, laboratories, Wi fi/LAN & ICT facilities, Furnitures and Equipment.	A	Member 1 Encourage students for preparing e-content
2.	Automated facility in Library.	A	Faculty can upload e-content for their pedagogy course
3.	Availability of Inflibnet N-List.	A	
4.	Availability of Digital Library.	A	
5.	Usage of library by Teachers and students.	A	

6.	Collection of rare books, Manuscripts, Special reports or any other knowledge resources for library enrichment.	A	Member 2 Students can be oriented on online practical in school subjects digital library procedure can be enhanced
7.	Effective and user-friendly library operations (Issue of books, getting the necessary references etc.	A	
8.	Facility for e-content	B	
9.	E-content developed by teachers	B	
10.	The institution has facilities for sports and games.	B	
11.	Student access to Technology.	A	
12.	Provisions and conditions of subject laboratories.	B	

#### V. Student Support and Progression

S. No	Components	Grade	Remarks
1.	Financial aid to students the type and number of scholarships.	A	Member 1 Community resources can be utilised for coaching students for competitive examinations Students welfare mechanism can be extended
2.	Institutional Provision/Schemes for student's welfare.	A	
3.	Supports for students in appearing and qualifying in various competitive examinations.	A	
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.	B	

7.	Progression to higher studies/progression to research/progression to employment.	A	Member 2 Alumni activities can be extended  Encourage students for participating in National level events
8.	Students participation in Institutional sports/cultural events.	B	
9.	Students participation in State level/National/International /Cultural & Sports events.	B	
10.	Alumni Association and its activities.	B	
11.	Activities of Students council.	B	
12.	Annual News Letters and Magazines.	A	

<b>VI. Governance Leadership and Management</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Decentralization and participation management.	B	Member 1  Participatory management and more fund can be allotted for faculty participation in conferences and seminars
2.	Facilities of management information system.	B	
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 Non teaching staff can be given training on recent trends in administration
6.	Institutional Strategies for mobilisation of funds and the optimal utilisation of resources.	B	
7.	Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies.	B	
8.	Training programmes organized by the college for teaching and non-teaching staff.	A	

<b>VII. Institutional Values and Best Practices</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Gender equity programmes organized by the institution.	B	Member 1 Give priority for gender issues and orient the students on it Energy audit can be done
2.	Power requirement of the institution met by the renewable energy sources.	B	
3.	Lighting power requirements met by through LED bulbs.	B	
4.	Waste Management system.	B	
5.	Green practices.	B	Member 2 Establish a Eco friendly campus Waste management system can be done with expert guidance
6.	Plastic free Environment.	A	
7.	Rainwater Harvesting structures and utilization in the campus.	A	
8.	Facilities for differently abled.	A	
9.	Organization of National festivals and important days and events.	B	

**Please comment on SWOC Analysis**

- Strength : the college has well established management focusing on women empowerment
- Weakness : being an exclusive women institution separate transport facility is not provided
- Opportunities : near to hill area, tribal, marginalised people, autonomy, high number of nearby schools, high literacy rate
- Challenges : being nonminority and non profit institution severe



Special Feature of the Institution

financial crunch prevails

: Value based courses are offered for the students, following choice based credit system , providing quality education for more than 50 yrs

Best Practice (S)/Innovations of the Institution: module preparation, green environment, cultural, literacy and club activities

Future Plans of the Department

: Applying for UGC-CARE list  
Applying for funding agencies to get projects  
To prepare a recording studio  
Podcast for school content

Overall Remark

: all curricular, co-curricular infrastructural, instructional facility are offered. Need government fund to improve the infrastructure facilitates.

Signature of AAA member 1

Dr.K.S.Ramakrishnan, Assistant Professor  
School of Education  
Tamilnadu Open University, Chennai

**Dr. K.S. Ramakrishnan**  
Assistant Professor  
School of Education  
Tamil Nadu Open University  
Saidapet, Chennai-600 015.

Signature of AAA member 2

Dr.Poomima Rajendiran, Assistant Professor,  
Department of Education  
Central University of Thiruvavur, Tanjore

**Dr. Poornima Rajendiran**  
Assistant Professor  
Department of Education  
Central University of Tamil Nadu  
Thiruvavur, T.N. State, 626011

## 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
<b>Total Strength</b>			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**

<b>I. Curricular Aspects:</b>			
S. No	Components	Grade	Remarks
1.	Clarity of Vision & Mission	A	Member I The institution has fulfilled well in most curricular aspects. Ethics committee should be formed
2.	Curricular developed / adopted have relevance to the regional / national developmental Needs	A	
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	

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	

<b>II. Teaching and Learning</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
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 Faculty can be trained to offer their courses through MOOC platform The college can attempt to assess students performance using various methods (other than paper pencil test)
10	The institution has an effective mentoring system.	A	
11	Teachers attending / professional development programme.	A	
12	The institution provides the provision for online student satisfaction survey.	A	
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	

<b>III. Research and Innovation Extension</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
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	Member 2 College can develop MoU with nearby schools and institutions Can take up mock practical and action oriented qualitative research
7.	Faculty participation in conferences/symposia /workshop/guest lecture (State/National/International level).	A	
8.	Revenue generated from consultancy.	B	
9.	Linkages with Institutions/Industries for internship, on the job training, project work, sharing of research facilities.	A	
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	

<b>IV. Infrastructure &amp; Learning Resources</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
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 produced
3.	Availability of Inffibnet N-List.	A	
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	Member 2 Training prospective teachers to use ICT and e-resources in particular for teaching learning process Smart boards in each classroom can be established
7.	Effective and user-friendly library operations (Issue of books, getting the necessary references etc.	A	
8.	Facility for e-content	B	
9.	E-content developed by teachers	B	
10.	The institution has facilities for sports and games.	A	
11.	Student access to Technology.	A	
12.	Provisions and conditions of subject laboratories.	A	

<b>V. Student Support and Progression</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Financial aid to students the type and number of scholarships.	A	Member 1 More efforts needed to give coaching for competitive exams More placement services with district employment office
2.	Institutional Provision/Schemes for student's welfare.	A	
3.	Supports for students in appearing and qualifying in various competitive examinations.	B	
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 Placement can be organised periodically Students participation in inter college competition can be encouraged
8.	Students participation in Institutional sports/cultural events.	A	
9.	Students participation in State level/National/International /Cultural & Sports events.	A	
10.	Alumni Association and its activities.	A	
11.	Activities of Students council.	A	
12.	Annual News Letters and Magazines.	A	

<b>VI. Governance Leadership and Management</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Decentralization and participation management.	B	Member 1 Participatory management should be encouraged
2.	Facilities of management information system.	B	
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 Faculty can be given financial support to participate both national and international seminar and conferences
6.	Institutional Strategies for mobilisation of funds and the optimal utilisation of resources.	A	
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 Energy audit More LED usage Reduction of plastic usage
2.	Power requirement of the institution met by the renewable energy sources.	A	
3.	Lighting power requirements met by through LED bulbs.	B	
4.	Waste Management system.	A	
5.	Green practices.	A	Member 2 Can provide differently abled environment Waste management system can be initiated
6.	Plastic free Environment.	B	
7.	Rainwater Harvesting structures and utilization in the campus.	A	
8.	Facilities for differently abled.	A	
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

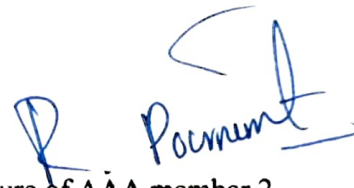
Overall Remarks : all curricular, infrastructural, instructional facility are available. Few shortcomings to be corrected



Signature of AAA member 1

Dr.K.S.Ramakrishnan, Assistant Professor,  
School of Education  
Tamilnadu Open University, Chennai

Dr. K.S. Ramakrishnan  
Assistant Professor  
School of Education  
Tamil Nadu Open University  
Saldepot, Chennai-600 015.



Signature of AAA member 2

Dr.Poornima Rajendiran, Assistant Professor,  
Department of Education  
Central University of Thiruvavur, Tanjore

Dr. Poornima Rajendran  
Assistant Professor  
Department of Education  
Central University of Tamil Nadu  
Thiruvavur, T.N. State, INDIA.

# ADMINISTRATIVE AND ACADEMIC AUDIT

2021- 2022

PART – A

- A) Date and Time of Visit : 24.06.2022
- B) Members of the Visiting Committee
- i) Name and Designation of Audit member 1 : Dr.K.S.Ramakrishnan, Asst. Prof  
School of Education, Tamil Nadu  
Open University, Chennai-15
- ii) 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	50
	B.Ed	II Year	50	50
2.	M.Ed	I Year	50	8
	M.Ed	II Year	50	5
3.	M.Phil		20	2
4.	Ph.D		12	8
<b>Total Strength</b>			232	123

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		
1.	9	1		10	8	5	2	3	4	4

**Part-C**

<b>I. Curricular Aspects:</b>				
S. No	Components		Grade	Remarks
1.	Clarity of Vision & Mission		A	Member 1 Suggested to develop the Curriculum Development Cell Priority can be given for ICT tools
2.	Curricular developed / adopted have relevance to the regional / national developmental Needs		A	
3.	Curriculum design is aligned with learning objectives including Programme outcomes, & Programme specific outcomes and course outcomes of all programmes offered by the institution.		B	

4.	Institution integrates cross cutting issues relevant to Gender, Environment and sustainability, Human Values and professional ethics in to the curriculum.	A	Member 2 Suggested to conduct Bridge Course To conduct FDP on Outcome Based Education
5.	The Curriculum caters to Employability, Research, Social Concern, Women Empowerment and Global trends.	B	
6.	The Curriculum promotes inclusion/ integration of information & communication Technology (ICT).	B	
7.	The Curriculum offers a number of elective options and choice-based credit system.	A	
8.	Introduction of New courses.	A	
9.	The institution has a wide range of programme offerings that provide adequate academic flexibility	A	
10.	The institution offers, certificate/ Diploma courses.	A	
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	

<b>II. Teaching and Learning</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Demand Ratio % of Students admitted.	B	Member 1 Can increase the number of students got admitted Can give more opportunities for learning exposures
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.	B	
7.	Teachers using ICT for effective teaching with LMS & e- learning resources.	B	
8.	The Institution has remedial classes for slow learners.	A	

9.	Effective use of Departmental libraries and general library for enhancement of teaching and learning.	A	Member 2 Can conduct entry level test in languages and concern discipline Faculty can adopt different modes in teaching learning processb
10	The institution has an effective mentoring system.	A	
11	Teachers attending / professional development programme.	B	
12	The institution provides the provision for online student satisfaction survey.	B	
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.	B	
15	Dissemination and attainment of PEOs, POS, PSOs, COs.	B	
16.	Student seminar.	B	
17.	Preparation of student teachers for intensive teaching practice	B	
18.	Activities of subject Clubs.	B	

<b>III. Research and Innovation Extension</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	The institution has a well-defined policy for promotion of research.	B	Member 1 Institution can provide fund for in-house projects. Can organise research circles for faculty development
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.	B	
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	

9.	Linkages with Institutions/Industries for internship, on the job training, project work, sharing of research facilities.	B	Faculty should publish more number of articles in international journals and chapters in ISBN books Institution can focus on more outreach activities
10.	Functional MoUs.	B	
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	B	
14.	Funded seminars/workshops/FDP organized (State/National/International)	B	

<b>IV. Infrastructure &amp; Learning Resources</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Adequate facilities for teaching and learning viz. Classrooms, laboratories, Wi fi/LAN & ICT facilities, furniture and equipment.	A	Member 1 Institution can adopt ILMS for the enhancement of library. Can update the computer lab with more facilities
2.	Automated facility in Library.	B	
3.	Availability of Infflibnet N-List.	B	
4.	Availability of Digital Library.	B	
5.	Usage of library by Teachers and students.	A	
6.	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment.	B	
7.	Effective and user-friendly library operations (Issue of books, getting the necessary references etc.	A	Member 2 Institution can purchase a greater number of e-journals and books. Interactive white boards can be updated with advanced panels.
8.	Facility for e-content	B	
9.	E-content developed by teachers	B	
10.	The institution has facilities for sports and games.	A	
11.	Student access to Technology.	B	
12.	Provisions and conditions of subject laboratories.	A	

<b>V. Student Support and Progression</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Financial aid to students the type and number of scholarships.	A	Member 1 Community resources can be utilised to enhance students skill development
2.	Institutional Provision/Schemes for student's welfare.	A	
3.	Supports for students in appearing and qualifying in various competitive examinations.	A	
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 Alumni activities can be extended. Encourage students for participating in National level events
8.	Students' participation in Institutional sports/cultural events.	A	
9.	Students' participation in State level/National/International /Cultural & Sports events.	A	
10.	Alumni Association and its activities.	B	
11.	Activities of Students council.	A	
12.	Annual News Letters and Magazines.	A	

<b>VI. Governance Leadership and Management</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Decentralization and participation management.	B	Member 1 Participatory management and more fund can be allotted for faculty participation in conferences and seminars
2.	Facilities of management information system.	B	
3.	Strategies adopted by the institution for quality improvement.	A	
4.	Welfare measure for teaching and non-teaching staff.	B	



5.	Performance appraisal system for teaching and non-teaching staff.	A	Member 2 Institution can provide 50% fund for the faculty to attend seminars and conferences. Can exchange faculty and students in relation to research activities.
6.	Institutional Strategies for mobilisation of funds and the optimal utilisation of resources.	A	
7.	Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies.	D	
8.	Training programmes organized by the college for teaching and non-teaching staff.	B	

<b>VII. Institutional Values and Best Practices</b>			
<b>S. No</b>	<b>Components</b>	<b>Grade</b>	<b>Remarks</b>
1.	Gender equity programmes organized by the institution.	B	Member 1 Plan for segregating the waste.
2.	Power requirement of the institution met by the renewable energy sources.	B	
3.	Lighting power requirements met by through LED bulbs.	B	
4.	Waste Management system.	A	
5.	Green practices.	A	Member 2 Suggested to develop paperless office During orientation provide knowledge on local environment and locational knowledge
6.	Plastic free Environment.	A	
7.	Rainwater Harvesting structures and utilization in the campus.	A	
8.	Facilities for differently abled.	A	
9.	Organization of National festivals and important days and events.	A	

**Please comment on SWOC Analysis**

Strength	: the college provide students with an environment for all around development of their mental, physical, aesthetic, social and spiritual potentials
Weakness	: accessibility for gents toilet
Opportunities	: provide opportunities for students to acquire and demonstrated knowledge, skills, values, and attitudes to various areas
Challenges	: being nonminority and non-profit institution severe financial crunch prevails
Special Feature of the Institution	: Value based courses are offered for the students, following choice-based credit system
Best Practice (S)/Innovations of the Institution	: students are trained to handle technological gadgets, coaching for competitive exams, cultural, literacy and club activities
Future Plans of the Department	: Applying for UGC-CARE list Update the syllabus based on latest trend Plan activities to sustain quality in the post pandemic period Applying for funding agencies to get major and minor projects
Overall Remarks	: implement well planned curricular, co-curricular and extra curricular activities



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