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,
                                             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	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
	Total Strength		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

S. No	I. Curricular Aspects:	Grade	Remarks
	Components		
1.	Clarity of Vision & Mission	A	Member 1
2.	Curricular developed / adopted have relevance to the regional / national developmental Needs	B	More number of SWAYAM courses can be oriented to students
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
2.	The Institution has a transparent admission procedure.	A	Students can be oriented om
3.	The Institution has an effective mechanism to recruit adequate qualified faculty.	A	online platforms
4.	Preparation and adherence to Academic calendar and Teaching plans.	B	Orientation on AI and
5.	Total No. of. Teaching days.	B	augmented reality can be given
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
10	The institution has an effective mentoring system.	A	Institution can prepare their PEO's and CO's
11	Teachers attending / professional development programme.	A	Students' seminar on impact of
12	The institution provides the provision for online student satisfaction survey.	A	covid in education can be
13	The evaluation process/methods of the institution ensure transparency of the process.	B	organised
14	The institution has proper mechanism for redressal of grievances regarding evaluation.	B	More subject club activities can be organised
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	

IIL Research and Innovation Extension

S. No	Components	Grade	Remarks
1.	The institution has a well-defined policy for promotion of research.	A	Member 1
2.	The institution provides seed money to its teachers.	C	Can have more FDP on research trends
3.	The institution receives funds for research projects from various agencies, Industry, and other organizations.	B	ulty can initiate for doing more funded projects
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	

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 Encourage students for preparing e-content
2.	Automated facility in Library.	A	Faculty can upload e-
3.	Availability of Inflibnet N-List.	A	content for their pedagogy
4.	Availability of Digital Library.	A	course
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	
7.	Effective and user-friendly library operations (Issue of books, getting the necessary references etc.	A	Member 2
8.	Facility for e-content	B	Students can be oriented
9.	E-content developed by teachers	B	on online practical in
10.	The institution has facilities for sports and games.	B	school subjects
11.	Student access to Technology.	A	digital library procedure
12.	Provisions and conditions of subject laboratories.	B	can be enhanced

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

VI. Governance Leadership and Management			
S. No	Components	Grade	Remarks
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	

VII. Institutional Values and Best Practices			
S. No	Components	Grade	Remarks
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

financial crunch prevails

Special Feature of the Institution   : 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   Signature of AAA member 2

Dr.K.S.Ramakrishnan, Assistant Professor   Dr.Poornima Rajendiran, Assistant Professor,
School of Education   Department of Education
Tamilnadu Open University, Chennai   Central University of Thiruvarur, Tanjore

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

Dr. Poornima Rajendi...
Assistant Professor
Department of Education
Central University of Tamil Nadu
Thiruvarur, T.N. State ...