

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

| I. Curricular Aspects: | | | |
|-------------------------------|---|-------|---|
| 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 | |

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| 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 | |

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| 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 | |

| 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 | |

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|-----|--|---|---|
| 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 | |

| 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 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 |

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|-----|---|---|---|
| 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 | |

| 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 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 | |

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|-----|---|---|--|
| 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 | |

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

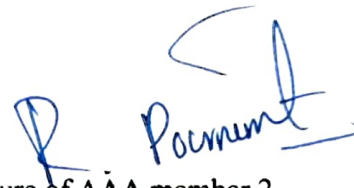
Overall Remarks : all curricular, infrastructural, instructional facility are available. Few shortcomings to be corrected



Signature of AAA member 1

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