# 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 |

## 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 |
| | Total Strength | | 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 | Permanent | Temporary |
| 1. | 9 | 1 | 10 | 8 | | 5 | 2 | 3 | 4 | 4 |

## Part-C

| | I. Curricular Aspects: | | |
|---|---|---|---|
| S. No | Components | Grade | Remarks |
| 1. | Clarity of Vision & Mission | A | Member 1 |
| 2. | Curricular developed / adopted have relevance to the regional / national developmental Needs | A | Suggested to develop the Curriculum Development Cell |
| 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 | Priority can be given for ICT tools |

| | | | |
|---|---|---|---|
| 4. | Institution integrates cross cutting issues relevant to Gender, Environment and sustainability, Human Values and professional ethics in to the curriculum. | A | |
| 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 | Member 2 Suggested to conduct Bridge Course |
| 8. | Introduction of New courses. | A | To conduct FDP on Outcome Based Education |
| 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 | |

| II. Teaching and Learning | | | |
|---|---|---|---|
| S. No | Components | Grade | Remarks |
| 1. | Demand Ratio % of Students admitted. | B | Member 1 |
| 2. | The Institution has a transparent admission procedure. | A | Can increase the number |
| 3. | The Institution has an effective mechanism to recruit adequate qualified faculty. | A | of students got admitted Can give more |
| 4. | Preparation and adherence to Academic calendar and Teaching plans. | A | opportunities for learning exposures |
| 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 | |

| S. No | Components | Grade | Remarks |
|---|---|---|---|
| 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 | |

| III. Research and Innovation Extension | | | |
|---|---|---|---|
| S. No | Components | Grade | Remarks |
| 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 | Member 2 |

| 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 | |

| IV. Infrastructure & Learning Resources | | | |
|---|---|---|---|
| S. No | Components | Grade | Remarks |
| 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 Inflibnet 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 | |

## V. Student Support and Progression

| S. No | Components | Grade | Remarks |
|---|---|---|---|
| 1. | Financial aid to students the type and number of scholarships. | A | Member 1<br>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 | Napkin wending machine and incinerator can be installed for students |
| 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<br>Alumni activities can be extended. |
| 8. | Students' participation in Institutional sports/cultural events. | A | Encourage students for participating in National level events |
| 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 | |

## VI. Governance Leadership and Management

| S. No | Components | Grade | Remarks |
|---|---|---|---|
| 1. | Decentralization and participation management. | B | Member 1<br>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<br>Institution can provide 50% fund for the faculty to attend seminars and conferences.<br>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 | |

| VII. Institutional Values and Best Practices | | | |
|---|---|---|---|
| S. No | Components | Grade | Remarks |
| 1. | Gender equity programmes organized by the institution. | B | Member 1<br>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<br>Suggested to develop paperless office<br>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

Signature of AAA member 1

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