

**SNM TRAINING COLLEGE
MOOTHAKUNNAM**

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-2019

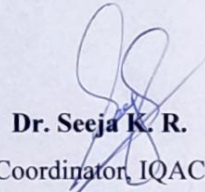
Dated: 06/12/19

Audit Team



Dr. Asha O. S.

Chairperson, IQAC



Dr. Seeja K. R.

Coordinator, IQAC



Dr. Bisini P. S.

Programme Coordinator



Mr. Dileep Kumar P. G.

Head Accountant

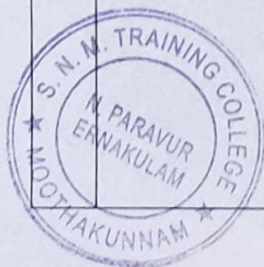
ACADEMIC AND ADMINISTRATIVE AUDIT (INTERNAL) REPORT 2019-2020

PRELIMINARY INFORMATION

1	Name and address of the College	SNM Training College, Moothakunnam, Ernakulam Dist., Kerala, 683516
2	Year establishment	1960
3	Phone	0484-2482084
4	Website	www.snmtrainingcollege.org
5	e-mail	snmtrainingcollegemkm@gmail.com
6	Type of College	Govt. Aided (Private)
7	Details of Accreditation	<ul style="list-style-type: none"> • 1st cycle -2007 - B++ (CGPA82) • 2nd cycle -2015 - B (2.85)
8	Courses Offered	<ul style="list-style-type: none"> • B. Ed. • M. Ed.

CURRICULAR ASPECTS

Sl. No.	Criteria	Institutional Details	Remark
1	Curricular Design and Development	<ul style="list-style-type: none"> • The annual curricular planning is done based on the university academic calendar • Monthly curricular action plan • Institutional academic calendar • Specific action plan for internship • Coordinated the academic activities very well • Syllabus based on Curriculum prescribed by M. G. University covered on stipulated time for B. Ed. and M. Ed. Courses 	May introduce innovative pedagogic Strategies

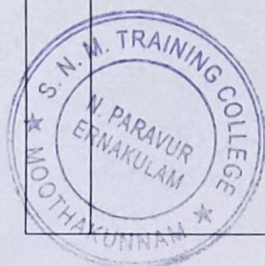


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2	Academic Flexibility	<ul style="list-style-type: none"> • 7 optional subjects • 2 electives 	More certificate courses can be introduced
3	Feedback on Curriculum	<ul style="list-style-type: none"> • Feedback on curriculum collected from students and analysed 	Collect feedback from all stakeholders
4	Curriculum Update	<ul style="list-style-type: none"> • Based on M G University Curriculum • Proposed suggestions for updating the curriculum 	

TEACHING - LEARNING AND EVALUATION

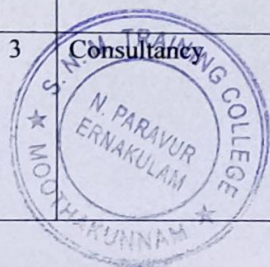
1	Admission Process and Student Profile	<ul style="list-style-type: none"> • Admission based on the directions from M G University • Low enrolment ratio for M. Ed. Course • Most of the students have good academic achievements • Many of the students are from socially and economically backward conditions. 	Need to improve enrolment in M. Ed. course
2	Catering Diverse Needs	<p>The following systems are implemented to cater students' needs</p> <ul style="list-style-type: none"> • Mentoring • ICT based instruction • Wi-Fi Internet • Co-curricular and Extra Curricular activities <p>Exposure to activities outside the campus</p>	May start more need specific programmes



3	Teaching-Learning Process	<ul style="list-style-type: none"> • Use of ICT • Need to implement a full-fledged Learning Management system • Good teacher student ratio 	May introduce more online learning strategies
4	Teacher Quality	<ul style="list-style-type: none"> • Qualification <ul style="list-style-type: none"> ▪ Ph. D: 10/14 ▪ M. Phil.: 2/14 ▪ NET: 13/14 ▪ Pursuing Ph. D.: 2 	Encourage teachers to attend professional development programmes
5	Evaluation Process	<ul style="list-style-type: none"> • Students are systematically evaluated continuously and comprehensively. • Class tests and evaluation of assignments are done through online modes 	Use online evaluation procedures

RESEARCH, CONSULTANCY AND EXTENSION

1	Promotion of Research	<ul style="list-style-type: none"> • Faculty encouraged to do research projects • Teachers are encouraged to attend research oriented programmes • Research oriented programmes arranged for M. Ed. students 	Organise research development activities
2	Research and Publication output	<ul style="list-style-type: none"> • Teachers contributed <ul style="list-style-type: none"> ▪ Articles in journals notified on UGC website • Chapters in edited books 	Encourage faculty to conduct more research works.
3	Consultancy	<ul style="list-style-type: none"> • Expertise of teachers is used by various universities and institutions 	Make the consultancy process more systematic

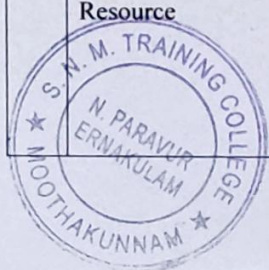


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4	Extension Activities	<ul style="list-style-type: none"> Organised several extension activities Organised in view of developing the social responsibility of students. Organised flood relief activities 	Organise programmes for development of the locality
5	Collaborations	<ul style="list-style-type: none"> Collaborating with various institutions to conduct activities 	Make collaborations more systematic

INFRASTRUCTURE AND LEARNING RESOURCES

1	Physical Facilities	<ul style="list-style-type: none"> Sufficient no. of classrooms, Spacious and ICT enabled classrooms Well maintained subject laboratories Eco friendly Campus 	May add more ICT facilities
2	Maintenance of Infrastructure	<ul style="list-style-type: none"> Affected by flood 2018 Renovative initiatives going on 	
3	Library as a Learning Resource	<ul style="list-style-type: none"> About 13,000 books N-list Library automation Affected badly by the flood 2018. Actions are taken to renovate. 	More online facilities can be added
4	ICT as Learning Resource	<ul style="list-style-type: none"> Well maintained computer lab ICT enabled classrooms Language lab 	May augment ICT infrastructure



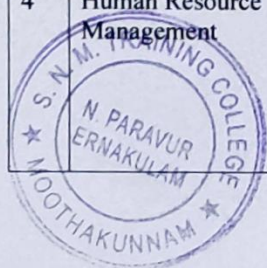
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STUDENT SUPPORT AND PROGRESSION

1	Student Progression	<ul style="list-style-type: none"> • Placement cell initiates student progression activities • Coaching for competitive exams provided 	Make the coaching programme more systematic
2	Student Support	<ul style="list-style-type: none"> • Scholarships <ul style="list-style-type: none"> ▪ Most of them are constituted by government. ▪ Ensured the timely granting of scholarships. 	May add institutional scholarships
3	Student Activities	<ul style="list-style-type: none"> • Students' union has an important role in conducting different curricular and co-curricular activities. • Participation of all students is ensured in different activities. 	More student centred activities can be introduced

GOVERNANCE AND LEADERSHIP

1	Institutional Vision and Leadership	Decentralisation implemented in an effective manner in all spheres of activities	Ensure the participation of all stakeholders
2	Organisational Arrangements	<ul style="list-style-type: none"> • Decentralisation implemented in an effective manner in all spheres of activities 	Can start more cells/committees
3	Strategy Development and Deployment	<ul style="list-style-type: none"> • Prepared action plan for the academic year • E-governance not fully implemented. 	Ensure the implementation of plan on time
4	Human Resource Management	<ul style="list-style-type: none"> • Expertise of faculty utilised for functioning of the college. 	Expertise of faculty can be used for more initiatives



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5	Financial Management and Resource Mobilisation	<ul style="list-style-type: none"> • Financial audit done internally by management and externally by government agencies • All transactions are transparent • Need to find out external resource mobilisation strategies. 	Improve fund mobilisation strategies
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INNOVATIVE PRACTICES

1	Internal Quality Assurance System	<ul style="list-style-type: none"> • Functioning well. • Conducted regular meetings • Done several socially relevant activities under the leadership of IQAC. • Can introduce more quality initiatives that are socially relevant. 	Can introduce more quality initiatives
2	Inclusive Practices	<ul style="list-style-type: none"> • Special arrangements done based on students' need • Programmes to sensitise about inclusion arranged for students 	Utilise ICT for inclusive practices
3	Stakeholder Relationships	<ul style="list-style-type: none"> • Keeps good relationship with all stakeholders • Opinion of stakeholders considered for improvement 	Make the feedback collection from stakeholders more systematic



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OVERALL ANALYSIS

1	Institutional Strengths	<ul style="list-style-type: none"> • Supporting management • Well qualified and committed teachers • Good infrastructure • Hostel for male and female students • Dedicated staff • Student friendly campus • Easily accessible location • Excellent academic records • Value Added Initiatives • Social Responsibility Initiatives
2	Institutional Weakness	<ul style="list-style-type: none"> • Only one unit of students • Need to enhance research related activities • No institutional vehicle • Lack ^{of} value added and Add on Courses • Lack of Research Publication • No research centre
3	Institutional Opportunities	<ul style="list-style-type: none"> • High student demand for B. Ed. Course • Students with excellent academic records • Chance to get Grants from Government
4	Institutional Threats	<ul style="list-style-type: none"> • Campus badly affected by flood 2018 • Lack of efficient fund raising strategies • Low enrolment for M. Ed. Course

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