



**S. N. M. TRAINING COLLEGE, MOOTHAKUNNAM**  
North Paravur, Ernakulam District, Kerala

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**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2022-2023**

**Dated: 16/10/2023**

**Dr. T. C. Thankachan**

Vice Principal & Associate Professor of Education  
St. Thomas College of Teacher Education  
Pala, Kerala

**Audit Team**

**Dr. Alice Jose**

Principal in Charge & Associate Professor  
St. Joseph College of Teacher Education for Women  
Ernakulam, Kerala

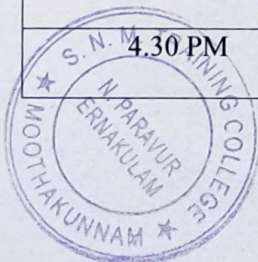


## ACADEMIC AND ADMINISTRATIVE AUDIT (EXTERNAL) 2022-23

Name of the Institution: SNM Training College, Moothakunnam, Kerala

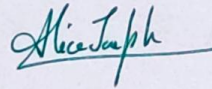
### Schedule of the Programme (16/10/2023)

Time	Programme	Venue
9.30 AM- 10.00 AM	Introductory Meeting	Principal's office
10.00 AM-11.00 AM	Meeting with the Faculty	Conference Hall
11.00 AM -11.30 AM	Meeting with students	Conference Hall
11.30 AM - 11.45 AM	Tea Break	
11.45 AM - 12.15 PM	Meeting with Support staff & record verification	Conference Hall
12.15 PM -1.00 PM	Campus visit	Library, office, staffroom, classroom, Playground and Facilities
1.00 PM - 1.45 PM	Lunch break	
1.45 PM - 2.15 PM	Meeting with IQAC Coordinator verification of Documents	Conference Hall
2.15 PM - 3.15 PM	Report Preparation	Conference Hall
3.15 PM - 4.30 PM	Appraisal of the Report and Academic Audit Report Submission	Conference Hall
4.30 PM	Vote of Thanks	Conference hall
4.30 PM	Tea	



## PROFILE OF THE COLLEGE

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									
7	Details of Accreditation	<ul style="list-style-type: none"><li>● 1<sup>st</sup> cycle -2007 - B++ (CGPA82)</li><li>● 2<sup>nd</sup> cycle -2015 - B (2.85)</li></ul>									
8	Courses Offered	<table border="1"><thead><tr><th>Programme</th><th>No. of Seats</th><th>NCTE Recognition order</th></tr></thead><tbody><tr><td>B. Ed.</td><td>50</td><td>F. No. SRC/NCTE/AOS00552/B.Ed./{KL}/2020</td></tr><tr><td>M. Ed.</td><td>50</td><td>F. No. SRC/NCTE/APSO3786/M.Ed./394<sup>th</sup>/2021</td></tr></tbody></table>	Programme	No. of Seats	NCTE Recognition order	B. Ed.	50	F. No. SRC/NCTE/AOS00552/B.Ed./{KL}/2020	M. Ed.	50	F. No. SRC/NCTE/APSO3786/M.Ed./394 <sup>th</sup> /2021
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Sl. No.	Item	Observations/ Remarks	Impression with grade A (Good) / B (Satisfactory) / C (poor) after observation	
			Grade	Suggestions
<b>CURRICULAR ASPECTS</b>				
1	Curriculum Planning	<ul style="list-style-type: none"> <li>The annual curricular planning is done based on the university academic calendar</li> <li>In house meetings conducted at regular intervals</li> <li>Institutional academic calendar was prepared</li> <li>Specific action plan for internship prepared and implemented</li> <li>Coordinated the academic activities very well</li> <li>Syllabus based on Curriculum prescribed by M. G. University covered on stipulated time for B. Ed. and M. Ed. Courses</li> </ul>	A	<ul style="list-style-type: none"> <li>Monthly curricular action plan can be prepared</li> </ul>
2	Academic Flexibility	<ul style="list-style-type: none"> <li>B. Ed. - 7 optional subjects and 2 electives</li> <li>M. Ed. - 8 electives</li> <li>Value added courses and certificate courses are planned and implemented</li> </ul>	A	<ul style="list-style-type: none"> <li>More choice of courses can be provided</li> </ul>



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*Alice Joseph*

3	Curriculum Enrichment	<ul style="list-style-type: none"> <li>• Following initiatives are devised and practiced for curriculum enrichment</li> <li>• Bridge courses</li> <li>• Experiential learning environment</li> <li>• Invited talks</li> <li>• ICT integrated instruction</li> <li>• Communication skill development</li> <li>• Social surveys</li> <li>• Projects</li> <li>• Environmental responsibility</li> <li>• Case study</li> <li>• Action research</li> <li>• Educational Documentaries and short films</li> <li>• Study Tour</li> <li>• Community Living Camps</li> <li>• Art and Drama Integrated Education</li> <li>• Physical Education</li> <li>• Health Education</li> <li>• Yoga</li> <li>• Experiential Learning through induction and Internship</li> <li>• Arts fest</li> <li>• Sports and Games competitions</li> <li>• Leadership training through club union activities</li> <li>• National Integration activities</li> <li>• Professional</li> </ul>	A	<ul style="list-style-type: none"> <li>• Local resources can be utilised more</li> </ul>
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4	Feedback System	<ul style="list-style-type: none"> <li>• Feedback collected from students, teachers, parents and heads of practice teaching institutions and analysed systematically.</li> <li>• Efficient grievance management mechanism is in place.</li> <li>• Relevant suggestions are employed for better assurance of quality</li> </ul>	A	<ul style="list-style-type: none"> <li>• Online feedback system should be mobilised</li> </ul>
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## TEACHING - LEARNING AND EVALUATION

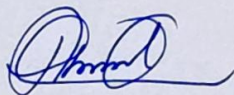
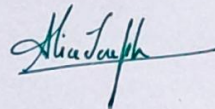
1	Student Enrolment and Profile	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Course</th> <th style="padding: 2px;">I Year</th> <th style="padding: 2px;">II Year</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">B. Ed.</td> <td style="padding: 2px;">50</td> <td style="padding: 2px;">50</td> </tr> <tr> <td style="padding: 2px;">M. Ed.</td> <td style="padding: 2px;">3</td> <td style="padding: 2px;">12</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Most of the students have good academic achievements</li> <li>Many of the students are from socially and economically backward conditions.</li> </ul>	Course	I Year	II Year	B. Ed.	50	50	M. Ed.	3	12	B	<ul style="list-style-type: none"> <li>Enrollment for M. Ed. course need to be enhanced</li> </ul>
Course	I Year	II Year											
B. Ed.	50	50											
M. Ed.	3	12											
2	Honouring Student Diversity	<p>The following systems are implemented well to cater students' needs</p> <ul style="list-style-type: none"> <li>Mentoring</li> <li>Scholarships</li> <li>ICT based instruction</li> <li>Wi-Fi Internet</li> <li>Co-curricular and Extra Curricular activities</li> <li>Exposure to activities outside the campus</li> <li>Special attention to differently abled students</li> </ul>	A	Physical facilities for differently abled students need improvement									
3	Teaching-Learning Process	<ul style="list-style-type: none"> <li>Use of ICT is ensured</li> <li>Instruction through LMS - Moodle</li> <li>Good teacher student ratio                             <ul style="list-style-type: none"> <li>B. Ed. : 1 : 8</li> <li>M. Ed.: 1 : 7</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>More innovative strategies may be incorporated</li> </ul>									



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4	Competency and Skill Development	<ul style="list-style-type: none"> <li>• Various programmes for skill development prescribed in curriculum were implemented very systematically</li> <li>• Additional programmes provided include <ul style="list-style-type: none"> <li>• Bridge courses</li> <li>• Certificate courses</li> <li>• Value added course</li> <li>• Changathi training programme</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• More programmes may be added based on need assessment</li> </ul>
5	Teacher Profile and Quality	<ul style="list-style-type: none"> <li>• Good teacher profile</li> <li>• Qualification of teachers <ul style="list-style-type: none"> <li>• Ph. D: 9/14</li> <li>• M. Phil.: 2/14</li> <li>• NET: 13/14</li> <li>• Pursuing Ph. D.: 3</li> </ul> </li> <li>• Teaching experience <ul style="list-style-type: none"> <li>• More than 25 Years - 1</li> <li>• More Than 20 Years - 2</li> <li>• More than 15 Years - 7</li> <li>• More than 10 Years - 1</li> <li>• More than 5 Years - 0</li> <li>• Less than 5 Years - 3</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• Vacant posts for teachers need to be filled</li> </ul>




6	Evaluation Process	<ul style="list-style-type: none"> <li>• Students are systematically evaluated continuously and comprehensively.</li> <li>• Class tests, Model examinations are conducted on time</li> <li>• Evaluation of assignments, seminars etc. are in place</li> <li>• Assessment of teaching competence done continuously and systematically</li> <li>• Portfolio</li> <li>• Evaluation using LMS</li> </ul>	A	
7	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> <li>• Students' involvement is ensured well in all curricular, co-curricular and extra-curricular activities.</li> <li>• University Examination Result <ul style="list-style-type: none"> <li>• B. Ed.: 100%, A+ - 83.67%, A - 10.20%, B - 6.21%</li> <li>• M. Ed.:100%, A - 100%</li> <li>• B. Ed.: University Ranks – 9</li> </ul> </li> </ul>	A	
8	Student Satisfaction Survey	<ul style="list-style-type: none"> <li>• Conducted and analysed</li> </ul>	A	



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RESEARCH AND OUTREACH ACTIVITIES				
1	Resource Mobilization for Research	<ul style="list-style-type: none"> <li>Applied for the research centre, Process in progress</li> <li>Need to undertake more research projects</li> <li>Initiatives to promote research culture among students</li> </ul>	B	<ul style="list-style-type: none"> <li>Need to undertake more research projects</li> <li>May organise more research related programmes</li> </ul>
2	Research Publications	<ul style="list-style-type: none"> <li>Teachers contributed               <ul style="list-style-type: none"> <li>Articles in journals notified on UGC website</li> <li>Chapters in edited books</li> </ul> </li> <li>College journal (Journal of Strides in Education)</li> <li>Students are promoted to publish research papers</li> </ul>	B	<ul style="list-style-type: none"> <li>Need to get ISSN status for college journal</li> <li>More publications in UGC listed journals needed</li> </ul>
3	Outreach Activities	<ul style="list-style-type: none"> <li>Organised several outreach programmes</li> <li>Emphasis given in developing the social responsibility of students.</li> <li>The outreach activities are beneficial for the society and neighbouring schools</li> <li>NSS unit started</li> <li>COVID KARMA SHRESHTA AWARD by CTEF</li> <li>Activities based on SDG initiated</li> </ul>	A	<ul style="list-style-type: none"> <li>More local needs may be considered while planning activities</li> </ul>



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4	Collaboration and Linkages	<ul style="list-style-type: none"> <li>• Collaboration with <ul style="list-style-type: none"> <li>• Vadakkekara Grama Panchayat</li> <li>• St. Thomas College of Teacher Education, Pala</li> <li>• Amala Institute of Medical Sciences</li> <li>• Lions Club, Moothakunnam</li> <li>• ALDI</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• More collaborations may be initiated</li> </ul>
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#### INFRASTRUCTURE AND LEARNING RESOURCES

1	Physical Facilities	<ul style="list-style-type: none"> <li>• Sufficient no. of classrooms,</li> <li>• Spacious and ICT enabled classrooms</li> <li>• Well maintained subject laboratories</li> <li>• Eco friendly Campus</li> <li>• Hostel for students</li> <li>• Fitness centre</li> <li>• Ramp for physically challenged</li> <li>• Renovation of flood affected rooms in progress</li> <li>• Construction of toilet block completed</li> </ul>	A	<ul style="list-style-type: none"> <li>• Provision for elevator may be planned</li> </ul>
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Prasad

Alia Joseph

2	Library as a Learning Resource	<ul style="list-style-type: none"> <li>• Good library environment with <ul style="list-style-type: none"> <li>• About 13,000 books</li> <li>• N-list</li> <li>• Automation</li> </ul> </li> <li>• Renovated after flood</li> <li>• Planning to add more advanced facilities</li> </ul>	B	<ul style="list-style-type: none"> <li>• More journals and books need to be included</li> <li>• More advanced facilities like remote access may be added to increase the efficiency</li> </ul>
3	ICT Infrastructure	<ul style="list-style-type: none"> <li>• Good ICT infrastructure with <ul style="list-style-type: none"> <li>• Well maintained computer lab</li> <li>• ICT enabled classrooms</li> <li>• Language lab</li> <li>• Learning Management System – Moodle</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• Replacement of damaged systems needed</li> </ul>
4	Maintenance of Campus Infrastructure	<ul style="list-style-type: none"> <li>• Renovated after flood</li> <li>• Need a technical assistant to maintain computer lab</li> </ul>	A	<ul style="list-style-type: none"> <li>• Need a technical assistant to maintain computer lab</li> </ul>

*Shamir*

*Alia Joseph*



## STUDENT SUPPORT AND PROGRESSION

1	Student Support	<ul style="list-style-type: none"> <li>• Scholarships                             <ul style="list-style-type: none"> <li>• Most of them are constituted by government.</li> <li>• Ensured the timely granting of scholarships.</li> <li>• Scholarship sponsored by Teaching staff and PTA are in place</li> <li>• Student sponsorship by Alumni</li> </ul> </li> <li>• Endowments are provided for meritorious students</li> </ul>	A	<ul style="list-style-type: none"> <li>• No. of scholarships and endowments may be increased</li> </ul>
2	Student Progression	<ul style="list-style-type: none"> <li>• Coaching provided for different competitive examinations.</li> <li>• Need to make it more systematic.</li> </ul>	A	<ul style="list-style-type: none"> <li>• More programmes for student progression may be introduced</li> </ul>
3	Student Participation in Activities	<ul style="list-style-type: none"> <li>• Students' union has an important role in conducting different curricular and co-curricular activities.</li> <li>• Participation of all students is ensured in different activities.</li> </ul>	A	



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4	Alumni Engagement	<ul style="list-style-type: none"><li>• Annual meeting conducted</li><li>• Provides support to different activities in the college.</li><li>• Expertise from alumni is used for various programmes</li><li>• Alumni sponsorship for needy students</li></ul>	A	<ul style="list-style-type: none"><li>• Service of eminent alumni need to be utilised</li></ul>
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## GOVERNANCE AND LEADERSHIP

1	Institutional Vision and Leadership	<ul style="list-style-type: none"><li>• Functioning of the college is based on vision and mission</li><li>• Decentralisation and participative management is implemented in an effective manner in all spheres of activities</li><li>• Transparency in financial, academic and administrative activities is ensured</li></ul>	A	
2	Strategy Development and Deployment	<ul style="list-style-type: none"><li>• College has a structured strategic plan and various activities taking place based on it.</li><li>• Follows policies, rules and procedures put forwarded by authorities</li><li>• E-governance not fully implemented.</li><li>• Decisions of various bodies are recorded in the minutes</li></ul>	A	<ul style="list-style-type: none"><li>• Ensure the participation of all stakeholders in implementation of strategic plan</li></ul>



3	Faculty Empowerment Strategies	<ul style="list-style-type: none"> <li>• Various welfare measures are in place for the staff</li> <li>• Faculty attended different professional development programmes.</li> <li>• Financial support for teachers to attend seminars are provided</li> <li>• Various professional development programmes organised for faculty</li> <li>• Performance appraisal system is in place for both teaching and non-teaching staff</li> <li>• Need to organise more training programmes for faculty and non teaching staff.</li> </ul>	A	<ul style="list-style-type: none"> <li>• Need to organise more training programmes and non teaching staff.</li> <li>• Encourage teachers to participate in FDPs</li> </ul>
4	Financial Management and Resource Mobilization	<ul style="list-style-type: none"> <li>• Financial audit done internally by management and externally by government agencies</li> <li>• Audit by registered chartered accountant</li> <li>• All transactions are transparent</li> <li>• Need to improve fund mobilisation strategies</li> </ul>	A	<ul style="list-style-type: none"> <li>• Need to improve fund mobilisation strategies</li> </ul>



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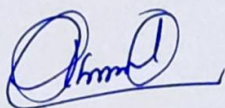
5	Internal Quality Assurance System	<ul style="list-style-type: none"> <li>• Functioning well.</li> <li>• Conducted regular meetings</li> <li>• Done several socially relevant activities under the leadership of IQAC.</li> <li>• Can introduce more quality initiatives that are socially relevant.</li> <li>• Steps to be taken to participate in quality initiatives like NIRF</li> </ul>	A	<ul style="list-style-type: none"> <li>• Can introduce more quality initiatives that are socially relevant.</li> <li>• Steps to be taken to participate in quality initiatives like NIRF</li> </ul>
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## INSTITUTIONAL VALUES AND BEST PRACTICES

1	<p>Institutional Values and Social Responsibilities</p>	<ul style="list-style-type: none"> <li>• Promoted through various curricular, co-curricular and extra-curricular activities</li> <li>• Focused more on eco-friendly activities.</li> <li>• Promoted energy conservation initiatives</li> <li>• Implemented sustainable water and waste management programs</li> <li>• Engaged in community-oriented social extension activities.</li> </ul>	A	<ul style="list-style-type: none"> <li>• Alternate resource conservation strategies need to be adopted</li> </ul>
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2	Best Practices	<ul style="list-style-type: none"> <li>• Two best practices successfully implemented are             <ul style="list-style-type: none"> <li>• Pedagogic Capacity Nurturing Initiatives (PCNI)</li> <li>• Social Responsibility Initiatives (SRI)</li> </ul> </li> <li>• Initiatives like             <ul style="list-style-type: none"> <li>• Value added certificate courses</li> <li>• Utilising innovative teaching learning strategies - both online and offline .</li> <li>• 'Arike' educational project</li> <li>• Smiling Campus</li> <li>• Grama sevana Padhathi.</li> <li>• Kesadanam-Snehadanam</li> <li>• A Teacher A Tree</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• More activities related to cross-cutting issues may be planned and implemented.</li> </ul>
3	Institutional Distinctiveness	<ul style="list-style-type: none"> <li>• Based on vision and mission of the college</li> <li>• Initiatives to preserve and share the rich cultural heritage of our country and equip teacher trainees to liberate the people from ignorance and superstitions.</li> <li>• Focus on the progress and prosperity of the local community .</li> </ul>	A	<ul style="list-style-type: none"> <li>• The outreach activities can be extended to more local areas</li> </ul>



*Abhinav*

*Abhinav*

OVERALL ANALYSIS		
1	Institutional Strengths	<ul style="list-style-type: none"> <li>• Supporting management</li> <li>• Well qualified and committed teachers</li> <li>• Good infrastructure</li> <li>• Hostel for male and female students</li> <li>• Dedicated staff</li> <li>• Student friendly campus</li> <li>• Easily accessible location</li> <li>• Excellent academic records</li> <li>• Value Added Initiatives</li> <li>• Social Responsibility Initiatives</li> <li>• Value added and certificate courses</li> </ul>
2	Institutional Weakness	<ul style="list-style-type: none"> <li>• Only one unit of students</li> <li>• Need to enhance research related activities</li> <li>• No institutional vehicle</li> <li>• Journal is not with ISSN</li> <li>• Research centre not sanctioned</li> </ul>
3	Institutional Opportunities	<ul style="list-style-type: none"> <li>• High student demand for B. Ed. Course</li> <li>• Students with excellent academic records</li> <li>• RUSA funding</li> <li>• Extension activities and MOUs with various organisations</li> </ul>
4	Institutional Challenges	<ul style="list-style-type: none"> <li>• Lack of efficient fund raising strategies</li> <li>• Low enrollment for M. Ed. Course</li> </ul>



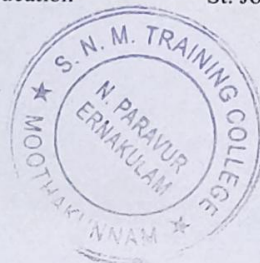
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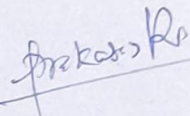
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**ACADEMIC AND ADMINISTRATIVE AUDIT (EXTERNAL) 2022-23**

<b>Chairman</b>	<b>T. C. Thankachan</b> Vice Principal & Associate Professor of Education, St. Thomas College of Teacher Education, Pala, Kerala	
<b>Member</b>	<b>Dr. Alice Jose</b> Principal in Charge & Associate Professor, St. Joseph College of Teacher Education for Women, Ernakulam, Kerala	
<b>Member</b>	<b>Prof. (Dr.) V. R. Prakasam</b> Former coordinator of NAAC, FMN Autonomous College, Kollam & Manager, SNMTC, Moothakunnam	
<b>Member</b>	<b>Dr. Susmitha P. S.</b> Principal in Charge, SNMTC, Moothakunnam	