

**SNM TRAINING COLLEGE
MOOTHAKUNNAM**

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-2021

Dated: 08/10/2021

Audit Team



Dr. Asha O. S.

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Head Accountant



ACADEMIC AND ADMINISTRATIVE AUDIT (INTERNAL) 2020-21

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"> ● 1st cycle -2007 - B++ (CGPA82) ● 2nd cycle -2015 - B (2.85) 						
8	Courses Offered	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Programme</th> <th>No. of Seats</th> </tr> </thead> <tbody> <tr> <td>B. Ed.</td> <td>50</td> </tr> <tr> <td>M. Ed.</td> <td>50</td> </tr> </tbody> </table>	Programme	No. of Seats	B. Ed.	50	M. Ed.	50
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B. Ed.	50							
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CURRICULAR ASPECTS

Sl. No.	Item	Observations/ Remarks	Suggestions
1	Curriculum Planning	<ul style="list-style-type: none"> ● The annual curricular planning is done based on the university academic calendar ● In-house meetings conducted thrice a year ● 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 	<ul style="list-style-type: none"> ● Hybrid mode of curriculum transactions can be promoted

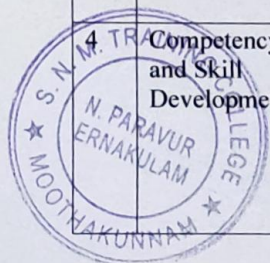


2	Academic Flexibility	<ul style="list-style-type: none"> ● B. Ed. 7 optional subjects and 2 electives ● M. Ed. 8 electives ● Value added courses started 	<ul style="list-style-type: none"> ● More value added courses and certificate courses can be started
3	Curriculum Enrichment	<ul style="list-style-type: none"> ● Bridge courses ● Experiential learning environment ● Invited talks ● ICT integrated instruction ● Communication skill development ● Social surveys ● Projects ● Environmental responsibility ● Case study ● Action research ● Educational Documentaries and short films ● Study Tour ● Community Living Camps ● Art and Drama Integrated Education ● Physical Education ● Health Education ● Yoga ● Experiential Learning through induction and Internship ● Arts fest ● Sports and Games competitions ● Leadership training through club union activities ● National Integration activities ● Professional development ● Extension activities ● Value integrated initiatives 	<ul style="list-style-type: none"> ● More socially responsible activities can be included ● Local resources can be utilised
4	Feedback System	<ul style="list-style-type: none"> ● Feedback collected from students, teachers, alumni, employers and heads of practice teaching institutions. ● Efficient grievance management mechanism. ● Relevant suggestions are employed for better assurance of quality 	<ul style="list-style-type: none"> ● Feedback from practice teaching schools can be made more efficient

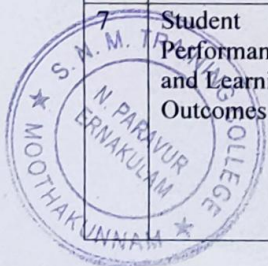


TEACHING - LEARNING AND EVALUATION

1	Student Enrolment and Profile	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Course</th> <th>I Year</th> <th>II Year</th> </tr> </thead> <tbody> <tr> <td>B. Ed.</td> <td>50</td> <td>50</td> </tr> <tr> <td>M. Ed.</td> <td>4</td> <td>4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Most of the students have good academic achievements • Many of the students are from socially and economically backward conditions. 	Course	I Year	II Year	B. Ed.	50	50	M. Ed.	4	4	<ul style="list-style-type: none"> • Enrollment for M. Ed. course need to be enhanced
Course	I Year	II Year										
B. Ed.	50	50										
M. Ed.	4	4										
2	Honouring Student Diversity	<p>The following systems are implemented well to cater students' needs</p> <ul style="list-style-type: none"> • Mentoring • Scholarships • ICT based instruction • Wi-Fi Internet • Co-curricular and Extra Curricular activities • Exposure to activities outside the campus • Special attention to differently abled students 	Physical facilities for differently abled students need improvement									
3	Teaching-Learning Process	<ul style="list-style-type: none"> • Use of ICT • Instruction through LMS - Moodle • Good teacher student ratio <ul style="list-style-type: none"> ▪ B. Ed. : 1 : 8 ▪ M. Ed.: 1 : 4 	<ul style="list-style-type: none"> • More innovative strategies may be incorporated • Exposure to advanced technologies need to be enhanced 									
4	Competency and Skill Development	<ul style="list-style-type: none"> • Various programmes for skill development prescribed in curriculum were implemented very systematically 	More programmes may be added based on need assessment									

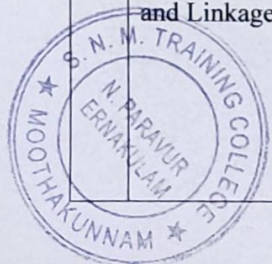


		<ul style="list-style-type: none"> • Additional programmes like <ul style="list-style-type: none"> ▪ Bridge courses ▪ Certificate courses ▪ Value added courses ▪ Changathi training programme 	
5	Teacher Profile and Quality	<ul style="list-style-type: none"> • Qualification <ul style="list-style-type: none"> ▪ Ph. D: 9/14 ▪ M. Phil.: 2/14 ▪ NET: 13/14 ▪ Pursuing Ph. D.: 3 • Teaching experience <ul style="list-style-type: none"> ▪ More than 25 Years - 2 ▪ More Than 20 Years - 2 ▪ More than 15 Years - 5 ▪ More than 10 Years - 3 ▪ More than 5 Years - 0 ▪ Less than 5 Years - 3 	Vacant posts for teachers need to be filled
6	Evaluation Process	<ul style="list-style-type: none"> • Students are systematically evaluated continuously and comprehensively. • Class tests, Model examinations • Evaluation of assignments, seminars etc. • Assessment of teaching competence • Portfolio • Evaluation using LMS 	
7	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> • Students' involvement is ensured well in all curricular, co-curricular and extra-curricular activities. • University Examination Result <ul style="list-style-type: none"> ▪ B. Ed.: 100%, 	



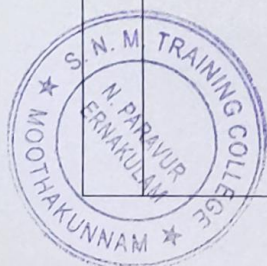
		<p>A+ - 73.46%, A - 10.20%, B - 16.32%</p> <ul style="list-style-type: none"> • M. Ed.: 100%, A - 20%, B - 80% • B. Ed.: University Ranks – 1 	
8	Student Satisfaction Survey	<ul style="list-style-type: none"> • Conducted and analysed 	

RESEARCH AND OUTREACH ACTIVITIES			
1	Resource Mobilization for Research	<ul style="list-style-type: none"> • Interactive sessions on research conducted • Support for doing research is provided 	<ul style="list-style-type: none"> • Research projects may be initiated • Resource mobilisation for research projects need to be enhanced
2	Research Publications	<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 • Planning to start college journal 	<ul style="list-style-type: none"> • Need more publications in UGC listed journals
3	Outreach Activities	<ul style="list-style-type: none"> • Organised several outreach programmes • Emphasis given in developing the social responsibility of students. • Beneficial for the society and neighbouring schools • Best institution Award by CTEF 	<ul style="list-style-type: none"> • More collaborations may be made with local community
4	Collaboration and Linkages	<ul style="list-style-type: none"> • Collaboration with <ul style="list-style-type: none"> ▪ Vadakkekara Grama Panchayat ▪ Amala Institute of Medical Sciences ▪ Lions Club, Moothakunnam 	<ul style="list-style-type: none"> • More collaborative initiatives are needed



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 • Hostel for students • Fitness centre 	<ul style="list-style-type: none"> • Flood affected rooms can be renovated • Toilet facilities can be improved
2	Library as a Learning Resource	<ul style="list-style-type: none"> • About 13,000 books • N-list • DELNET • Automated • Planning to add advanced facilities 	<ul style="list-style-type: none"> • Flood affected library need to be renovated • More books and journals need to be purchased
3	ICT Infrastructure	<ul style="list-style-type: none"> • Well maintained computer lab • ICT enabled classrooms • Language lab • Learning Management System – Moodle 	<ul style="list-style-type: none"> • Wi-fi capacity need to be increased
4	Maintenance of Campus Infrastructure	<ul style="list-style-type: none"> • Available infrastructure is maintained well 	<ul style="list-style-type: none"> • Renovation of infrastructure needed

STUDENT SUPPORT AND PROGRESSION			
1	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. ▪ Scholarship sponsored by Teaching staff and PTA 	<ul style="list-style-type: none"> • No. of scholarships can be increased • Orientation regarding various scholarship schemes may be provided to students



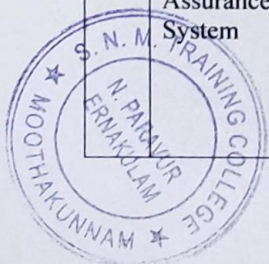
		<ul style="list-style-type: none"> ▪ Student sponsorship by Alumni • Endowments 	
2	Student Progression	<ul style="list-style-type: none"> • Coaching for competitive examinations <ul style="list-style-type: none"> ▪ Provided for different competitive examinations. 	<ul style="list-style-type: none"> ▪ Need to make it more systematic.
3	Student Participation in 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 promoted in different activities. 	<ul style="list-style-type: none"> • Strategies for motivating the reluctant students may be introduced
4	Alumni Engagement	<ul style="list-style-type: none"> • Annual meeting conducted • Provides support to different activities in the college. • Alumni sponsorship for needy students 	<ul style="list-style-type: none"> • Expertise of more alumni can be utilised for various purposes

GOVERNANCE AND LEADERSHIP

1	Institutional Vision and Leadership	<ul style="list-style-type: none"> • Functioning of the college based on the vision and mission of the college • Decentralisation implemented in an effective manner in all spheres of activities • Transparency in financial, academic and administrative activities 	<ul style="list-style-type: none"> • More initiatives based on vision and mission may be added
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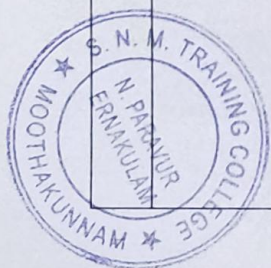


2	Strategy Development and Deployment	<ul style="list-style-type: none"> ● Strategic plan prepared for the year 2019 – 2024 ● Follows policies, rules and procedures put forwarded by authorities ● E-governance not fully implemented. ● Decisions of various bodies are recorded in the minutes 	<ul style="list-style-type: none"> ● Include all stakeholders in implementation of strategic plan
3	Faculty Empowerment Strategies	<ul style="list-style-type: none"> ● Various welfare measures are in place for the staff ● Faculty attended different professional development programmes. ● Financial support for teachers to attend seminars ● Various professional development programmes organised for faculty ● Performance appraisal system for both teaching and non-teaching staff 	Need to organise more training programmes for faculty and non teaching staff.
4	Financial Management and Resource Mobilization	<ul style="list-style-type: none"> ● Financial audit done internally by management and externally by government agencies ● Audit by registered chartered accountant ● All transactions are transparent 	<ul style="list-style-type: none"> ● Need to improve fund mobilisation strategies
5	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. 	<ul style="list-style-type: none"> ● Can introduce more collaborations and linkages



INSTITUTIONAL VALUES AND BEST PRACTICES

1	Institutional Values and Social Responsibilities	<ul style="list-style-type: none"> ● Promoted through various curricular, co-curricular and extra-curricular activities ● Focused more on eco-friendly activities. ● Promoted energy conservation initiatives ● Implemented sustainable water and waste management programs ● Engaged in community-oriented social extension activities. 	<ul style="list-style-type: none"> ● More eco friendly waste management practices need to be incorporated
2	Best Practices	<p>Two best practices successfully implemented are</p> <ul style="list-style-type: none"> ● Pedagogic Capacity Nurturing Initiatives (PCNI) ● Social Responsibility Initiatives (SRI) <p>Initiatives like</p> <ul style="list-style-type: none"> ▪ Value added certificate courses ▪ Utilising innovative teaching learning strategies - online & offline ▪ Grama sevana Padhathi. ▪ Kesadanam-Snehadanam ▪ A Teacher A Tree 	<ul style="list-style-type: none"> ● Life skill enhancing activity may be included
3	Institutional Distinctiveness	<ul style="list-style-type: none"> ● Based on vision and mission of the college ● Initiatives to preserve and share the rich cultural heritage of our country and equip teacher trainees to liberate the people from ignorance and superstitions. ● Focus on the progress and prosperity of the local community 	<ul style="list-style-type: none"> ● More social extension activities may be included



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 • Value added and certificate courses
2	Institutional Weakness	<ul style="list-style-type: none"> • Only one unit of students • Need to enhance research related activities • No institutional vehicle • No institutional journal • Research centre not sanctioned
3	Institutional Opportunities	<ul style="list-style-type: none"> • High student demand for B. Ed. Course • Students with excellent academic records • RUSA funding • Extension activities and MOUs with various organisations
4	Institutional Challenges	<ul style="list-style-type: none"> • Lack of efficient fund raising strategies • Low enrolment for M. Ed. Course

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