



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

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**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2021-2022**

**Dated: 20/07/2022**

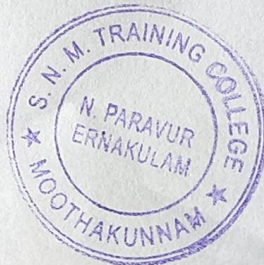
**Audit Team**

**Dr. T. C. Thankachan**

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

**Dr. Josephine Joseph**

IQAC Coordinator,  
St. Joseph College of Teacher Education for Women  
Ernakulam, Kerala

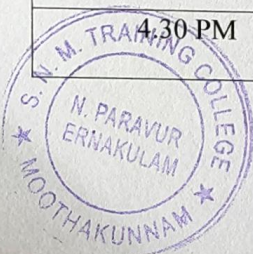


## ACADEMIC AND ADMINISTRATIVE AUDIT (EXTERNAL) 2021-22

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

### Schedule of the Programme (20/07/2022)

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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CURRICULAR ASPECTS

Sl. No.	Item	Observations/ Remarks	Impression with grade A (Good) / B (Satisfactory) / C (poor) after observation	
			Grade	Suggestions
1	Curriculum Planning	<ul style="list-style-type: none"> <li>• The annual curricular planning is done based on the university academic calendar</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly curricular action plan</li> </ul>



		<ul style="list-style-type: none"> <li>• In house meetings</li> <li>• Institutional academic calendar</li> <li>• Specific action plan for internship</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	can be prepared
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 courses can be added</li> </ul>
3	Curriculum Enrichment	<ul style="list-style-type: none"> <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> </ul>	A	<ul style="list-style-type: none"> <li>• Local resources can be utilised more</li> </ul>



		<ul style="list-style-type: none"> <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 development</li> <li>• Extension activities</li> <li>• Value integrated initiatives</li> </ul>		
4	Feedback System	<ul style="list-style-type: none"> <li>• Feedback collected from students, teachers, parents and heads of practice teaching institutions.</li> <li>• Efficient grievance management mechanism.</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>

TEACHING - LEARNING AND EVALUATION													
1	Student Enrolment and Profile	<table border="1"> <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>12</td> <td>4</td> </tr> </tbody> </table>	Course	I Year	II Year	B. Ed.	50	50	M. Ed.	12	4	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.	12	4											



		<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>		
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</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 : 8</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>• More innovative strategies may be incorporated</li> <li>• Exposure to advanced technologies need to be enhanced</li> </ul>
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 like <ul style="list-style-type: none"> <li>▪ Bridge courses</li> </ul> </li> </ul>	A	More programmes may be added based on need assessment



		<ul style="list-style-type: none"> <li>▪ Certificate courses</li> <li>▪ Value added course</li> <li>▪ Changathi training programme</li> </ul>		
5	Teacher Profile and Quality	<ul style="list-style-type: none"> <li>• Qualification <ul style="list-style-type: none"> <li>▪ Ph. D: 9/14</li> <li>▪ M. Phil.: 2/16</li> <li>▪ NET: 15/16</li> <li>▪ Pursuing Ph. D.: 3</li> </ul> </li> <li>• Teaching experience <ul style="list-style-type: none"> <li>▪ More than 25 Years - 2</li> <li>▪ More Than 20 Years - 2</li> <li>▪ More than 15 Years - 6</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	Vacant posts for teachers need to be filled
6	Evaluation Process	<ul style="list-style-type: none"> <li>• Students are systematically evaluated continuously and comprehensively.</li> <li>• Class tests, Model examinations</li> <li>• Evaluation of assignments, seminars etc.</li> <li>• Assessment of teaching competence</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+ - 66.66%, A - 27.08%, B - 6.25%</li> <li>▪ M. Ed.: 100%, A - 100%</li> <li>▪ B. Ed.: University Ranks - 2</li> </ul> </li> </ul>	A	
8	Student Satisfaction Survey	<ul style="list-style-type: none"> <li>• Conducted and analysed</li> </ul>	A	

### RESEARCH AND OUTREACH ACTIVITIES

1	Resource Mobilization for Research	<ul style="list-style-type: none"> <li>• Interactive sessions on research conducted</li> <li>• Support for doing research is provided</li> <li>• Planning to start research centre</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) started</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</li> </ul>





				journals needed
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>Beneficial for the society and neighbouring schools</li> </ul>	A	<ul style="list-style-type: none"> <li>More collaborations may be made with local community</li> <li>Activities may be planned based on SDG</li> </ul>
4	Collaboration and Linkages	<ul style="list-style-type: none"> <li>Collaboration with <ul style="list-style-type: none"> <li>Vadakkerala Grama Panchayat</li> <li>St. Thomas College of Teacher Education, Pala</li> <li>Amala Institute of Medical Sciences</li> <li>Lions Club, Moothakunnam</li> </ul> </li> <li>More collaborative initiatives are needed</li> </ul>	B	<ul style="list-style-type: none"> <li>More collaborative initiatives are needed</li> </ul>

### 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> </ul>	A	<ul style="list-style-type: none"> <li>Provision for elevator may be planned</li> </ul>
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		<ul style="list-style-type: none"> <li>• Ramp for physically challenged</li> <li>• Renovation of flood affected rooms in progress</li> <li>• Construction of toilet block in progress</li> </ul>		
2	Library as a Learning Resource	<ul style="list-style-type: none"> <li>• About 13,000 books</li> <li>• N-list</li> <li>• Automated</li> <li>• Planning to add advanced facilities</li> <li>• Shifting and renovation of library in progress</li> </ul>	B	<ul style="list-style-type: none"> <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>• Well maintained computer lab</li> <li>• ICT enabled classrooms</li> <li>• Language lab</li> <li>• Learning Management System – Moodle</li> <li>• Wi-fi capacity enhanced</li> </ul>	B	<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>• Available infrastructure is maintained well</li> <li>• Renovation of infrastructure in progress</li> </ul>	A	<ul style="list-style-type: none"> <li>• Need a technical assistant to maintain computer lab</li> </ul>



## 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</li> <li>▪ Student sponsorship by Alumni</li> </ul> </li> <li>● Endowments</li> </ul>	A	<ul style="list-style-type: none"> <li>● No. of scholarships can be increased</li> <li>● Orientation regarding new scholarship schemes may be provided to students</li> </ul>
2	Student Progression	<ul style="list-style-type: none"> <li>● Coaching for competitive examinations             <ul style="list-style-type: none"> <li>▪ Provided for different competitive examinations.</li> <li>▪ Need to make it more systematic.</li> </ul> </li> </ul>	A	<ul style="list-style-type: none"> <li>● Monitoring system 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	
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>● Alumni sponsorship for needy students</li> </ul>	A	<ul style="list-style-type: none"> <li>● Expertise of more alumni may be utilised for various purposes</li> </ul>



## GOVERNANCE AND LEADERSHIP

1	Institutional Vision and Leadership	<ul style="list-style-type: none"> <li>● Functioning of the college based on the vision and mission of the college</li> <li>● Decentralisation implemented in an effective manner in all spheres of activities</li> <li>● Transparency in financial, academic and administrative activities</li> </ul>	A	<ul style="list-style-type: none"> <li>● More initiatives based on vision and mission may be added</li> </ul>
2	Strategy Development and Deployment	<ul style="list-style-type: none"> <li>● Strategic plan prepared for the year 2019 – 2024</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>● Include 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</li> <li>● Various professional development programmes organised for faculty</li> <li>● Performance appraisal system for both teaching 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> </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> </ul>	A	<ul style="list-style-type: none"> <li>• Need to improve fund mobilisation strategies</li> </ul>
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> </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>

### INSTITUTIONAL VALUES AND BEST PRACTICES

1	Institutional Values and Social Responsibilities	<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> </ul>	A	<ul style="list-style-type: none"> <li>• More eco friendly waste management practices need to be incorporated</li> </ul>
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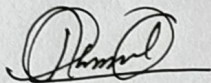


		<ul style="list-style-type: none"> <li>Engaged in community-oriented social extension activities.</li> </ul>		
2	Best Practices	<p><b>Two best practices successfully implemented are</b></p> <ul style="list-style-type: none"> <li><b>Pedagogic Capacity Nurturing Initiatives (PCNI)</b></li> <li><b>Social Responsibility Initiatives (SRI)</b></li> </ul> <p>Initiatives like</p> <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>	A	<ul style="list-style-type: none"> <li>Importance may be given to cross-cutting issues.</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>



## 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 enrolment for M. Ed. Course</li></ul>

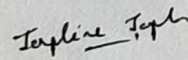


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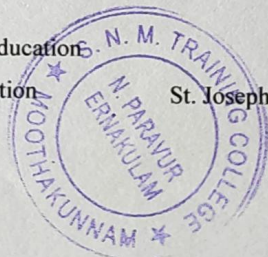


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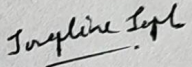
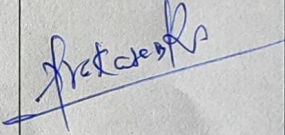
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**ACADEMIC AND ADMINISTRATIVE AUDIT (EXTERNAL) 2021-22**

<b>Chairman</b>	<b>Dr. T. C. Thankachan</b> Vice Principal & Associate Professor of Education, St. Thomas College of Teacher Education, Pala, Kerala	
<b>Member</b>	<b>Dr. Josephine Joseph</b> IQAC Coordinator, 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	