

Academic Administrative Audit Report (2023-2024)

Sree Narayana College of education, Mahe a Private institution was established in the year 1995 under the guidance of Sree Narayana Education Society. It is affiliated to Pondicherry Central University and recognized by NCTE. The institution has a calm serene campus with good infrastructural facilities. The college will continue to strive for excellence in teacher education. Academic and administrative audit committee constituted in the college regularly conducts academic and administrative audits once a year. The committee verifies and appraises the activities and system prevailing in the college and points out the areas to be improved. Academic Administrative Audit for the duration 2023-2024 held on 19 August 2024.


Item	Recommendations/Observations	Remarks
I. CURRICULUM ASPECTS		
Curriculum Planning and Implementation	Inputs from the PTA, Alumnae, Teaching Practice schools, Experts and Employers are taken while planning the curriculum. The institution has a clear vision about the implementation of the prescribed university curriculum in accordance with the need of the students.	Excellent
Academic Flexibility	Six value added course was provided in the year 2023-24.	Good
Curriculum Enrichment	The student teachers are also familiarized with the diverse school education system. The wide range of curricular and co-curricular activities enrich the professional acumen of the student teachers.	Good



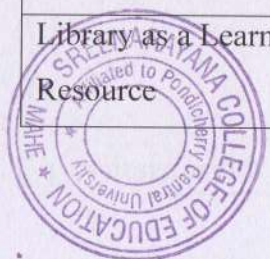
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Feedback System	Feedback of student teachers, faculty, Head of the Teaching Practice Schools, Alumnae employers regarding the curriculum collected. Performance appraisal system also present in the college.	Excellent
II. TEACHING-LEARNING AND EVALUATION		
Student Enrolment and Profile	The process of enrolling students to the programmes is through a transparent, complying with all the norms of the concerned regulatory/ governing agencies including state and central governments.	Excellent
Catering to Student Diversity	Blended learning strategy was used. Both online and offline methods were used for curriculum delivery. Google meet and Zoom Platform were used for online delivery, Google classrooms, whatsapp messages, telegrams messages, audio clippings and videos were used for offline classes. Mentoring Services were provided to address student diversities.	Excellent
Teaching Learning Process	Practical and practicum submissions were also done systematically. Both Internal and external evaluation was done. Student teacher was also trained in the preparation and use of various assessment tools. Preparation for internship and induction was planned and delivered both in online and offline mode respectively.	Excellent
Teacher Profile and Quality	The teachers keep themselves updated by participating in seminars, conferences, and workshops. Three of the faculty are Ph.D Holders.	Satisfactory
Evaluation Process and Reforms	The institution has a transparent, robust and time bound evaluation system. There is also an effective Mechanism's for grievance redressal related to examination.	Excellent




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Student Performance and Learning Outcomes	The teaching learning process is student centered. The pass percentage of the students is 100%.The performance of the students in the university examination is worth appreciating.	Excellent
Student Satisfaction Survey	The student satisfaction survey to be conducted by giving feedback form and by filling google form method.	Excellent
III. RESEARCH INNOVATIONS AND EXTENSION		
Resource Mobilisation for Research	The institution is short of funds for projects.	Satisfactory
Innovation	The institution must encourage faculty in brining up more innovations in the teaching and research.	Poor
Research Publications and Awards	Research publication needs to be improved. Faculty should publish more quality publication in national and international journals	Poor
Extension Activities	More extension activities relating to curriculum need to be develop.	Satisfactory
Collaborations	Three memorandum of understanding were signed.	Good
IV. INFRASTRUCTURE AND LEARNING RESOURCES		
Physical Facilities	The institution has adequate facilities as required by NCTE and the University. The campus is student and disabled friendly	Excellent
Library as a Learning Resource	The library has well equipped with large collection of reference books, educational and research journals, Encyclopedia, magazines, e-journals and e-books.	Excellent



IT Infrastructure	The institution tries to make available the latest ICT Infrastructure for use by its students and staff. SNCE has well-maintained ICT enabled classrooms, Seminar Hall, Computer lab, wi-fi facility, Printer in Library and Office, LCD Projectors, Interactive Boards, Whiteboards, and Green Boards.	Excellent
Maintenance of Campus Infrastructure	Maintenance of digital equipment must be ensured.	Satisfactory
V. STUDENT SUPPORT AND PROGRESSION		
Student Support	A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal counseling. Skill enhancement in academic, technical and organizational aspects, Capability to develop a seminar, E-content development and online assessment of learning. The institution has a transparent mechanism for timely redressal of student grievances.	Excellent
Student Progression	The students of the institution have secured good jobs in several reputed institutions inside and outside Kerala. The institution has a well functioning placement cell. Monetary help is provided to the needy students in the form of fee concessions. The management, faculty, PTA and Alumnae provide scholarships for the needy students.	Excellent
Student Participation and Activities	To improve active participation of students, SNCE provides facilities for different activities on campus for students and staff. The institution makes best use of its infrastructure for developing various skills and competencies and thereby foster holistic development of students and staff.	Excellent



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Alumni Engagement	Alumni contribute to the betterment of the institution and support the student.	Excellent
VI. GOVERNANCE, LEADERSHIP AND MANAGEMENT		
Institutional Vision and Leadership	The quality policy of the college was developed in tune with the institutional vision and mission. Management encourages and supports involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes. A decentralized mechanism is carried out successfully in the college. This inclusive and participatory approach promotes an environment of unity and mutual respect which ensure the smooth functioning and growth of the institution. The institution strives to develop adequate infrastructure for the smooth conduct of classes, co scholastic and extension activities. The institution ensures the stage of these adequate facilities among stakeholders.	Excellent
Strategy Development and Deployment	The institution formulates development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects to improve the overall quality of the institutional provisions. It makes strategic plans to realize long term outcomes-such as helping student teachers clear teacher eligibility tests.	Excellent
Faculty Empowerment Strategies	The teaching and non-teaching staff works together in the various committees under the guidance of the management and principal for the efficient administration of the institution. E-governance is partially implemented. Faculty empowerment strategies in the form of encouragement and recognition than in kind is in practice. The teachers and non-teaching staff have performance appraisal profoma filled annually.	Excellent



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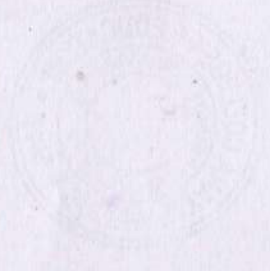
Financial Management and Resource Mobilization	The institution maintains transparency in its financial, academic administrative and other functions. Effective functioning of the College is governed through different administrative section as specified in policy guidelines of the college. The institution conducts internal and external financial audits on the financial transactions every year to ensure financial compliance.	Excellent
Internal Quality Assurance System	The IQAC plays a significant role in retaining and improving the quality of the institution and suggests quality enhancement measures.	Excellent

VII. INSTITUTIONAL VALUES AND BEST PRACTICES

Institutional Values and Social Responsibilities	The concerns for social responsibilities as well as the values held by the institution are explicit in its regular activities . The institution organizes gender equity promotion programmes. It adopts environment friendly practices and takes necessary actions such as-energy conservation.	Excellent
Green Practices	<p>Energy conservation is of concern to the institution and hence energy conservation methods are adopted. Solar panels have been installed .Scientific methods are used for waste disposal and waste management. Institution waste management practices include Segregation of waste, E-waste management, Bio gas plants.</p> <p>Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Bore wells and 3.Economical usage/ reduced wastage.</p> <p>Institution is committed to encourage green practices that include develop plastic-free campus and green landscaping with trees and plants. The institution has a prescribed code of conduct for students, teachers, administrators and other staff.</p>	Excellent



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<p>Best Practices</p> 	<p>Miyawaki forest initiative: it is to enhance campus green cover, promote biodiversity and improve environmental conditions through the development of dense native forest using the Miyawaki method.</p> <p>Community engaged education outreach programme. It is to bridge the gap between academic learning and community needs by providing educational service and support to local residence.</p>	<p>Excellent</p>
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Summary

The major quality sustenance and enhancement measures undertaken by the institution

The strength of the institution.

- Good infrastructure facility.
- A good rapport with the local society.
- Very supportive and forward looking management
- Eco-friendly and peaceful campus
- Promotion in global citizenship with firm ground in national values.

The weakness of the institution

- Lack of research projects in collaboration with national and international bodies.

Suggestions

- All classroom should be modernized with more technological devices.
- Increase the number of administrative training programmes.



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Member of expert committee

1. Dr N K Ramakrishnan (,Former principal ,Sreenarayana College Of Education Mahe.)

Members (IQAC) present

1. Dr Anil Kumar V (Principal, SNCE, Mahe)
2. T V Sreekumar (IQAC Co-ordinator)
3. M.M.Preethi
4. Saritha.R
5. Dr. Midhundass A.M
6. Remya K.P
7. Prashobh P.P
8. Ragi E
9. Dr Muhammad Kasim (P.R.O)
10. K Manomohan (Superintendent)

Dr Anil Kumar V

Principal

SNCE Mahe

19/08/24



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