



STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)

Re-Accredited (3rd Cycle) by NAAC at 'A' Grade with CGPA: 3.48

Ashok Nagar, Chennai – 600 083

| Tel : (+91) 44-24894262 | Email : smcedn@gmail.com, info@smcedn.edu.in | Web : smcedn.edu.in |

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2017-2018

COLLEGE PROFILE

1	Name of the College, Website, email and Phone Number	Stella Matutina College of Education, https://smcedn.edu.in , 044-24894262
2	Name of the Principal, email & Mob. No	Dr. Mrs. Joseph Catherine, catheinejoseph2@gmail.com 9941287627
3	Name of the IQAC Coordinator, email & Mob. No	Dr. Mrs. Alma Juliet Pamela, almapame@gmail.com 9500194738
4	Year of Establishment of the College	July 1961
5	Affiliating University	Tamil Nadu Teachers Education University
6	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	'A' Grade with CGPA:3.48 in December,2014

I - General Information				
Items		Details		Status
Number of Faculty		Principal	1	Yes
		Teaching Staff	17	
Number of Teaching and Non-teaching staff		Non-teaching Staff	16	Yes
Programme offered		B.Ed.		Yes
		M.Ed.		
		M.Phil.		
		Ph.D.		
II - Admission				
Items		Details		Status
2.1	No of Students Admitted.	B.Ed.	197	Yes
		M.Ed.	6	
		M.Phil.	12	
2.2	Students receiving financial assistance	Financially Backward students are identified based on their socio- economic status and provided with concession in their fees by the College management		Yes

I – Curricular Aspects			
	Items	Details	Status
1.1	The designing of syllabus & curriculum is according to the NCTE norms	Contents of the curriculum updated according to the recent needs	Yes
1.2	Validation of curriculum is done with FieldExperts through Board of studies and Academic Council Meetings	Board of Studies and Academic Council meetings were conducted and recorded	Yes
1.3	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity	IQAC meetings were conducted and recorded	Yes
1.4	College Calendar/College Magazine	College Calendar and CollegeMagazine are prepared and distributed to the students during the Beginning and at the End of the Academic year respectively.	Yes
1.5	Maintenance of student Attendance Registers	Students Attendance register are maintained	Yes
1.6	Drama and Art in Education	A workshop on Art and Drama was organized by MrsJaishree Nagarajan from	Yes

		pidilite served as a Resource person.	
II. Curriculum Transaction			
	Items	Details	Status
2.1	Teaching methods & teaching aids are according to students needs	Teachers use aid and equipment depending on the content	Yes
2.2	Task oriented assignments are given for both B.Ed. & M.Ed.	Given based on the syllabus	Yes
2.3	Student support – remedial coaching	a) During the Pedagogy class the weak students are identified and remedial coaching is given to the students by their pedagogy staff b) Psychology Professor who is also a trained Counselor gives counselling to all the students individually whenever the students are in need.	Yes
2.4	Parent Teachers Meeting is conducted annually	Parent Teachers Meeting are conducted annually	Yes
2.5	Feedback from students at the end of every semester is collected	a) Feedback based on the syllabus, teaching methods and evaluation pattern is collected from the students. b) An open forum is conducted among the union members and class representative feedbacks are collected.	Yes
2.6	Steps taken according to the feedback given by the students.	The steps are taken	Yes

2.7	Training is given in	Aerobics Spoken English Leadership Skill Training Health and Hygiene Computer skills	Yes
III. Teaching, Learning and Evaluation			
	Item	Details	Status
3.1	Study tour/ industrial visits / exhibitions/internship/training	Internships: B.Ed.-During their III semester ,2 nd year B. Ed students go to Government and Government Aided Schools for 16 weeks. M.Ed.- During their II semester, 1st year M. Ed. Students go to education colleges in the city for 1week	Yes
3.2	Academic Competitions (College level & above)	Quiz, Poem writing, Essay writing, Model Making is conducted	Yes
3.3	Conduct of Internal Exams	Internal Examinations are conducted	Yes
3.4	Annual Citizenship Camp is Conducted	Annual Citizenship Camp was Conducted	Yes
IV- Extension Activities			
	Item	Details	Status

5.1	Red Ribbon Club Activities	<ul style="list-style-type: none"> Various awareness programmes given by NGOS like CAPACS-Red Ribbon Club conducts HIV AIDS awareness programme for students. 	Yes																								
5.2	Women Cell Activities	Community based activities were conducted by Women Cell	Yes																								
5.3	Eco- Club Activities	Eco Club members collaborated with prominent Environmental activists and organized various processions and held rallies on the occasion to spread the awareness and knowledge about saving our planet and making it the best planet to live for our future generations	Yes																								
5.4	Youth Red Cross Activities	National Priority programmes were conducted by Youth Red Cross.	Yes																								
5.6	Celebration of Important Days	All Important days are celebrated during the morning assembly.	Yes																								
V- Learning Resource																											
	Item	Details	Status																								
6.1	Access timings of the library	9.00 AM to 5.00 PM	Yes																								
6.2	Availability of Previous years Question papers	Maintained	Yes																								
6.3	Availability of books in the library	<table border="1"> <thead> <tr> <th>Items</th> <th>Existing</th> <th>Newly</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Text Book</td> <td>21,554</td> <td>447</td> <td>22001</td> </tr> <tr> <td>Reference Book</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Journals</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Donated Books</td> <td>334</td> <td>31</td> <td>365</td> </tr> <tr> <td>Magazine</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Items	Existing	Newly	Total	Text Book	21,554	447	22001	Reference Book	-	-	-	Journals	-	-	-	Donated Books	334	31	365	Magazine	-	-	-	
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6.4	No. of Laboratories	<p>Psychology Lab The psychology lab is equipped with psychological test materials and apparatus which are being used both for research work and for training the teachers in the usage of administration of psychological test.</p> <p>Physical Science Lab The lab is also utilized to prepare working and non-working models. The science students also rehearse the experiments that they would be teaching during their practice Teaching.</p> <p>Biology Lab The lab is well-equipped and properly maintained. The old and broken items are replaced every year and a stock register is maintained.</p> <p>Geography Lab The lab is well-equipped and properly maintained non-working models are utilized by the geography major students.</p>	Yes
VI - Student Support Activities			
	Item	Details	Status
7.1	Records of Physical Education Department	The events and activities are recorded and maintained by the physical directress	Yes
7.2	Records of significant achievement in Sports & Games	The students participated in Inter and Intra collegiate sports activities	Yes

VII- Governance and Leadership			
	Item	Details	Status
8.1	Functioning of Committees in Administration and Minutes of the various committee meetings	Meetings were conducted by the various Statutory and Non-statutory Bodies.	Yes
VIII – Information Technology Initiatives			
	Item	Details	Status
9.1	e-classrooms	Classrooms are provided with Projectors and Smart Boards	Yes
9.2	No. of computers – for teachers	Each Staff is provided with a personal laptop	Yes
9.3	No. of computers – for students	Students are provided with computer in the computer lab for their reference work	Yes
9.4	No. of computers – research scholars	Research Scholars are provided with computer in Research Reference room	Yes
9.5	Micro Teaching Lab	The lab is well-equipped and properly maintained and the students practice their Micro teaching skills.	Yes