



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) 2018-2019

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	21	
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.	200	Yes
		M.Ed.	7	
		Ph.D.	5	
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	The Validation of the curriculum is done with the field experts through Board of studies and Academic Council Meetings	Yes
1.3	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity	IQAC meeting is conducted twice a year and the activities are discussed in the meeting to improve the quality of the education	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	The student attendance registers are maintained properly	Yes
1.6	Drama and Art in Education	A workshop on Art and Drama was organized by MrsJaishree Nagarajan from pidilite served as a Resource Person.	Yes

1.7	Socially Useful Productive Work	A Workshop on SUPW was organized for 1st year B.Ed. students Mr.Moses Saravanan from Krishnagiri taught various models of paper cutting .	Yes
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	<p>a) During the Pedagogy class the weak students are identified and remedial coaching is given to the students by their pedagogy staff</p> <p>b) Psychology Professor who is also a trained Counselor gives counselling to all the students individually whenever the students are in need.</p>	Yes
2.4	Parent Teachers Meeting is conducted annually	Parent Teachers Meetings are conducted annually.	Yes
2.5	Feedback from students at the end of every semester is collected	<p>a) Feedback based on the syllabus, teaching methods and evaluation pattern is collected from the students.</p> <p>b) An open forum is conducted among the union members and class representative feedbacks are collected.</p>	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	Department	Place they visited
		Tamil	Bharathiar Illam & Vivekananda house Triplicane
		English and maths	Anna Centenary Library, Theosophical center and Chennai Harbor
		Physical science Biological science History Geography Computer Science	Chennai Planetarium
			Ashok Leyland
			Yes

		<p>Internships:</p> <p>B.Ed.-During their III semester ,2nd year B. Ed students go to Government and Government Aided Schools for 16 weeks.</p> <p>M.Ed.- During their II semester, 1st year M. Ed. Students go to education colleges in the city for 1week</p>	
3.2	Academic Competitions (College level & above)	Quiz, Poem writing, Essay writing, Model Making is conducted	Yes
3.3	Conduct of Internal Exams	The Internal Examinations are conducted regularly.	Yes
3.4	Annual Citizenship Camp is Conducted	The Annual Citizenship Camp was conducted.	Yes

IV - Research and Consultancy

	Item	Details			Status
4.1	No. of Research Guides in the College	Ph. D		M.Phil.	Yes
		3		3	
4.2	No. of Research Scholars working for M.Phil. & Ph.D.	Name of the Research Guide	M.Phil.	Ph.D.	
		Dr. Mrs.Joseph Catherine	2	3- completed 1- ongoing	
		Dr. Mrs.Alma Juliet Pamela	1	3- completed 6- ongoing	
		Dr. Mrs.Sheeba	-	Nil	

4.3	Major/Minor/Other Research Projects	NIL			
		Name	International	National	State
4.4	Papers Presented in 2018-19(International/ National/ State)	Dr. Joseph Catherine	-	1	-
		Dr. Mrs.A.Alma Juliet Pamela	1	9	-
		Dr.K.A. Sheeba			-
		Dr.Mrs.P.Caroline Jeba Sorna	1	3	-
		Mrs.B.Annapoorani	4	2	-
		Mrs.J. Annapriya	-	2	-
		Dr.J. Jain Shanthini	1	5	-
		Mrs.J.Rubina	2	4	1
		Dr.Sr. Irudhaya Mary	3	4	-
		Dr.Mrs.S.Arockia Elizabeth Josephine	1	2	1
		Sr. Christina Mary	5	3	-
		Dr.Mrs. Bagyalakshmi	1	3	-
		Mrs.F. Dafini Pinky			-
		Dr.Mrs.K. Mangai	1	1	-
		Dr. Mrs.L.Annie Kavitha	1	5	-
Mrs.Merlin Theresa	2	6	1		
Mrs.C. Sasikala	3	8	-		
					Yes

		Sr. Sheeja Vayola	-	1	-		
4.5	Journals Published in 2018-19 (International/ National/ State)	Dr.Joseph Catherine	5	1	-		
		Dr.Alma Juliet Pamela	1	3	-		
		Dr.Sheeba				-	
		Mrs.Caroline Jeba Swarna	1	1	-		
		Mrs.Annapoorani	2	1	-		
		Mrs.Annapriya	-	-	-		
		Dr.Jain Shanthini	-	-	-		
		Mrs.Rubina	-	-	-		
		Dr.Sr.Irudhaya Mary	-	-	-		
		Sr.Christina Mary	-	-	-		
		Dr.MrsBagyalakshmi	-	-	-		
		Mrs.Dafini Pinky	-	-	-		
		Dr.Mangai	-	-	-		
		Dr.Annie Kavitha	-	-	-		
		Ms.Merlin Theresa	-	-	-		
Mrs.Sasikala	-	-	-				
		Sr.Sreeja Vayola	5	1	-		
4.6	Books Published in 2018-19 (SingleAuthor/ Co Author)						
	Dr.Mrs.Alma Juliet Pamela, Associate Professor of Education published one book					Yes	

4.7

Seminars/Workshops/ Training Programme Conducted in 2018-19(International/ National/ State)

- A two day National seminar on Enhancing Holistic Wellness in classrooms for Sustainable development was organised on 14th and 15th February 2019, there were 116 participants attended the seminar 56 thematic and research papers were presented.
- A one day orientation programme was organised on 6th July 2018 for all the staff members, Rev Fr. Ignatius from Mathias church served as the Resource person
- The Psychology Association organised one day workshop for 1st year B.Ed students on 15th October 2018 topic on – “Building Connection”, M.Sc Psychology students from WCC college conducted the workshop.
- A skill Development programme was organised by Mr. Karthikeyan for 2nd B.ed students
- Holistic development programme was organised by Krishnamoorthy Foundation.
- Value Integrated Learning and Teaching (VITAL) was organised on 12th and 13th December 2018 for second year B.Ed students Mr. Sandanam and Mrs Chitra served as a Resource person.
- A one day workshop for all the Teaching staff in college along with other teachers from schools of Chennai province of the presentation community conducted on 17th November 2018, Rev. Fr. Solomon Xavier served as a Resource person and highlighted on Teachers quality and Ethics.
- One day workshop on Teaching through Story Telling Method was organised by Miss Ruth Stotter from California USA
- A workshop on Psychological Testing in Educational Research for all the M.Ed, M.Phil and for teaching faculties, Dr. Sara manikaraj served as a Resource person.
- One day workshop on awareness programme on Fuel conservation was organized by Dr. Ravichandran from LPG.

4.8 Attended Refresher Course and Orientation Course					
	Name of the staff	Programme	Sponsored by	Date	Yes
	J.Rubina	Orientation course	UGC-HRDC University of Madras	16-8-2018 to 12-9-2018	
	Sr.Irudhaya Mary	Orientation course	UGC-HRDC University of Madras	16-8-2018 to 12-9-2018	
4.9	Record of the Visitors		The visitor note was maintained properly.		Yes
V- 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. • RRC also organized an awareness talk on communicable diseases. 			Yes
5.2	Women Cell Activities	The Women's Cell conducts meeting twice a year and action plan for the year is discussed in the meeting. The minutes of the meeting and the reports of the implemented activities are maintained by the Women's Cell Secretary			Yes
5.3	Eco- Club Activities	<ul style="list-style-type: none"> • Eco Club organized " Clean Campus Program December 18th ,2108. Volunteers cleaned the campus of the institution enthusiastically. • Eco Club observed International Mother Earth Day on Monday April 22nd, 2019 and organized Poster making Competition on 			Yes

		<p>April 22, 2019. The theme was " End Plastic Pollution " and "Protect our Species "</p> <p>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</p>					
5.4	Youth Red Cross Activities	The Youth Red Cross conducts meeting twice a year and action plan for the year is discussed in the meeting. The minutes of the meeting and the reports of the implemented activities are maintained by the YRC coordinator.	Yes				
5.5	Any Other Club	Science club: Wild life week celebration was organised from 8 th to 12 th October 2018 by the Department of Biological Science, the student teachers were exposed to various aspects of safe guarding wild life and Environment through special talks, quiz, Essay writing competition and Exhibitions	Yes				
5.6	Celebration of Important Days	All Important days are celebrated during the morning assembly.	Yes				
VI- 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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Items</td> <td style="width: 25%;">Existing</td> <td style="width: 25%;">Newly</td> <td style="width: 25%;">Total</td> </tr> </table>	Items	Existing	Newly	Total	
Items	Existing	Newly	Total				

		Text Book	21,554	447	22001	
		Reference Book	-	-	-	
		Journals	-	-	-	
		Donated Books	334	31	365	
		Magazine	-	-	-	
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
VII - 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 records of significant achievement in Sports & Games are maintained properly.	Yes						
7.3	Record of other extra – curricular activities conducted.	<ul style="list-style-type: none"> • Introduction day for the Ist year B.Ed students was organised on 17th and 18th August 2018. • Vigilance awareness on corruption was marked on 30th October 2018 the students took the oath against corruption. • National Unity Day was marked on 31st October 2018 the students took the oath during assembly. • Students participated in various intercollegiate competition and won prizes 	Yes						
7.4	Record of Activities of Placement Cell	<p>Campus interview for the academic year 2018-2019 was organised on 9th march 2019.</p> <table border="1"> <thead> <tr> <th>Number of schools visited</th> <th>Total number of students participated.</th> <th>Total number of students placed.</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>160</td> <td>132</td> </tr> </tbody> </table>	Number of schools visited	Total number of students participated.	Total number of students placed.	17	160	132	Yes
Number of schools visited	Total number of students participated.	Total number of students placed.							
17	160	132							

7.5	Record of support by Alumni Association	Alumni Association conducts Meeting twice a Year. The Alumni are invited as resource person, judges of various event, chief guest to the college.	Yes
7.6	Record of Grievance Redressal Cell	Grievance Redressal Cell Conducts meeting twice a year and address the grievances raised by the students through an open forum meeting, and grievance box and resolves it within 7 days. The minutes of the meeting and reports of the activities are maintained by the Secretary of the Grievance Redressal Cell.	Yes
7.7	Record of Anti Ragging Cell	Anti-Ragging cell conducts meeting twice a year. The Minutes of the meeting is maintained by the Secretary of the Anti-Ragging cell.	Yes
7.8	Special Lectures	<ul style="list-style-type: none"> • Awareness on saving scheme was organised on 24thOctober 2018, Mrs Amutha Post master from Ashok Nagar post office addressed the students onpostal saving scheme. • An orientation programme on English languagelearning was organised on 4th march 2019 by Mr.Joshua. • A lecture was organised on “Teacher Decorum”on 6th march 2019,Dr.Kowsalya from Measi college ofEducation addresses the students on the theme. • Awareness on saving scheme was organised on 24thOctober 2018, Mrs Amutha Post master from 	Yes

		<p>Ashok Nagar post office addressed the students on postal saving scheme.</p> <ul style="list-style-type: none"> • Dr.Rajan from Malaysian Tamil Sangam delivered a lecture on women and their significance in the society for 2nd year B.Ed. students. • A lecture on Issues on Transgender was organised on 11th February 2019 miss. Nalina first transgender student from Loyola college shared her experience with the students. 	
VIII- Governance and Leadership			
	Item	Details	Status
8.1	Functioning of Committees in Administration and Minutes of the various committee meetings	The College has Statutory and Non-statutory Bodies.	Yes
8.2	Awards / Achievements by the institution	A seven hours and seven minutes seven seconds longest speech was organised with the collaboration of Jetlee book of Records at the end of the event Mr.Jetlee presented the award to the college and medals to all the participants.	Yes
IX – 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

Recommendation/Suggestions by Academic Advisors:

The duly constituted Committee met on 08.05.2019 at 2.00 p.m. in Stella Matutina College of Education to review the Academic Audit. The Committee Members observations are as follows:

- The documents submitted by the College exactly reflects the various components of the Academic Audit.
- The documents are well organized and systematically managed by the College.

On consideration of the infrastructural and instructional facilities available in the College and the relevant documents submitted for the Academic Audit by the Management was found satisfactory by the Committee.

Catherine

Signature by the Principal

**Principal
Stella Matutina College
of Education
Ashok Nagar
Chennai - 600 083.**

- M. Govindan*
8.5.19
1. **Dr. M. GOVINDAN, Ph.D.**
Dean of Faculty
Professor and Head
Department of Educational Science
Tamil Nadu Teachers Education
Karapakkam, Chennai
 2. *N. G. Kapila Sivaraman*
8/5/19
Dr. N.G. KAPILA SIVARAMAN, B.Sc., M.A., M.Ed., M.Phil., Ph.D.
Associate Professor of English Education
Institute of Advanced Study in Education
Saidapet, Chennai-600 075.
- Signature by the Academic Advisors**