



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) 2019-2020

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
1.1	Number of Faculty	Principal	1	Yes
		Teaching Staff	21	
1.2	Number of non-teaching and technical staff	Non-teaching Staff	16	Yes
1.3	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.	5	
		M.Phil.	3	
		Ph.D.	10	
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

2.3	No. of Scholars with fellowship	Tamil Nadu Teacher Education University offers fellowship to 3Ph.D. scholar's students	Yes
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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 Field Experts through Board of studies and Academic Council Meetings	Curriculum validation is done with 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 College Magazine 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 Students Attendance Registers are maintained properly	Yes
1.6	Drama and Art in Education	A Workshop on Art and Drama was organized by Mrs. Jaishree 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	<ul style="list-style-type: none"> • The weak students are identified and remedial coaching is given to the students by their pedagogy staff • 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	The Parents Teachers Association Conducts Meeting twice a year	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.	Yes

		An open forum is conducted among the union members and class representative feedbacks are collected.	
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	
		English and Maths	
		Physical Science	Chennai planetarium
		Biological Science	Snake Park
		History & Geography	General Hospital
		Computer Science	Cancer Institute
		Commerce and Economics	
			Yes

		Internships: <ul style="list-style-type: none"> • B.Ed.-During their III semester ,2nd 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 			
3.2	Academic Competitions	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.		
		3	3		
4.2	No. of Research Scholars working for M.Phil. & Ph.D.	Name of the Research Guide	M.Phil.	Ph.D.	Yes
		Dr. Mrs.Joseph Catherine	2	3- completed 4- ongoing	
		Dr. Mrs.Alma Juliet Pamela	1	3- completed 6- ongoing	
		Dr. Mrs.Sheeba	-	4-ongoing	
4.3	Major/Minor/Other ResearchProjects	NIL			

		Name	International	National	State	
4.4	Total No. of seminars / Workshops/Conferences Attended and Participated-81 journals Published in 2019- 2020 (International/National/State)	Dr. Joseph Catherine		1		Yes
		Dr. Mrs.A.Alma Juliet Pamela	1	1		
		Dr.K.A. Sheeba				
		Dr.Mrs.P.Caroline Jeba Sorna		1		
		Mrs.B.Annapoorani		1		
		Mrs.J. Annapriya		1		
		Dr.J. Jain Shanthini				
		Mrs.J.Rubina		1		
		Dr.Sr. Irudhaya Mary		2		
		Dr.Mrs.S.Arockia Elizabeth Josephine		2		
		Sr. Christina Mary				
		Dr.Mrs. Bagyalakshmi				
		Mrs.F. Dafini Pinky		1		
		Dr.Mrs.K. Mangai				
4.5	Total No of Journals – 13 Swayam : Completed – 16 Ongoing – 01	Dr. Mrs.L.Annie Kavitha				
		Mrs.Merlin Theresa				
		Mrs.C. Sasikala				
		Sr. Sheeja Vayola	1			

4.6	Books Published in 2019-20(Single Author / Co Author)	Nil
4.7	Seminars / Workshops /training Programme Conducted in 2019- 20(International/National/State)	
	<ul style="list-style-type: none"> • National workshop on Applied Statistical Methods Using SPSS & AMOS in Educational Research, 18-20th Sept.2019. • Three Days National Workshop “Digital Pedagogy with web and Cloud Apps”- 12th to 14th, Feb 2020. • A workshop on Teaching Tamil was conducted by Former VC Dr.Thangasamy on 7th August , 2019. • A Workshop on Art and Drama was organized from 18th to 20th September,2019. Mrs. Sharmila from Pidilite was the resource person for the programme who taught various craft. <p>Other Seminars</p> <p>21.10.19 Gandhian Principles for Progress on of a Nation.</p> <p>22.10.19 Fitness For a Better Tomorrow.</p> <p>23.10.19 Philosophical Basis of Education.</p> <p>24.10.19 Innovations in Curriculum Transaction.</p> <p>13.11.19 Yoga for Mental Health.</p> <p>18.11.19 Innovations in Education.</p> <p>19.11.19 Professional Ethics and Instructional Transaction.</p>	
4.8	Attended Refresher Course and Orientation Course	
	Nil	
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. Volunteers cleaned the campus of the institution enthusiastically. • Eco Club observed International Mother Earth Day and organized Poster making, the theme was "Protect our Species". <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 our future generations.</p>	Yes
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:	Yes

		Wild life week celebration was organized from 1 st to 8 th October 2019 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.				
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	Items	Existing	Newly	Total	
		Text Book	22001	102	22103	
		Reference Book	-	-	-	
		Journals	-	-	-	
		Donated Books	365	-	365	
		Magazine	-	-	-	
6.4	No. of Laboratories	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.				Yes

		<p>Physical Science Lab</p> <p>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</p> <p>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</p> <p>The lab is well-equipped and properly maintained non-working models are utilized by the geography major students.</p>	
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 organized. • Vigilance awareness on corruption was marked and the students took the oath against corruption. 	Yes

		<ul style="list-style-type: none"> National Unity Day was marked on 31st October 2019 the students took the oath during assembly. Students participated in various intercollegiate competition and won prizes (Annexure 11). 							
7.4	Record of Activities of Placement Cell	<p>Campus Interview for the academic year 2019-2020 was organized on 11th march 2020.</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>21</td> <td>103</td> <td>90</td> </tr> </tbody> </table>	Number of schools visited	Total number of students participated.	Total number of students placed.	21	103	90	Yes
Number of schools visited	Total number of students participated.	Total number of students placed.							
21	103	90							
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"> On 26th and 30th July 2019, Leadership development programme was conducted for the second year B.ED. students. 	Yes						

		<ul style="list-style-type: none">• On 29.8.2019 a Yoga Workshop was conducted as a part of Fit India Movement.• On 6th sept. A Health & Hygiene Prog. Conducted by MACT(NGO).• The Psychology Association organized a one-day workshop on Rapport Building. The 1st year M.Sc. Psychology students from the Dept of Psychology, WCC were invited to share on the theme on 20.9.19.• Financial Management Awareness Programme was conducted by Mr. Francis Felix, Disha Trust on 23.09.2019.• An Anti-ragging and Anti-sexual Harassment Awareness programme was conducted by Prof.Kumaran & Umashree, Inner wheel club of Madras south on 24th sept 2019.• Theatrical Art for Creating Social Awareness was conducted by Sterling Playback theatre on 25th sept 2019.• An awareness programme on saving schemes was organized on 11th October, 2019.Mrs. Amutha addressed the students on various saving schemes.• A Lecture on Cleanliness for Wellness was conducted by Exnora on 16.10.2020• On 06.01.2020 awareness on fuel conservation was organized. Ravichandran from LPG addressed the students on the importance of conservation of fuel.• A Lecture on Issues of Transgender was organized on 11th feb,2019. Miss Nalina shared her personal experience as a transgender.	
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		<ul style="list-style-type: none"> • Aids awareness programme was organized on 26th feb,2019 by Red Ribbon Club – Mr. Selvam, President Vidan Care and support addressed the students. • A Lecture on Conservation was organized on 25th February,2020. • A Lecture on Holistic Development was organized. Enhancing Interview Skills was conducted by Drona Academy on 05.03.2020. • A programme on Communicable diseases was conducted by Mr.G.Loganathan, Health Inspector on March 7th 2020 awareness on Corona virus was given to the students from 10th to 13th mar, 2020 in association with Chennai Corporation. 	
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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	Nil	

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	Yes

