# The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

**Part – A**

**Data of the Institution**

**1.** Name of the Institution : Immanuel Arasar College of Education

* Name of the Head of the institution : Dr.J.Albert Prince Kumar
* Designation : Principal
* Does the institution function from own campus : Yes
* Phone no./Alternate phone no. : 04651-273299
* Mobile no : 9443606945
* Registered e-mail : iaceprincipal15@gmail.com
* Alternate e-mail : orchidd16@gmail.com
* Address : Edaivilagam, Nattalam, Marthandam
* City/Town : Kanyakumari District
* State/UT : TamilNadu
* Pin Code : 629195

**2.** Institutional status:

* Affiliated / Constituent : Yes
* Type of Institution: Co-education/Men/Women : Co-Education
* Location : Rural/Semi-urban/Urban: Financial Status: Rural
* Grants-in aid/ UGC 2f and 12 (B)/ Self financing : Self Financing
* Name of the Affiliating University : TamilNadu Teachers Education University
* Name of the IQAC Co-ordinator : Mrs.R.Sunitha
* Phone no. : 04651-273299

Alternate phone no. : 9443606945

* Mobile : 7598658384
* IQAC e-mail address : iaceprincipal15@gmail.com
* Alternate Email address : orchidd16@gmail.com

**3.** Website address:

 Web-link of the AQAR: (Previous Academic Year) : <http://www.iacecollege.com/NAAC.html>

**4.** Whether Academic Calendar prepared during the year? : Yes

 Weblink : <http://www.iacecollege.com/NAAC.html>

**5.** Accreditation Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1st  | B | 2.24 | 2011 | From : 01/09/2011 to : 30/09/2016 |
| 2nd  | B+ | 2.54 | 2016 | From : 04/11/2016 to : 30/11/2020 |

6. Date of Establishment of IQAC : 01/09/2011

7**.** Internal Quality Assurance System

|  |
| --- |
| 7.1Quality initiatives by IQAC during the year for promoting quality culture  |
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| Academic Administrative Audit | 23/02/2017 | 4 |
| IQAC Meeting | 14/04/2017 | 14 |
| IQAC Meeting |  26/07/2017 | 14 |
| ISO Certification | 26/06/2012 | 6 |

**8.** Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
| **-** | **-** | **-** | **-** | **-** |

**9.** Whether composition of IQAC as per latest NAAC guidelines : Yes

\*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year : 2

The minutes of IQAC meeting and compliance to the decisions : Yes

have been uploaded on the institutional website

**11.** Whether IQAC received funding from any of the funding : No

agency to support its activities during the year

**12.** Significant contributions made by IQAC during the current year (maximum five bullets)

* Academic and Administrative Audit was conducted.
* Active functioning of a counselling cell.
* Assessment was done to identify the counselling needs of students.
* IQAC co-ordinated the various committees for the effective functioning of the College.
* Celebrated various important days.

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards

 Quality Enhancement and the outcome achieved by the end of the Academic year

|  |  |
| --- | --- |
| **Plan of Action**  | **Achievements/Outcomes** |
| Organizing International Conference | An international Conference was organised which paved a platform for quality enhancement in teacher education |
| Organizing National level Workshop | A Psychotronics workshop, SPSS package workshop and faculty development programme were organised which were highly beneficial to the student teachers, M.Ed Scholars and Staff members. |
| Organizing Various Programmes | Our student teachers and M.Ed Scholars participated in several competitions and achieved laurels. |

**14.** Whether the AQAR was placed before statutory body : Yes

 Name of the Statutory body : Governing Body

 Date of meeting(s) : July 2017

**15.** Whether NAAC/or any other accredited body(s) visited IQAC : No

 or interacted with it to assess the functioning

 **16.** Whether institutional data submitted to AISHE : Yes

 Year : 2016-17

 Date of Submission : 24/01/2017

**17.** Does the Institution have Management Information System : No

 **Part-B**

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| --- |
| **Criterion I – Curricular Aspects**  |
| **1.1 Curriculum Planning and Implementation**  |
| 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words  |
| The detailed curriculum of all the subjects are built by the TamilNadu Teachers Education University under the guidance of corresponding syllabus committees which are formed by selecting faculties of different colleges and Universities. The detailed curriculum is mailed to the Principal by the University. The syllabus is also distributed to the students of the department. After each class the faculties maintain a Lesson Plan note where the details of the topic taught is written. This serves as a document for future reference. |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year  |
| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development  |
| - | - | - | - | - |
| **1.2 Academic Flexibility** |
| 1.2.1 New programmes/courses introduced during the Academic year |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
| **-** | **-** | **-** | **-** |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. |
| Name of Programmes adopting CBCS | **UG** |  **PG** | Date of implementation of CBCS / Elective Course System | **UG** |  **PG** |
| - | **-** | **-** | - | **-** | **-** |
| Already adopted (mention the year)  |  |  |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |
| - | Certificate | Diploma Courses |
| No of Students | - | - |
| **1.3 Curriculum Enrichment** |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year |
| Value added courses | Date of introduction | Number of students enrolled |
| - | - | - |
| 1.3.2 Field Projects / Internships under taken during the year |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
| **-** | **-** |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders. |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| Yes | Yes | Yes | Yes | Yes |
| 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) |
| Feedback plays a central part in ensuring that higher education institutions are successful. The College collects the feedback on various curriculum aspects and courses from different stakeholders such as the students, alumni, Faculty, Employers and Parents. The feedback collected from the individuals has been analysed and taken to the consideration for the development of curriculum, teaching learning process and environment.1. The analysis of the students’ feedback clearly depicts that they are well satisfied with the curriculum development and revision & also observed from the students’ feedback that few of them expressed the need of more ICT facilities.
2. The feedback from the teachers revealed the validity and adequacy of the syllabus. Also, it is quite helpful in reframing the course content according to the societal needs.
3. The feedback analysis reports that from the parents clearly depicts their satisfaction towards the curricular and non-curricular activities rendered by the University.
4. The alumni feedback analysis report reveals that majority of the alumni students are happy and proud to be a part of this institution and they agreed that they would recommend their friends and relatives to enrol in this institution.
 |
| **Criterion II -Teaching-Learning and Evaluation** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year** |
| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
| B.Ed | 200 | 96 | 72 |
| M.Ed | 50 | 58 | 50 |
| **2.2 Catering to Student Diversity** |
| 2.2.1. Student - Full time teacher ratio (current year data) |
| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses  | Number of full time teachers available in the institution teaching only PG courses  | Number of teachers teaching both UG and PG courses |
| 2016-17 | 72 | 49 | 28 | 10 | 4 |
| **2.3 Teaching - Learning Process** |
| 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) |
| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
| 38 | 38 | Yes | 5 | 2 | Yes |
| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) |
|  Yes. Students mentoring system is available in our institution. Teachers and they will counsel the respective students once in a week, to solve the problems come across during their course of study. This is a continuous process till the end of   academic career of the student.  The Mentors meet the students associated with them once in a every week. A separate mentoring and counselling hour is maintained for each class as part of their time table and the respective faculty meets the students in the said hour. During the last year of study students are advised for higher studies along with proper career guidance.  |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| 122 | 38 | 1:4 |

|  |
| --- |
| **2.4 Teacher Profile and Quality** |
| **2.4.1 Number of full time teachers appointed during the year** |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| 38 | 38 | **-** | **-** | 4 |
|  |
| **2.4.2 Honours and recognitions received by teachers***(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )* |
| *Year of award* | *Name of full time teachers receiving awards from state level, national level, international level* | *Designation*  | *Name of the award, fellowship, received from Government or recognized bodies* |
| *2016* | *L.Vinila,* *U.V. Ajitha Kumari* | *Assistant Professor**Assistant Professor* | *SET**SET* |
|  |
| **2.5 Evaluation Process and Reforms** |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year |
| Programme Name  | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
| B.Ed | APS04787 | Two Year | 28-04-2017 | August |
| B.Ed(Al) | APS08881 | Two Year | 28-04-2017 | August |
| M.Ed | APP1327 | Two Year | 28-04-2017 | August |
| **2.5.2** Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) |
| For undergraduate programs, the institute conducts two internal exam of 35 marks each. The average marks of both examinations are considered as final internal-marks. Annual examination is for 70 marks which is conducted by the university.For the post-graduate program, the institute conducts two internal -exams of 35 marks each as per university norms, and the annual examination is for 70 marks which are conducted by the university. After completion of the internal examination, the faculty evaluates the answer scripts and distribute to the students for doubt clarifications or re-correction. The faculty submits the recorrected scripts to the examination branch and marks are displayed on the notice board. Then the principal conducts a meeting with HODs to discuss the students' performance and necessary action plan for further improvement. For laboratory evaluation for under graduate, |
| **2.5.3 A**cademic calendar prepared and adhered for conduct of Examination and other related matters (250 words) |
| The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates, examination dates, extra co-curricular activities and annual based examinations. Before the commencement of the academic year respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers’ Committee prepares a detailed timetable and academic calendar for the academic year. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal/Vice-Principal. The Principal/Vice Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities. |
| **2.6 Student Performance and Learning Outcomes**  |
| 2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution(to provide the weblink) |
|  |
| 2.6.2 Pass percentage of students |
| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
| APS04787 APS08881 | B.Ed | 168 | 160 | 98.59 |
| APP1327 | M.Ed | 44 | 18 | 81.8 |
| 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) |
| **Criterion III – Research, Innovations and Extension** |
|  |
| **3.1 Resource Mobilization for Research** |
| 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations |
| Nature of the Project | Duration | Name of thefunding Agency | Total grantsanctioned | Amount received during the Academic year |
| Major projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored Projects | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students Research Projects*(other than compulsory by the College)* | - | - | - | - |
| International Projects | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |
|  |
| **3.2 Innovation Ecosystem** |
| 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year  |
| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
| - | - | - |
|  |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
| - | - | - | - | **-** |
|  |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year |
| Incubation Centre | Name | Sponsored by  |
| - | - | - |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
| - | - | - |
|  |
| **3.3 Research Publications and Awards** |
| 3.3.1 Incentive to the teachers who receive recognition/awards |
| State | National  | International |
| - | - | - |
| 3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)* |
| Name of the Department | No. of Ph. Ds Awarded |
| Education | One |
|  |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National  | - | - | - |
| International | - | - | - |
|   |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year |
| Department | No. of publication |
| - | - |
|  |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index  |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication  |  Number of citations excluding self citations  |
| - | - | - | - | - | - | - |
|  |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) |
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations  | Institutional affiliation as mentioned in the publication  |
| - | - | - | - | - | - | - |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :  |
| No. of Faculty | International level | National level | State level | Local level |
| Attended Seminars/ Workshops | 15 | 5 | - | - |
| Presented papers | 15 | 3 | - | - |
| Resource Persons | - | - | - | - |
|  |
| **3.4 Extension Activities** |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year |
| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers **co-ordinated** such activities | Number of students participated in such activities |
| Eye Camp | Bejan Singh Eye Hospital | 38 | 122 |
| Quiz | Institution | 38 | 122 |
| CT Camp | Institution | 38 | 122 |
| Fire & Safety and Disaster Management | Safety Department | 38 | 122 |
|  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year |
| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited  |
| - | **-** | **-** | **-** |
|  |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year |
| Name of the scheme | Organising unit/ agency/ collaborating agency  | Name of the activity | Number of teachers **coordinated** such activities  | Number of students participated in such activities |
| - | - | - | - | - |
|  |
| **3.5 Collaborations** |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year |
| Nature of Activity | Participant | Source of financial support | Duration |
| - | **-** | - | **-** |
|  |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year |
| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration**(From-To)** | participant |
| - | - | **-** | - | **-** |
|  |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year |
| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs  |
| - | - | - | **-**  |
| **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES** |
| **4.1 Physical Facilities** |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year |
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|  |  |
|  |
| 4.1.2 Details of augmentation in infrastructure facilities during the year |
| Facilities | Existing | Newly added |
| Campus area | 4895.66 Sq.mt |  |
| Class rooms | 3505.01 Sq.mt |  |
| Laboratories | 445.93 Sq.mt |  |
| Seminar Halls | 125.42 Sq.mt |  |
| Classrooms with LCD facilities |  |  |
| Classrooms with Wi-Fi/ LAN |  |  |
| Seminar halls with ICT facilities |  |  |
| Video Centre |  |  |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  |  |
| Others |  |  |
|  |
| **4.2 Library as a Learning Resource** |
| 4.2.1 Library is automated {Integrated Library Management System -ILMS} |
| Name of the ILMS software  | Nature of automation (fully or partially) | Version  | Year of automation   |
|  |  |  |  |
| 4.2.1 Library Services: |
|  | Existing | Newly added | Total |
|  | No. | Value | No. | Value | No. |  Value  |
| Text Books | 8917 |  | 98 |  | 9015 |  |
| Reference Books |  |  |  |  |  |  |
| e-Books |  |  |  |  |  |  |
| Journals | 26 |  | 2 |  | 28 |  |
| e-Journals |  |  |  |  |  |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video |  |  |  |  |  |  |
| Library automation |  |  |  |  |  |  |
| Weeding (Hard & Soft) |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |
|  |
| **4.3 IT Infrastructure** |
| 4.3.1 Technology Upgradation (overall) |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | 32 | 29 | 32 | - | - | 3 | - | - | - |
| Added |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
|  |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line) |
| ………10………… MBPS /GBPS |
| 4.3.3 Facility for e-content |
| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
| - | -89 |
|  |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc |
| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
| - | - | - | - |

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| --- |
| **4.4 Maintenance of Campus Infrastructure** |
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|  |  |  |  |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)  |
| Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments.Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.Sports: Regarding the maintenance of indoor Badminton/ Volly Ball court / TT Courts /Gym on the college sports in charge consult coachesComputers- Centralized computer laboratory are used to maintain computers in the college. Computer maintenance is done regularly and non-repairable systems are disposed off.Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. |
| **CRITERION V - STUDENT SUPPORT AND PROGRESSION** |
| **5.1 Student Support** |
| 5.1.1 Scholarships and Financial Support |
|  | Name /Title of the scheme | Number of students | Amount in Rupees |
| Financial support from institution | - | - | - |
| Financial support from other sources |
| a) National | SC Scholorship |  |  |
| b) International |  |  |  |
|  |
| 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., |
| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|  |  |  |  |
|  |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|  |  |  |  |  |  |
|  |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year  |
| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal  |
| - | - | - |
|  |
| **5.2 Student Progression** |
| 5.2.1 Details of campus placement during the year |
| **On campus** | **Off Campus** |
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
|  |  |  |  |  |  |
|  |
| 5.2.2 Student progression to higher education in percentage during the year  |
| Year  | Number of students enrolling into higher education | Programme graduated from  | Department graduated from  | Name of institution joined | Name of Programme admitted to |
|  |  |  |  |  |  |
| 5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |
| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
| NET |  |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT |  |  |
| GRE |  |  |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services |  |  |
| Any Other  |  |  |
|  |
| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year  |
| Activity | Level | Participants |
| Quiz Competition | Intercollegiate | 58 |
| Intercollegiate Cultural Competitions | Intercollegiate | 93 |
| **5.3 Student Participation and Activities** |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) |
| Year | Name of the award/ medal | National/ International | Sports  | Cultural | Student ID number | Name of the student |
| - | - | - | - | - | - | - |
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) |
| Student Council representatives actively participate in various activities. They help in coordinating all the events related to academics and other cocurricular & Extra-curricular activities, as per the directives of teaching faculty. Council has the members. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students.1. Coordination in day to day academic activities at their level
2. Coordination in communicating the information between students and Teaching faculty
3. Coordination in organizing Cultural events
4. Coordination in organizing Sports & Games for the students
5. Coordination in arranging Innovative School Visits for the students
6. Coordination in inviting the external guest speakers and organizing the Seminars & Workshops.
 |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): |
| Yes. |
| 5.3.2 No. of ~~registered~~ enrolled Alumni:  |
|  |
| 5.3.3 Alumni contribution during the year (in Rupees) **:**  |
|  |
| 5.3.4 Meetings/activities organized by Alumni Association **:**  |
|  |
| **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT** |
| **6.1 Institutional Vision and Leadership** |
| 6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) |
| The Principal is the sole authority of the institution. All the members of staff play significant roles to participate in the decision making system of the college. There is a Staff Council which is chaired by the Principal and the Secretary, Staff Council records minutes of the meeting. All the members of staff participate in the proceedings and important decisions in respect of staff, students and the college are taken. There are different associations such as Students’ Union, Clubs, Athletic Association, Science Society, in which students & teachers participate and take decisions and conduct various activities. The heads of departments take decisions regarding academic innovations and other related activities in consultation with the members of staff. Senior members of staff are assigned with the responsibilities such as Administrative Bursar, Academic Bursar and Accounts Bursar and are considered vital members of decision making body. There is a staff club in the College which is an unofficial body but operates as unifying factor among the members of staff and organizes various social cultural and welfare activities. |
| 6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:  |
| Yes, Our institution is having management Information System through which all the works are carried out |
| **6.2 Strategy Development and Deployment** |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**  |
| * Curriculum Development

The institution focuses on multi skill development of students in order to ensure employability. All the Skill Based Elective courses are available to students irrespective of their major subjects. This facility enables students to choose the courses of their interest and for future development . |
| * Teaching and Learning
* ICT - enabled teaching - learning process has made students “active participants” in the classroom.
* Apart from classroom interaction, the following methods are used
* Peer learning is promoted within and outside the class hours.
* Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
* Peer learning is promoted within and outside the class hours.
 |
| * Examination and Evaluation
* The college is bound to follow the examination system to Tamil Nadu Teachers Education University to which our college is affiliated and the examination procedures of the university can be neither denied nor modified. But the college has is own internal ways of improving the student quality through examination system adopted for the same viz. unit test, weekly test first terminal tests, Revision tests, Model Exam, and assignments, etc.
 |
| * Research and Development

Research is a significant activity of the college. During this academic year 27 research papers were published in conference proceedings.  |
| * Library, ICT and Physical Infrastructure / Instrumentation
* Our Library is an e-Library Reading awareness Programme was organized in IACE. One day seminar was organized on E-Resources
* Our students visited “Book Expo” at Nagercoil
* Library, Labs and ET – Lab with smart Board is available .
 |
| * Human Resource Management
* Team teaching is encouraged
* Maximum Human Resource is utilized
 |
| * Industry Interaction / Collaboration
* Science students were encouraged to visit Industries. And they submit the Reports.
* Professionals and experts are invited for seminars and conferences.
* The institution has collaboration with recognised bodies like CTE.
* Linkages with career agencies are established for campus recruitment.

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| * Admission of Students

Advertisement for B.Ed and admission is done both online as well as through leading news papers. The forms and prospects were made available on the college website. The institution is affiliated to Tamil Nadu Teacher Education University. It follows the procedure of centralized admission cell for Tamil Nadu Teacher Education University. Admission is given by the following norms laid down by NCTE and Government of Tamil Nadu. The institute papers computerized chart for admission. Institution prepares category wise and subject wise computerized charts. The institution has been granted 200 seats by NCTE. The institute is a self financed, so it can take all of its seats as management quota as per the norms of the State Government.Admission is based on merit and interview. Students are admitted as per the university norms. Socially disadvantaged students and first generation learners are given preference in admission.  |
| 6.2.2 : Implementation of e-governance in areas of operations:  |
| * Planning and Development
 |
| * Administration

The Administration of the College is functions with E-governance system at Government, Society and College level. Even though the college tries their best to keep in touch with latest tools of administration with available tools in hand. With the help of developed technological world college staff uses the same for administration purpose. Such as use of Smartphone with inbuilt social app like Gmail and WhatsApp they share the notes to students. It helps to provide the brief notice of any event to be happened on college WhatsApp Group for awareness and of smooth functioning of the same. The college have Biometric attendance for teaching and non-teaching staff.  |
| * Finance and Accounts

The college uses the software for E-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure. |
| * Student Admission and Support

The most important key factor of the college toward the student's admission and support is that college has system which allows the student to take admission at the initial stage of admission process of every academic year. This is the one of the important thing which supports some students those are facing financial issues. The College has software for the admission purpose. College has extended helping counter for the students which provides them several services as such Admission form Filling, Examination form filling as well as Scholarship Form filling at one place only. This service counter protects the students from outside service centre where they need pay fees for it. The Helping counter i.e. service centre provided at college is free of cost. The College has provided the facility to the students for linking the contact number with aadhar card which was mandatory for the students as per the government rule. |
| * Examination

The College has the separate Examination department with equipped ITC tools necessary for examination purpose. As per the requirement of Examination department all the necessary equipments are provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose. The examination department has the separate Machine for printing the question papers downloaded from university portal. As per university regulation the Examination First year of Arts, Commerce and Science need to conduct at college level for which College has software for running the examination procedure for First year students. |
| **6.3 Faculty Empowerment Strategies**  |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year  |
| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|  | R.SunithaA.BeaulaJ.RajanA.Anitha | International Conference and Workshops | Immanuel Arasar Trust | As per the event |
| 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year |
| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|  |  |  |  |  |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year |
| Title of the professional development programme  | Number of teachers who attended | Date and Duration (from – to) |
|  |  |  |
|  |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):  |
| Teaching | Non-teaching |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
|  |
| 6.3.5 Welfare schemes for |
| Teaching | Loan, Increment, Festival and Emergency advance |
| Non teaching | Loan, Increment, Festival and Emergency advance |
| Students | Fee concession |
| **6.4 Financial Management and Resource Mobilization** |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each**)**Our Institution has an effective mechanism for auditing the accounts. The accounts of the college are audited by chartered accountant regularly as per the Government rules. Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the Governing body. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant. The Last external audit was done in 2017 and audit report was satisfactory |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)  |
| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
| **Nil** | **Nil** | **Nil** |
| 6.4.2 Total corpus fund generated : Nil |
| **6.5 Internal Quality Assurance System** |
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?  |
| Audit Type | External | Internal |
|  | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Gideon & Associates | Yes |  |
| Administrative | Yes | Gideon & Associates | Yes |  |
|  |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three) |
| We organized parent -Teacher Meeting on March 2015. Parent-Teacher meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made. |
| 6.5.3 Development programmes for support staff (at least three) |
| Our institutions organized staff empowerment programme and allowed our staff to attend seminars, Conferences, Workshop and permits them to do projects and article publication Orientation programme was conducted |
| 6.5.4 Post Accreditation initiative(s) (mention at least three) |
| **6.5.5**a. Submission of Data for AISHE portal : Yes b. Participation in NIRF : Noc. ISO Certification : Yes d. NBA or any other quality audit : No |
| 6.5.6 Number of Quality Initiatives undertaken during the year  |
| Year  | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants  |
|  |  |  |  |  |
|  |  |  |  |  |

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| **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES** |
| **7.1 - Institutional Values and Social Responsibilities**  |
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) |
| Title of the programme | Period **(from-to)** | Participants |
|  Dengue awareness  | 2016-2017 | 45 | 23 |
| National Consumer Day  | 2016-2017 | 34 | 12 |
|  |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:Percentage of power requirement of the College met by the renewable energy sources  |
| To instil environmental awareness and protection an Elective paper on Environmental Education is included to our B.Ed. course. Our Nature Lovers club functions effectively. During community service student teachers were encouraged in tree-plantation in the Blind school campus |
| 7.1.3 Differently abled (Divyangjan) friendliness  |
| Items Facilities | Yes/No | No. of Beneficiaries  |
| Physical facilities | Yes |  |
| Provision for lift  | No |  |
| Ramp/ Rails  | Yes |  |
| Braille Software/facilities  | No |  |
| Rest Rooms | Yes |  |
| Scribes for examination | Yes |  |
| Special skill development for differently abled students | Yes  |  |
| Any other similar facility |  |  |
|  |
| 7.1.4 Inclusion and Situatedness  |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year  |
| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|  |  |  |  |  |  |  |
|  |
| 7.1.5 Human Values and Professional Ethics  |
| Code of conduct (handbooks) for various stakeholders  |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| **-** | **-** | **-** |
|  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics |
| Activity | Duration (from-------to-------) | Number of participants |
| Peace day | 2016-2017 | 66 |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) |
| * Eco-friendliness in the campus is the policy of the college. Lawns and gardens are maintained with utmost care.
* Approach roads are lined with trees and shrubs.

 Use of plastic materials is prohibited in the college |
|  |
| **7.2 Best Practices** |
| Describe at least two institutional best practices Upload details of two best practices successfully implemented by theinstitution as per NAAC format in your institution website, provide the link |
| * Internship in Teaching
* Inter Disciplinary Approach
* Orientation Courses
* Feedback devices for the modification of teacher
* Simulated Social behavior skill teaching
* Micro – Teaching
* Programmed Instruction
* Training of Flanders Interaction Analysis
* Educational Technology and Teacher Education
* Team Teaching
* Educational Technology phase for teachers
* Action Research
* The Laboratory phase for teachers
* Supplemented teaching force
* Bloom’s Evaluation approach and Objective based lesson Plans

Improvement of Working Environment |
| **7.3 Institutional Distinctiveness** |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrustProvide the weblink of the institution in not more than 500 words |
|  Students celebrate National Festivals like Independence Day, Republic Day and National Youth Day. A sense of oneness with all is created by the Religious Harmony Songs sung every week during the prayer. Once in a week, songs on themes like self - confidence, youth - awakening, teachings of Swami Vivekananda and songs of MahakaviBharathiyar are sung to instill self-confidence with the students. Dance, Drama and Music are employed on several occasions in a year to impart moral and ethical values through fine arts.  |

 **Future Plans of action for next academic year (500 words)**

* To conduct orientation programme
* To organized International Conference
* To organize National Workshop
* To organize National Seminar Teaching learning Process
* To implement the quality masseurs for the coming academic year
* To conduct remedial classes for slow learners
* To conduct an academic audit of departments

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

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