



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)
Name of the head of the Institution		DR. JOSEPH CATHERINE
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04424894262
Mobile no.		9941287627
Registered Email		smcedn@gmail.com
Alternate Email		catherinejoseph2@gmail.com
Address		Kamarajar Salai, Ashok Nagar
City/Town		Chennai
State/UT		Tamil Nadu
Pincode		600083

2. Institutional Status																															
Autonomous Status (Provide date of Conformant of Autonomous Status)	01-Mar-2005																														
Type of Institution	Women																														
Location	Urban																														
Financial Status	state																														
Name of the IQAC co-ordinator/Director	DR.ALMA JULIET PAMELA																														
Phone no/Alternate Phone no.	04424747212																														
Mobile no.	9500194738																														
Registered Email	smcedn@gmail.com																														
Alternate Email	almapame@gmail.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	https://smcedn.edu.in/college_docs/AQAR%202016-2017.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	https://smcedn.edu.in/college_docs/17-18%20HAND%20BOOK.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>A</td> <td>3.48</td> <td>2014</td> <td>10-Dec-2014</td> <td>09-Dec-2021</td> </tr> <tr> <td>2</td> <td>A</td> <td>0</td> <td>2007</td> <td>31-Mar-2007</td> <td>30-Mar-2012</td> </tr> <tr> <td>1</td> <td>Five Star</td> <td>0</td> <td>2000</td> <td>17-Apr-2000</td> <td>16-Apr-2005</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	A	3.48	2014	10-Dec-2014	09-Dec-2021	2	A	0	2007	31-Mar-2007	30-Mar-2012	1	Five Star	0	2000	17-Apr-2000	16-Apr-2005
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
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2	A	0	2007	31-Mar-2007	30-Mar-2012																										
1	Five Star	0	2000	17-Apr-2000	16-Apr-2005																										
6. Date of Establishment of IQAC	16-Jun-2002																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Seminar on Research in Education	02-Mar-2018 1	77
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8. Provide the list of Special Status conferred 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
Nil	Nil	Nil	2018 0	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• Organised National Seminar on Research in Education • Recommended Research publications by M.Phil., Ph.D., scholars Staff in reputed National and International, peer reviewed journals • Research Articles and Thematic papers presented during the National and International seminars • Internal Academic Audit and Feedback conducted by the IQAC members. • Biannual research journal published

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Admission Equal opportunities to all categories of students including meritorious students.	Weightage to all categories of students especially the socially and economically backward.To conduct one National Seminar, one state level Workshop Seminar for Stake Holders
To conduct one National Seminar, one state level Workshop & Seminar for School Teachers	All the seminars at the National, State and institutional level were organised
Special programmes to increase the student potential	Programmes to develop life skills, personality Spoken English, Computer Skills and Art & Craft and Leadership skills were organised.
To cater to the needs of low achievers and to improve the language skills through remedial classes	Spoken English and Remedial classes were conducted to help the low achievers improve their academic performance
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Jul-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institute acts as a catalyst, to synergize with the ample available resources to empower the students in planning and execution and providing the required information for the smooth functioning of the institution. The human, financial, and academic decisions and allocations are made on the basis of past experience, present and emerging needs, proposals, and suggestions received from different functionaries and committees. Faculty present the action plan, that they find necessary for quality sustenance, or excellence and can submit the proposal

before the planning committee. The Internal Quality Assurance cell also approved the proposal after perusal and statutory bodies. The management values and fulfills the recommendations, and proposals for making extra resources available as and when needed and requested. This way, all the support necessary for creating and sustaining an environment conducive to learning and development is made available. The democratic management strategy instils in every person the spirit of growing along with the institution. The college provides information on various curricular and cocurricular activities through the academic calendar, bulletin boards, college website, and WhatsApp groups. Learning resources are shared with students through easily accessible Learning Management systems like Google classrooms and blogs. The website also provides learning videos and materials prepared by the staff so that the students have only the relevant material. It is shared among the students in a short span of time. Further, it sensitizes the students about communityrelated activities, ecology, science, humanity, and future challenges.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BEd	BED	Education	21/07/2017
MEd	MED	Education	21/07/2017

[View File](#)

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BEd	Education	02/08/2017	Pedagogy of School Subject (B171PPSS) Drama and Art (B171EDAT) Yoga, Health and Physical education	02/08/2017

			(B171EYHP) Pedagogy of School Subject (B172PPSS) Reading and Reflecting Texts (B172ERRT) Critical Understanding of ICT (B174ECUI) Pedagogy of School Su	
MEd	Education	02/08/2017	Guidance and Counselling (M173EGCG) Education for Differently Abled Learners (M173EEDL) Adult Education (M173EAED) Advanced Educational research and statistics (M173CAER) Environmental Studies (M174CEAL) Early Childhood Education (M174EECE)	02/08/2017
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	03/01/2018
MEd	Education	17/07/2017
MPhil	Education	17/07/2017

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
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Computer Education and Spoken English	02/08/2017	195
Health and Hygiene, Aerobics	03/01/2018	150
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship	150
MEd	Internship in Teacher Education Institutions and Primary Schools	10
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback is collected from the stakeholder at the end of all the important events. Students' opinion regarding the curriculum implemented, teaching process, seminar arranged, internship program, teacher effectiveness is collected by using the feedback forms. The feedback regarding the teaching competency of students in their interview was collected from the employers during the recruitment process. It reflects the effectiveness of curriculum being adopted in our institution. The feedback collected from the Alumni gives a very clear picture of the significances of the curriculum that they transfer in their teaching career. All the feedback collected is being analysed and the report of the analysis is brought forward in planning for the next academic year activities. Major concerns regarding infrastructure and teaching learning process are also considered and steps were taken to create a comfortable and conducive atmosphere.</p> <ul style="list-style-type: none"> • Feedback from the students has brought to light the improvements / changes to be introduced in the online tests conducted for all the papers. New experiments are carried out in the field of evaluation to make it objective. • Based on the feedback, rescheduling of practical components has been carried out. • Suggestions and Feedback from examiners have helped us to improve the performance of our students. • Self-directed learning strategies and auto instructional methods have been developed to improve the learning skills of the students. • The suggestions of the Alumni with regard to syllabi modification at M.Ed., level have been appreciated and immediate action has been taken. • Based on the suggestions of the employers, the institution has introduced skill based training programs as a capacity building exercise: Computer Education, Spoken English, Aerobics and Health and Hygiene are some of the value added courses offered to the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	200	259	197
MEd	Education	50	10	6

[View File](#)

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	197	6	13	5	18

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
18	18	4	16	4	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Mentoring system is integrated in the academic programme of the college. The mentoring activities are carried out in the areas namely academic, co-curricular, wellness issues in both physical and mental dimensions and other difficulties encountered in their day to day life. The objectives are to provide the learned experiences to the mentee to have a self-perception, to suggest ways and means to tackle problems and challenging situations faced by the mentee and to provide directions to move on towards success. Mentoring has evolved to embrace a wide range of activities in recent years from being allocated faculty who respond to queries that an individual has and give moral support, and focus on counselling depending upon the complexity of the needs of the mentee. All the teaching faculty of the institution serve as mentors for the students allocated for the academic year. Twice in a month the mentoring services are provided preferably on Saturdays. The student's details are recorded which includes their parent's qualification and occupation, number of siblings, academic record from standard ten till higher education, interest in cultural and sports, special talents, physical ailments, academic performance in all the semesters and general interests and talents. The students are met individually by the mentors and information regarding difficulties faced and other problems encountered were recorded. The students are called on a one to one basis and asked about their attitude regarding the course and support system needed if any.

Group discussion regarding the academic and other areas in the institution were also conducted once in a semester for the students to open their ideas regarding the improvement of the curriculum and other areas. The guidance and counselling services are provided to the needy by the management. A counsellor is there in the campus to help the students in need of regular services. Students who need academic support and help has been given remedial coaching in the institution. The content areas in which the students need explanation has been identified and the students were given special coaching by the faculty members for the various courses in a slower pace. The students who lack teaching competency skills has been given special orientation sessions on Microteaching and Macro teaching. The students were projected various recording of Microteaching and Macro teaching videos by peers and old students to facilitate self-confidence and passion for the profession. The faculty handling pedagogy courses were asked to observe their modified teaching and offer suggestions for

improvement. The students gradually improved their teaching skill and got rid of their fear and showed interest towards teaching. Students in need of financial needs for the completion of the course were identified and also given fee concession by the Management. The students who lack in communication skill were asked to improve their language skills through the spoken English course offered in the institution. Thus, the mentoring activities benefit the student teachers to build their self-confidence and face the challenges of the everyday life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
220	18	1:12

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
11	9	2	0	7

2.4.2 – Honours and recognition 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
Nil	Nil	Nil	Nil
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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
BEd	BED1618	IV / II YEAR	08/05/2018	29/05/2018
MEd	MED1618	IV / II YEAR	08/05/2018	29/05/2018
MPhil	MPHIL1618	II YEAR	08/05/2018	29/05/2018
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	173	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://smcedn.edu.in/college_docs/2.6.1.%20Course%20Objective%20\(2017%20-%202018\).pdf](https://smcedn.edu.in/college_docs/2.6.1.%20Course%20Objective%20(2017%20-%202018).pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
BED1618	BEd	Education	149	149	100
MED1618	MEd	Education	10	10	100
MPHIL1618	MPhil	Education	14	14	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://smcedn.edu.in/college_docs/2.7.1.%20Student%20Satisfactory%20Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	Nil	Nil
No file uploaded.				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – 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
Research in Education	Education	03/02/2018
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Education	4

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	9	0
International	Education	3	4
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	9
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nil	Nil	Nil
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	12	0	0
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Nil	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.6 – Extension Activities

3.6.1 – 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 participated in such activities	Number of students participated in such activities
AIDS awareness	Corporation AIDS Prevention and Control Society (CAPACS) and Red Ribbon Club (RRC) unit of SMCE	2	190
Awareness on girls Education	Women cell -SMCE	4	15
Dengue Awareness	Women cell -SMCE	5	40
Parenting a girl child	Women cell -SMCE	3	20
Rally for Rivers	RRC, YRC, Women cell, Eco-club	6	185
Self Employment	Women cell -SMCE	4	15
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Humanitarian Service	Social Action Award	Indian Development Foundation [IDF]	197
View File			

3.6.3 – 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 participated in such activities	Number of students participated in such activities
NACP(National AIDS control programme)	CAPACS (Corporation AIDS Prevention and Control Society) and RRC (Red Ribbon Club)unit of SMCE	AIDS awareness	2	190
SMILE (Support for Marginalised Individuals for livelihood ad enterprise)	RRC unit of SMCE	Seminar on Issues and concerns of Transgender	2	185
Swachh Bharat	Stella Matutina College of Education	Campus Cleaning During Annual Citizenship Camp	10	190
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
No file uploaded.			

3.7.2 – 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	Duration To	Participant
Student Exchange	Internship	Christopher College of Education	12/02/2018	16/02/2018	M.Ed. Students
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

Value Integrated Teaching and Learning (VITAL)	02/04/2018	Training programme on Integrating citizenship values into Academics	150
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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
2863132.5	2747530.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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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
Library Management Software	Partially	1.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19012	0	557	34179	19569	34179
Journals	53	49443	0	0	53	49443
CD & Video	130	0	9	Nil	139	0
Library Automation	1	25000	0	0	1	25000

Others(s pecify)	320	0	29	0	349	0
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4.2.3 – 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
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	124	1	1	1	0	4	0	40	16
Added	3	0	0	0	0	2	0	0	3
Total	127	1	1	1	0	6	0	40	19

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 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
Instructional Studio	https://smcedn.edu.in/ict_facilities.php

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
2056249	2013658.22	300000	297274

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)

<p>The Maintenance committee is responsible for monitoring the cleanliness of the campus. A comprehensive maintenance policy has been formulated for the smooth functioning of the college. The staff notifies all maintenance-related needs to the maintenance committee. The Office Superintendent leads the support staff in maintaining classrooms, computing equipment, furniture, fixtures of classrooms, LCD projectors, electricity, and carpentry. Aim is to Maintain the Physical, Academic, and Support facilities. To attend to requirements and damages immediately. Objectives Review the requirements of the infrastructure</p>
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and other facilities. Analyse matters relevant to the maintenance of various facilities and development of the institution Roles and Responsibilities • The cleanliness of the entire campus is monitored by the maintenance committee with the help of support staff. • Stock registers are maintained for the infrastructure. • Ensure that the supporting staff cleans the office area, corridors, staff rooms, classrooms, library, laboratories, halls, common rooms, restrooms, and ground. • The library resources are maintained by the librarian • Sports equipment and playgrounds are maintained by the Physical Director with the help of support staff. Maintenance of Physical and Academic Facilities Maintenance related to electrical, carpentry, painting, etc., of the classrooms and other infrastructure facilities, are maintained regularly. Annual Maintenance Contract (AMC) for air-conditioners, generators, RO Water purifiers, and other equipment which is cleaned, calibrated, and maintained on a regular basis. Fire extinguishers and First Aid Kits are maintained regularly, and their refilling is done before the date of expiry. Classroom Classrooms are upgraded with furniture, almirahs, and LCD for conducting classroom activities. Reliable Power Supply Laboratory In the laboratory, a stock register is maintained for the utilization of laboratory equipment used by students, and usage of the equipment is assured. The different laboratory equipment such as Psychology, Physical Science, Biological science, Social Science, Language Lab, and Computer Lab are periodically inspected by assigned faculty members for accuracy and working conditions. Library The institution has a Library Committee which monitors the procurement and regular follow-ups to ensure effective utilization of the library and maintain all reference books, articles, textbooks, magazines, competitive examination books, journals, e-books, e-magazines, and e-journals. Computers Computer systems and other ICT equipment such as Projectors, Printers, Photo Copier machines, Scanners, Servers, Bio-metric machines, etc. are properly maintained by the institution. The computer technical assistant takes care of the maintenance and service of the computers. All Wi-Fi users are controlled through a cyber roam firewall. The working LCD is checked on a regular basis by trained technicians. Instructional Studio It has the latest and most sophisticated equipment, consisting of cameras, lights, and sound systems that are used in a soundproof studio for high-quality audio-visual recording.

https://smcedn.edu.in/college_docs/Maintenance%20Policy.pdf

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	Scholarship from State Government	202	1505080
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

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
Remedial Coaching	08/11/2017	11	Institution

Express pro LITE-Digital Language lab	14/08/2017	43	Digital Language lab,960067292
Bridge Course	08/08/2017	197	Institution
Seminar Cum Work Shop on Zumba and Yoga for Wellness for Teacher Trainees	13/10/2017	140	Dr. Mrs.Kannan PugaZhendi,Medical Practitioner,Sports Medicine
Personal Counselling session	28/08/2017	47	Institution
View File			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	TET Foundation Coaching and Career Development Programme	180	190	2	191
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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	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	7

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
JRK Mat.Hr.Sec	190	168	Peace On Green Earth Public School	30	23
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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
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2017	40	B.Ed.	Tamil	University of Madras	M.A.
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5.2.3 – Students 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	Number of students selected/ qualifying
NET	1
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Day	Institutional Level	180
Talent Day	Institutional Level	192
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

<p>Student Council of Stella Matutina College of Education is formed in order to foster democracy. Student Council is formed by the interested and eligible students elected by the students through voting at the start of every year. As soon as the election results are announced, an orientation programme for the members of the Students Council and Class representatives is organised. The Student Council gets an opportunity to actively participate in fund raising, to efficiently organise and conduct cultural events and activities and to develop leadership. The institution encourages compassion and generosity in the young minds. The student counsel initiates community engagement programmes by organising Union Inauguration, Teacher’s Day Celebration, Deepavali, Christmas day Celebration, Pongal Celebration, Women’s Day Celebration and awareness seminar in Collaboration with Women’s forum Student Council organizes awareness programmes and competitions related to Global Warming, Swachh Bharath, awareness on voting, Wild life week celebration.</p>
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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

240

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1 - Minutes of the Meeting held on 05.09.2017 Agenda To conduct Inter School competition in Schools where graduates are employed To plan for a panel discussion for the B.Ed. teacher trainees To plan for a Workshop for M.Ed. Students Proceedings The Principal and the Committee Members discussed the items listed in the Agenda Resolutions Planned to conduct Inter School competitions namely Elocution and Poetry writing in neighbouring Schools. Planned for a panel discussion on TET exam pros cons by Resource Persons from 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)

Extensive Delegation : The institution fosters amicably the entire academic procedures through decentralization and participative management, where the decentralized administrative structures functions at three levels namely strategic, planning and operational level towards the growth and development of the institution. In accordance with the institutions belief in collaborative leadership and democratic traditions, decentralization and participatory management are practiced for the desired results. A careful reflection of this practice may be seen in the extensive delegation of authority to the coordinators and secretaries of the various committees and cells in the college in dispensing duties and responsibilities in various academic and administrative processes, thereby contributing to the healthy vibrancy of the management mechanisms in the college. At the strategic level, perspective plans are approved by the Management in accordance with the UGC and NCTE norms. Intensive discussions are carried out during the meetings of Planning and Evaluation Committee and forwarded to the IQAC at the planning level. The faculty members are highly competent and committed and work together as a team to produce talented, enthusiastic and disciplined students. Thus the following committees are formed to function the effective and efficient academic procedures where the teaching faculty, non-teaching faculty and students representative are actively involved to accomplish the vision and mission of the institution through the following committees Admission Committee, Planning and Evaluation Committee, Examination Committee, IQAC, Research and Development Committee, Grievances Appeal Committee, Library Committee, Students Welfare and Extracurricular Activates Committee, Academic Audit Committee, Finance Committee and Placement Committee. These committees periodically conduct meeting to plan and organize events and activities. The teaching, non-teaching and the students' community together plan and organize national and state level works shops, Seminars and conferences on relevant themes, which the Internal Quality Assurance Cell (IQAC) members coordinate the entire process effectively. The academic activities are implemented at the operational level by various committees and cells of the institution. Functional MOUs with other institutions and industry facilitates knowledge exchange and promotes symbiotic growth. The Alumni association and PTA render their support in all the activities of the institution. They help the institution organizing special talks in order to strengthen their involvement and dedication to the profession. A close association with the industry is maintained in order to ensure campus recruitment. Internal Evaluation Students Extension Activities : The decentralization and participative management enhance the teaching faculty to execute the autonomy of setting internal question papers, organizing

internal examinations, evaluation and assessment process of the same, organizing remedial classes for the below achievers accordingly. The faculty remodify the teaching methods and follows each one teach one method paying individual attention to the students. The decentralization and participative management enable the activities of Women's Cell, RRC and YRC to extend various community development services such as co-ordinating special activities for the deprived women folk of the nearby community. Programmes on Health, Adult Literacy and vocational training are offered to the women of the nearby locality.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

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):

Strategy Type	Details
Curriculum Development	In order to have quality improvement towards curriculum development the institution through the Curriculum Development Committee plans well with the members. The curriculum framed and revised for the current academic year by individual faculty of various courses are presented before the Board of Studies which consists of members of Both internal and external members. the suggestions provided by the external members are taken into consideration and the faculty members edit the course work and present it before the academic council for the perusal.
Teaching and Learning	Student centred learning results in imbibing knowledge by the learners to the maximum. Hence Activity Based Learning, Blended learning, Flipped Mastery Learning, Experiential Learning, Debate, Interview Method, ICT enabled Instructions, Collaborative and Cooperative Learning, Brain Storming, Field Visit, and Exposure programme are implemented to enhance effective learning outcome of the students. All teaching faculty members plan the various teaching strategies accordingly and effectively, where learners enthusiastically participate and learn. Hence the learners learn joyfully
Examination and Evaluation	The institution with regard to examination adheres to Continuous and Comprehensive Evaluation. For each course the students are evaluated on two internal and a model examination, practical and task-oriented assignments, seminars those assessed for 40 marks. The end semester course is evaluated for 60 marks which is

based on theoretical knowledge. Internal examinations and practical tasks are invigilated by the respective teaching staff while the end semester examination is invigilated by internal and external examiners. In case of any grievances addressed by the students to the examination committee is being rectified immediately. Semester examination is organized after 100 working days.

Research and Development

The institution pays significant attention promoting research culture among the teaching faculty and the students through Research and Development Committee. The Research and Development Committee meet periodically to plan to organize seminars and workshops. The Research and Development Committee, further conducts Research Colloquiums where knowledge related to identification of research problem review literature is discussed extensively. Research scholars are also trained to do the data analysis through SPSS. Thus the research culture is sustained with the intension of keeping the research graph to grow exponentially. A national level seminar on research in education was organized on the 2nd March 2018.

Library, ICT and Physical Infrastructure / Instrumentation

In order to improve quality improvement at the library a number of new books are purchased, that is a number of 557 new books were added to the library along with 49 journals, 4 international journal, 28 magazines and 920 books were donated by various personals. In order to enhance ICT enabled teaching learning process a number of LCD projectors and white boards were added to the existing ICT resources. To enhance the physical infrastructure in every classrooms the lights and fans were replaced wherever needed.

Human Resource Management

The institution promotes quality education hence it recruits faculty who are qualified with NET, SET, Ph. D degree. In order to develop human resource to the maximum utilization the institution encourages the faculty to pursue Ph. D as well as to pursue any other degree courses. To orient the students on current and various trends in education, on research ethics and statistical analysis the institution

invites experts from the concerned fields to address on the concepts. The college employs guest lecturers to manage the human resource adequality and effectively. Hence the human resource management is effectively managed.

Industry Interaction / Collaboration

The institute interacts and collaborates with various schools with respect to internship and exposure field visits. Every year during the third semester the student teachers go to various government and aided schools for internship programme, where students have the opportunity as part of the degree programme to observe the teaching learning process by the guide teachers and peer group and exercise and develop teaching competencies. In this regard the institution prior to internship programme sends request letters to school heads requesting permission. Thus, the institution collaborates with school education, as well with special schools.

Admission of Students

With respect to admission procedures the institution follows the admission rules and norms prescribed by the admission policies of the Government and the admission norms prescribed by Tamil Nadu Teachers Education University. The admission committee meets and plans various process of the admission. The applications are uploaded in the college website for the students who wish to get admission for the course. The admission applications are scrutinized by the admission committee and the admissions are given to the students those who seek admission, Priority to admission is given to the general and reserved candidates who seek admission. Fifty percent of the admission is done by the Single Window System.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	The students attendance is maintained through biometric. The campus is Wi-Fi enabled which provides strong internet connection with 24x7 internet facility to the staff, students and for administrative purposes. Library Management Software is used to maintain library resources. All-important administrative information, including

notices, are regularly published on the website. To achieve the target of paperless, the institution uses online resources like Excel Sheet for storing information. Email is used to communicate with other institutions and Statutory Bodies.

Finance and Accounts

The teaching and non-teaching faculty who receive government aids receive the salary through Electronic Clearance Service (ECS) portal. The management teaching and non-teaching faculty who serve the institution receive the salary via bank. The Accounts are maintained through Tally software.

Student Admission and Support

The Application forms with prospectus for B.Ed, M.Ed., and M.Phil programmes are made available at the College website to enhance the admission process for effective enhancement of the students who seek admission. A number of classrooms and Multi-Purpose Halls are equipped with LCD projectors, Smart Interactive White Board towards fulfilling effective teaching learning process. The college website disseminates information updating with important events. The Library software system enabled the students to access the books easily

Examination

As part of internal evaluation, the students face online objective type test for all courses. The computer laboratory served as examination centre to enhance the process. The end semester examination for the semesters of various programmes such as B.Ed, M.Ed, and M.Phil results are announced through the college website which enhances easy access to the students to view information of the results from anywhere and anytime. The marks are sent to TamilNadu Teachers Education University electronically.

Planning and Development

The Planning and Development in the academic and the administrative areas are effectively done in the institution through decisions made in the Statutory bodies. The Announcements, Admission, Examination Results and Photographs are uploaded in the college official website. The Official Notifications and Circulars are received from Joint Directorate of Collegiate Education, Tamilnadu Teachers Education University, UGC, NCTE, NAAC and other

Educational Institutions for which responses are sent through email. Internal Information is disseminated through the staff WhatsApp groups.

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
Nil	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	A one-day national Level Seminar Organized on "Research in Education"	Orientation on Ethical Values	02/03/2018	02/03/2018	20	14
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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	From Date	To date	Duration
Refresher Course in Education and Education Technology	2	01/02/2018	21/02/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Permitted to participate in refresher courses, seminars, conferences and workshops. Seminars and Conferences are organized for faculty to update the latest knowledge and information. On-duty and special on-duty given to all staff members. The Institution provides periodical medical checkups to the faculty. Maternity leave as per the rules of the State Government are provided to the staff.	The Non-Teaching staff avail Free Health checkups, interest free housing loans, all leave benefits. They are allowed to attend training programmes to enhance their Administrative skills.	Scholarship, Book Bank Facility, Free Wi-Fi, SPSS Training, Free Health Check-ups, Expert Training Facility for Participation in Non-scholastic Activities, Honouring the Toppers with Endowment Prizes.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

INTERNAL AUDIT The institution diligently maintains accounts and does the audit process by an authorized auditors for the finance year regularly. The internal audit for the academic year was carried out by the authorized personals from Joint Directorate (JD) Office Mr. S. A. Noor Muhammed from JD office conducted the auditing from 19th to 21st March 2020. The audit was carried out for the financial year 2017-2018. Having completed the financial audit, the financial report was sent to the college. **EXTERNAL AUDIT** The External Audit of the institution is systematically carried out for the financial year. The audit process for the financial year was facilitated by personals from K. Sriraman Co, Chartered Accountants from Chennai and the audit was conducted on 30th October 2018. The reports of the audit for the same was sent to the college.

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/ Grnats received in Rs.	Purpose
Management Contribution	600786	Expenses on Special Fees Account and Miscellaneous Expenditure
View File		

6.4.3 – Total corpus fund generated

0

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	No	Null	Yes	IQAC

Administrative	Yes	Government Audit	Yes	IQAC
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA extends personal support to the betterment of the Institution.

6.5.3 – Development programmes for support staff (at least three)

Basic Computer Literacy Programme Spoken English Course and Value Enhancement Programmes. Orientation on Work Ethics and Job Profile

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Research has become more vibrant by conducting Seminars and Workshops
- Wider and more effective use of tools and techniques
- Planning to improve the institutional website

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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 IQAC	Duration From	Duration To	Number of participants
2017	Ond Day State Level Seminar Cum Workshop on Zumba and Yoga	13/10/2017	13/10/2017	13/10/2017	52
2017	Research Colloquium	08/11/2017	08/11/2017	08/11/2017	23
2018	One Day National Level Seminar on Research in Education	02/03/2018	02/03/2018	02/03/2018	97
2018	Research Colloquium	08/02/2018	08/02/2018	08/02/2018	23

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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	Period To	Number of Participants	
			Female	Male
Gender Sensitivity	20/02/2018	20/02/2018	185	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	01/09/2017	1	Rally for Rivers	Conservation for Water bodies	204
2017	1	1	21/10/2017	1	Village Adaption	Community Development	15

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
VITAL	02/04/2018	The teachers were able to associate the concepts in their subjects and embed values in their lessons which made the classes interesting and engaging. The programme equipped the teachers to intertwine values in both curricular and co-curricular activities and inculcate values in the students. This will make the students to have more humane values and promote a harmonious society. They also learn to be global citizens.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning Assembly	02/08/2017	30/04/2018	185

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken by the institution to make the campus eco-friendly. 1. Plantation of more trees to increase the green cover of the campus. 2. Plastic-free zone: Single-use plastics are avoided in the campus. 3. Installation of LED lamps in the campus to reduce power consumption. 4. Wild life conservation week is celebrated every year. 5. Rain water harvesting has been done in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two Institutional Best Practices Stella Matutina College of Education has taken quality initiatives with a focus on innovative practices. IQAC of SMCE has proposed a set of guidelines that are definite to produce best outcomes. The institution follows the optimal way of work and carry out the tasks that prepares the college to march towards academic excellence. It plays a vital role in planning and implementing Scholastic, Co-Scholastic activities. The institution has committed itself for contributing to the development of the community through outreach programmes and going beyond the classrooms and reaching out to the community and the whole world at large. (i) Development of Communication Skills SMCE provides the optimal learning environment to prepare the student teachers with global competencies according to its vision and mission. Several skill enhancement programs are organized by the institution. Development of communication skills is one of the most important aspects in teacher education. Student teachers are prepared to teach the future generations. It is necessary for the teacher trainees to equip themselves to meet the demands of the modern world. It is important for the teachers to have good communication skills. Effective communication is needed to build a good rapport with the students, parents, colleagues, management, and the community. So the teacher trainees are given training for practicing good body language, continuous and consistent eye contact, use proper hand gestures, and facial expressions. Teachers are equipped to adapt various teaching strategies in order to cater to the needs of diverse learners in inclusive classrooms. (ii) Sensitising Community Needs One of the notable best practices of the institution is the effort to reach out to the community. Stella Matutina College of Education prepares every teacher trainee for a more meaningful and purposeful life with constructive public engagement and contributing to society productively with a spirit of service. Various programs are conducted to bring positive changes in student teachers' attitudes. They are trained to show respect and be empathetic feelings toward fellow human beings. Teacher trainees are trained to be kind, and generous and spread love and care to everyone. Student teachers of the college regularly volunteer for various organizations and NGOs with the aim of building a culture of learning through collaboration and sharing. It cultivates a sense of responsibility towards society and encourages the students to do community work that adds value to human life and supports the vision and mission of the institution. ? SUPW- Socially Useful Productive Work for Women Empowerment Socially Useful Productive Work is taught to the Student teachers as a part of the B.Ed Degree Programme where the trainees learn to combine academic theory in a specific subject with practical application in the real -world to meet out the demands and needs of the society. Student teachers learn to create innovative teaching learning materials and turn out best out of waste. The practice of Reduce, Reuse, and Recycle and making eco-friendly products for promoting environmental sustainability. Vocational education is imparted to the women in the local community and encouraged to support self help group for generating economic revenues and empower the womenfolk. ? Support to Patients affected by AIDS The student teachers regularly visit patients affected by AIDS, provide emotional support, and motivate them to lead fruitful lives. They also visit AIDS

patients during Diwali. They are entertained by cultural programmes. The student teachers share with them a lot of sweets and essential items with the joy of giving. In addition, the teacher trainees give awareness programmes on AIDS and prevention from HIV to the public by conducting several awareness programmes. ? Music Therapy to Cancer Patients Student teachers act as volunteers to give music therapy to cancer patients in order to relieve them from stress, and pain and make them enjoy their life with pleasant music. Student teachers help cancer patients to improve their mental condition and come out from depression and anxiety through music therapy given at regular intervals of time. ? Adoption of Kothimangalam Village The student teachers also visit the Gypsy Community People residing in rural areas like Kothimangalam, and Thirukazhukundram regularly and create awareness of hygiene and its importance for a healthy life. The student teachers also make an effort to make the people realize the importance of education. Education is the only instrument that can transform society. So, the student teachers underline the avenues of education, especially for the womenfolk and children, and empower them, which can lead to the nation's socio-economic development. ? Visiting old age homes /destitute children's homes/Slums Teacher trainees visit old age homes, destitute children's homes, and Slum areas often to create awareness of diseases, health, and nutrition. Basic needs such as food items, clothing and soap, and groceries are distributed. They are also entertained through cultural programmes. This enables the teacher trainees to be sensitized to societal needs and becomes aware of the needs of the society.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://smcedn.edu.in/college_docs/Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Stella Matutina College of Education under the Management of the Franciscan Sisters of the Presentation of Our Lady is a very renowned institution in the field of Teacher Education. The Vision of Stella Matutina College of Education is 'Evolving the future in Teacher Preparation by celebrating tradition and heritage'. The college provides wide exposure to the teacher trainees for holistic teacher preparation. Experiential Learning platform equips the teacher trainees to acquire several skills including logical reasoning, critical thinking, problem solving ability, and decision making ability that are required for the future teachers to teach the twenty first century learners in the modern world. Environmental consciousness should be imbibed in every human to take care of Mother Earth and save our lives. Each and every individual should have a respect for the nature and biodiversity for maintaining the balance in the ecosystem. Man has always been dependent upon nature for his survival. Teachers should be a role model in preserving and conserving nature and promote environmental sustainability. Several initiatives are taken in the college towards preparing the future teachers who would work for attaining the sustainable development goals. Wildlife week is celebrated in SMCE every year with zeal and enthusiasm. Wildlife week was celebrated between 25.9.17 to 28.9.17. during the academic year 2017-2018. Many competitions for the students are organized to promote and educate the students about wildlife and conserving the nature. The major theme of wildlife week celebration during the academic year 2017-2018 was "SAVE NATURE AND SAVE FUTURE" Many competitions such as Skit, Meme, Group Song, Group Dance, Essay Writing Competition Poetry Writing, Quiz were organized about conserving and protecting the environment. Debate competition was conducted on the topic "Today's scientific technology is protecting the nature or destructing the nature" Many students participated in

the competitions with enthusiasm. Teacher trainees were given opportunities to collaborate and work with NGOs such as Nizhal Foundation. Meanwhile, the students from the department of Bioscience shared very useful information about some of the medicinal plants, and their medicinal values. After sharing the information about the plants, such as mint, tulsi, each one of them planted a medicinal plant in our garden. The events and the competitions were very interesting and triggered the inquisitive nature of the students. All the cultural events performed were very entertaining and thought provoking. These activities enlightened and motivated our students to involve in activities to protect our environment.

Provide the weblink of the institution

https://smcedn.edu.in/college_docs/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

- Plan to organise Seminars and Workshops
- Decided to submit Research Proposals for Major and Minor projects to Funding Agencies.
- Plan to Improve the Research Culture through Colloquia and Seminars
- Considered Renovating and Improving the Infrastructure.
- To cater to the needs of Slow Learners through Remedial Classes.
- To sign new Memorandum of Understanding (MoU) for enhancing the Curricular and Extension Activities
- To extend Intensive Coaching for NET, SET, TET, TRB for other Colleges
- Women Empowerment programmes to encourage the Student Teachers and Local Community.