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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Stella Matutina College of Education

1.2 Address Line 1

> Stella Matutina College of Education

Address Line 2

> Ashok Nagar

City/Town

> Chennai

State

> Tamil Nadu

Pin Code

> 600083

Institution e-mail address

> smcedn@gmail.com

Contact Nos.

> 044 - 24894262

Name of the Head of the Institution:

> Dr.Mrs.Joseph Catherine

Tel. No. with STD Code:

> 044 - 24894262

Mobile:

> 9941287627

Name of the IQAC Co-ordinator: Dr.Mrs. K.A.Sheeba

Mobile: 9940040904

IQAC e-mail address: smcedn@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TNCOTE10064

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)/04/RAR/77
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: www.smce-chennai.com

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	5 stars		2000	
2	2nd Cycle	'A' Grade		2007	
3	3rd Cycle	'A' Grade	3.48	2014	2019
4	4th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY   16.06.2002

1.8 AQAR for the year   2016 - 2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

  i. AQAR for 2007-2008 to 2013-2014 submitted to NAAC on 27.05.2014
  ii AQAR for 2014-2015 submitted to NAAC in August 2015.
  iii AQAR for 2015-2016 submitted to NAAC in June 2016.

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [√]   No [ ]

Regulatory Agency approved Institution   Yes [√]   No [ ]

Type of Institution   Co-education [ ]   Men [ ]   Women [√]

                             Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

                          Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

   Arts [ ]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

   TEI (Edu) [√] Engineering [ ]   Health Science [ ]   Management [ ]

   Others   (Specify)   [-   ]

1.12 Name of the Affiliating University *(for the Colleges)*   [Tamil Nadu Teachers Education University]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   √

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   _

2.4 No. of Management representatives   3

2.5 No. of Alumni   _

2. 6 No. of any other stakeholder and
     community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No. [6]   Faculty [4]

Non-Teaching Staff Students [2]   Alumni [1]   Others [1]

2.12 Has IQAC received any funding from UGC during the year?   Yes [√]   No [   ]

If yes, mention the amount   [Rs.3 lakhs]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [9] International [   ] National [1] State [1] Institution Level [7]

(ii) Themes	i)National Seminar on 'Instructional Technologies for Transformative Teaching and Learning' iii) Seminar cum Workshop on 'Treating Obesity through Diet and Yoga' iv) Seminar for teaching staff on 'Counselling Skills'. v) Awareness Programme on' Fire Safety'. vi)Seminar on 'Disaster Management'. vii) Talk on 'Issues faced by Transgenders'&'Inclusion of Hearing Impaired Students' viii) Personality Development programme

2.14 Significant Activities and contributions made by IQAC

(i) Preparation of Plan of action
(ii) Organising Seminars
(iii) IQAC motivated Presentations and Research publications by M.Phil., Ph.D., scholars & Staff in reputed National and International peer reviewed journals
(iv) IQAC motivated thematic papers to be presented during national & international seminars
(v) Academic Audit and Feedback conducted by the Core Committee.
(vi) Bi-annual research journal published in November 2016 & May 2017.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Outcome
Admission-Equal opportunities to all categories of students including meritorious students.	Weightage to all categories of students.

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 were organised.
To cater to the needs of low achievers through remedial classes	Remedial classes were conducted to help the low achievers improve their academic performance

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Frequent meetings were held to plan, introspect and analyse on the various events organised during the year. Several need based lectures and skill development programmes were organised for the benefit of the students. Feedback Mechanism was strengthened.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	-
PG-M.Ed., & M.Phil.,	2	-	-	-
UG – B.Ed.,	1	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	-	-	-
Others	-	-	-	-
Total	10	-	3	-

Interdisciplinary	3	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester √	4- B.Ed., M.Ed., M.Phil., & Ph.D.,
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☐√ Parents ☐√ Employers ☐√ Students ☐√
    (On all aspects)

         Mode of feedback   :   Online ☐ Manual ☐√ Co-operating schools (for PEI) ☐-

        An analysis of the feedback given in Annexure (i)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes

Syllabus Revision for 2016-2017

- The curriculum framework and syllabus for the second year B Ed and M Ed programme was developed based on the recommendations of NCTE

- Practical components for both first year B.Ed. and M.Ed. and second year B.Ed. and M.Ed. programme were planned.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10+1	8	3		

2.2 No. of permanent faculty with Ph.D. | 6 |

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	-	-	2	-	-	-	-	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty | 9 | | | | |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	10	4
Presented papers	2	9	-
Resource Persons	-	2	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> ICT- enabled teaching-learning process followed
> Teaching competency development through studio

2.7 Total No. of actual teaching days
     during this academic year | 200+20 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination,
     Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> o Equal Weightage to Internal and External Assessment.
> o Comprehensive and Continuous Internal Evaluation.
> o Extensive external evaluation comprising different types of questions
>   through the end semester examination.
> o Public Viva-voce for M.Phil. Students.
> o Online Multiple choice Test at the end of every Semester

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development

      | 10 |

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

      | 90% |

2.11 Course/Programme wise - distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III %	Pass %
B.Ed.,	347	75	271	1		100
M.Ed.,	25	15	10	-		100
M.Phil.,	8	-	8	-		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- By organising seminars and workshops for teaching faculty and students.
- By conducting academic audit periodically
- Organising Remedial programmes and feedback

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	9
Participation in National / International/ State level Seminars / Conferences	11

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	-	-	-
Technical Staff- Management	2			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ➢ Regular conduct of Research Colloquiums to update the knowledge of the research scholars and M.Ed., students in the research process.
> ➢ Steady increase in the intake of M.Phil., and Ph.D., candidates .
> ➢ Faculty members act as research consultants for Doctoral candidates from other institutions.
> ➢ Minor research projects sponsored by UGC are undertaken by the faculty
> ➢ Motivating students to undertake Research topics that are current and useful.
> ➢ Encourages staff to publish Research articles.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	ONE	ONE
Outlay in Rs. Lakhs	-	-	Rs.1,15,000	Rs.1,90,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	7	3	8
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1		

3.5 Details on Impact factor of publications:

Range [　]   Average [√]   h-index [　]   Nos. in SCOPUS [　]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-2016	UGC	1,90,000	1,90,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | - |

ii) Without ISBN No. | NIL |

3.8 No. of University Departments receiving funds from

UGC-SAP | _ | CAS | - | DST-FIST | - |

DPE | | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | √ | CPE | - | DBT Star Scheme | - |

INSPIRE | | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1	1	-	5
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   6

3.13 No. of collaborations   International   -   National   1   Any other   -

3.14 No. of linkages created during this year   1

3.15 Total budget for research for current year in lakhs :

From Funding agency   -   From Management of University/College   Rs.1,00,000/-

Total   Rs.1,00,000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	
International	Applied	-
	Granted	
Commercialised	Applied	-
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist	College
-						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3

4 each

3.19 No. of Ph.D. awarded by faculty from the Institution   -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   -   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level [-]   State level [-]

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [3]   1. Youth Red Cross
2. Red Ribbon Club
3. Women's Cell

NCC [-]   NSS [-]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Name of the Programme	Gypsy Outreach Programme
Year	2013-2014 onwards
Location	Kothimangalam Village, Near Thirukazhukundram, Tamil Nadu.
Target Group	30 families of Gypsy Community

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

The buildings furniture and equipments are put to optimum use and are available for teaching learning process and evaluation, co-curricular, extra-curricular, research and extension activities.

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acres, 2385sq.mts.			
Class rooms	6118 sq.mts.			
Laboratories	1307 sq.mts.			
Seminar Halls	3270 sq.mts.			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	35 headphones 6 computers 10 laptops			

4.2 Computerization of administration and library

> ➢ The library is a major learning resource of the Institution accommodating the needs of the primary stakeholders of the Institution. The well-equipped library is fully computerized to facilitate the distribution of books to the faculty, students and the staff members of the sister Institutions.
> ➢ To digitize the library, a special software package 'Global Multi Technology' has been installed and it is made operational.
>
> **INFLIBNET**
>   The Institution is a registered member of Inflibnet Centre, GandhiNagar, Gujarat and has received access to e-resources under the N-LIST program. The faculty members, research scholars and M.Ed., students are the beneficiaries of this facility.
>   Inflibnet facility details -
>   Login ID   – User 1@St3959
>   Password – St 3959400, St 3959401………………

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17590		301	245265	17920	
Reference Books	3300				3300	
e-Books						
Journals	45				45	126300
e-Journals						
Digital Database						
CD & Video	130				130	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Inter net	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Laptops)
Existing	118+ 6 Touchscreen computers	3	4	1		1 Scanner 3 Printers	-	7
Added	-	-	1	1	1	1 Scanner 1 Printer	-	9
Total	124	3	5	2	2	2 Scanners 4 Printers	-	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The institution has a very resourceful ICT enabled learning environment.
- This year the Computer lab was upgraded with new headphones.
- The browsing centre for Research scholars and staff with Touchscreen computers was upgraded.
- 2 additional LCD Projectors and screens were installed in the classrooms
- 1 projector with visualisers were installed in a seminar room and psychology lab.
- The computer lab has fifty five computers apart from twenty computers used for academic and administrative purposes with Intel Dual Core Processor LAN environment and complete air conditioning facilities.
- The Computer lab has UPS with 15 KVA online UPS.
- There has Cannon LBP 2900 PRINTER-1 NUMBER
- All the Computers access to internet with 4MB speed.
- Language lab software installed in the systems were upgraded.
- All the systems are equipped with modern headphones and speakers.
- In computer room there is LCD PROJECTOR for teaching theory classes.
- Every system is maintained with suitable, modern peripherals to assure easy usage.
- All the systems are connected with wider internet facilities with out any interruption.
- The audio visual aids are appropriately upgraded keeping in mind the nuance of the curriculum.
- The available ICT learning materials are well used by both teachers and students for enrichment of their knowledge.
- LCD projectors with screens are installed in all the halls where core papers are conducted so as to infuse ICT into the teaching learning process.

BASIC COMPUTER SKILLS

All students are given a basic computer course in which they are trained to use Microsoft office to do their power point and seminar presentations and creating instructional material.

NEW TECHNOLOGIES IN CURRICULUM TRANSACTION
- Theory and Practical classes are taken with the help of LCD projector by the faculty members
- Power point presentations are done by the students and the faculty.
- The faculty members integrate ICT intensively in the curriculum transaction by adopting web assisted instruction blended learning strategy and ICT based learning material.
- Exhaustive applications of Smart class room techniques which prepares the learners for technology oriented learning.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs.2,54,855/-

ii) Campus Infrastructure and facilities   Rs.8,00,000/-

iii) Equipments   Rs.5,31,829/-

iv) Others   Rs.5,03,706/-

Total :   Rs.20,90,390/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The institution publishes its updated prospectus and hand books annually.
- The Principal disseminates the information content to the students at the beginning of the academic year.
- The IQAC co-ordinator explains the salient features of the co-curricular and extension programmes of the College.
- The faculty of the different departments explain the course material practicum component scheme of examination. Book bank and other available resources are also explained by the faculty.

5.2 Efforts made by the institution for tracking the progression

- IQAC organises Personality development soft skills and Value Education programme
- Every department maintains a register for recording the progress of students
- Tutors and Counsellors provide necessary guidance to students
- Remedial classes for weak students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil.
347	25	9	8

(b) No. of students outside the state

| 7 |

(c) No. of international students

| - |

Men

No	%
-	-

Women

No	%
389	100

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
19	38	-	139	-	196	13	36	1	101	-	151

Demand ratio   10%   Dropout %   1%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NET coaching for M.Ed., students
TET coaching for B.Ed., students

No. of students beneficiaries

| 211 |

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	1	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	20

5.6 Details of student counselling and career guidance

> ➢ Academic counselling
> ➢ Student centered counselling
> ➢ Inter personal relationship counselling
> ➢ Marital counselling
> ➢ Family counselling
> ➢ Career guidance
> ➢ Health guidance is provided by inviting eminent speakers from the same discipline in the form of guest lectures.
> ➢ Students are highly benefited by these programmes and it well reflects in their professional and personal growth
> ➢ The Guidance and Counselling cell organizes a Seminar cum exhibition on career guidance every year.
> ➢ Student Counselling is done periodically
> ➢ Tutorial programme are initiated by IQAC.

No. of students benefitted   389

5.7 Details of campus placement

On campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
17	125	60	100

5.8 Details of gender sensitization programmes

ACTIVITIES OF WOMEN'S CELL
The **Women's Cell** co-ordinates many 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 to promote basic reading-writing skills and for a better living. • Tailoring Classes are conducted to the nearby women in campus in batches. • A medical check -up for women is organized every year and A special talk on developing awareness towards health and common communicable diseases was organised . • The Women's cell organised an intercollegiate competition in essay writing,drawing and poem writing competition on, 'Women Empowerment', on 7th March 2015. • Women's Day Celebration to motivate the student teachers to aspire higher positions in life. **WOMEN EMPOWERMENT PROGRAMME** The target group from the local community is identified through the help of women teachers of the primary school in the campus and orientation programmes are given through the volunteers of the women's cell. ➢ The special programmes for the women folk include vocational training in teaching needle work and handicrafts, preparation of house hold basic amenities like Phenyl, Sabena, Incense sticks and Detergent. ➢ Awareness regarding basic Banking Procedures and Adult Literacy Programmes in training to render signature in both English and the Regional language were also a part of the orientation.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [2]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [6]   National level [ ]   International level [ ]

Achievements of Students (2016-2017)		
Event	**Prize Won**	**Institution held**
Extempore –English	First Place	N.K.T.National College of Education for Women - Women's Day celebration
Extempore – Tamil	Second Place	
Quiz Competition	First Place	
Poster Making Competition	Participated	
Best out of Waste	First Place	
Drawing Competition	Participated	Guru Nanak College of Arts and Science
Essay – English	Participated	
Essay – Tamil	Participated	
Quiz Competition	First Place	N.K.T.National College of Education for Women – Consumer's Club Activities
Skit	First Place	
Extempore	Second Place	

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [-]   National level [-]   International level [-]

Cultural: State/ University level [-]   National level [-]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	37	3,05,000/-
Financial support from government	126	6,44,690/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [1]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [18]

        1. Community Social Service
        2. Women's Cell Activities
        3. Youth Red Cross Activities
        4. Red Ribbon Club Activities

5.13 Major grievances of students (if any) redressed: _____

The institution has a student grievance cell in which the serious issues are raised by the students.

- ➢ The committee comprises Secretary of the college, Principal, staff members and student body members.
- ➢ Every month a meeting is organised and the grievances raised by the students are addressed with utmost concern.
- ➢ A new water plant was set up in addition to the existing RO systems in every floor for providing sufficient drinking water to students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
>
> Evolving future in Teacher preparation by celebrating the tradition and heritage
>
> **Mission**
>
> Stella Matutina College of Education will ever remain as one of the best Teacher Preparation Institutions at the National level, producing globally competent teachers, adopting scholastically superior curriculum and transacting the same through advanced technological means.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> ➤ The various courses have been done with emphasis on constructivist perspective.
> ➤ To provide students with multiple learning experiences, skill based training programmes and ICT Integrated curriculum are given priority.
> ➤ To make learning more meaningful for the student trainees and to direct them to be lifelong learners, self-regulated learning is practised

6.3.2 Teaching and Learning

> ➤ Smart classrooms were used widely for teaching and learning.
> ➤ Web-based and web-assisted teaching and learning.
> ➤ Extensive usage of Interactive white board both by student teachers and teacher educators.
> ➤ Teaching competency development through studio.
> ➤ Preparing a lesson plan and executing it based on the models of teaching such as Inquiry Training model and Advance organizer model.
> ➤ Availability of Question Bank for Review.
> ➤ Remedial Teaching is a regular practice.
> ➤ Availability of sample teaching-learning modules in the college website

6.3.3 Examination and Evaluation

> ➤ Technology is widely used for examination and evaluation.
> ➤ A new browsing centre with touchscreen computers was built exclusively for Staff, M Phil and research scholars to promote research.
> ➤ Internet facility is provided for research scholars to pursue their research.
> ➤ Smart classrooms are used intensely by faculty and students.
> ➤ Students are free to contact their teachers at any time even during holidays by phone or e-mail enabling learning at all times from admission till they leave the institution.
> ➤ Interesting educational clippings from television and internet are shown to the students making classes more interesting.
> ➤ Technology is also used for student evaluation. Online objective test is conducted at the end of every semester.

6.3.4 Research and Development

> ➤ Regular conduct of Research Colloquiums to update the knowledge of the research scholars and M.Ed., students in the research process.
> ➤ Steady increase in the intake of M.Phil., and Ph.D., candidates with the induction 3 Ph.D., guides and 4 M.Phil., guides.
> ➤ Faculty members act as research consultants for Doctoral candidates from other institutions.
>   Research projects sponsored by UGC are undertaken by the faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➤ Conducive technology driven teaching programs using WI-FI facility.
> ➤ Exhaustive application of smart class room techniques to prepare student teachers for digital age.
> ➤ Techno pedagogical method for curriculum transaction.
> ➤ Spacious multipurpose halls to conduct workshops and seminars for professional growth of teacher educators and for broadening the knowledge base of student teachers.
> ➤ Well equipped studio for reflective practice.
> ➤ Well stacked library to accommodate the needs of the primary stakeholders.
> ➤ Digitised library with global multi technology.
> ➤ Enhancing the academic standards through e-resources and web-based research through INFLIBNET facility.

6.3.6 Human Resource Management

> ➤ The institution takes special care in developing appropriate competencies in the staff that enable them to carry on their career responsibilities with ease and accuracy.
> ➤ The human and financial allocations are made on the basis of past experience, present and emerging needs, proposals and suggestions received from different functionaries and committees.
> ➤ Faculty can present action plan, which they find necessary for quality sustenance, or excellence and can submit the proposal before the Principal either individually or through the committee they represent.
> ➤ The proposal is approved by Internal Quality Assurance cell after perusal.
> ➤ The management values the recommendations, proposals, etc. for making extra resources available as and when needed and requested/demanded.
> ➤ This way, all the support necessary for creating and sustaining an environment conducive to learning and development is made available.
> ➤ Our institutional management provides strong support for human resource and finance in the implementation of the mission and goals.
> ➤ The most important asset of any institution is its effective management of human and financial resources.
> ➤ It requires strong leadership, selecting the right team members, ensuring ongoing performance, and developing people for the future.
> ➤ The financial resources of the institution are Grants from U.G.C, income from self-financing courses, Contributions from P.T.A, and Endowments instituted by the well-wishers.
> ➤ The finance committee, by judicious management of resources, ensures availability of funds for all the developmental ventures of the institution.
> ➤ The democratic management strategy instills in every person the spirit of growing along with the institution.

6.3.7 Faculty and Staff recruitment

➢ Equal work distribution policy.
➢ Organization of seminars, workshops and conferences for sharing of knowledge and innovations.
➢ Encouragement offered by the management to the staff to participate in National , International Seminars and Conferences and also in Orientation and Refresher programs
➢ Sharing of experiences and special contributions by teacher educators during staff meetings.
➢ Encouraging the staff to pursue higher studies for professional growth

6.3.8 Industry Interaction / Collaboration

➢ Collaboration with the School sector for Teaching practices and other activities
➢ Collaboration with College Faculty of other Colleges of Education
➢ Collaboration with the affiliated TamilNadu Teachers Education University

6.3.9 Admission of Students

Stella Matutina College of Education as a Government Aided Minority College adheres to the admission norms prescribed by the Government of Tamil Nadu in admitting 50 percent of the students. The management exercises its privilege and fills the remaining 50 percent. Priority is given to the Catholic Christian community. However, admission is made open to others without distinction of caste or religion. The underprivileged women and in particular, the first generation learners are given preference

6.4 Welfare schemes for

Teaching	5
Non teaching	5
Students	6

6.5 Total corpus fund generated   -

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative	Yes	Govt. Audit	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	Yes	√	No	-	
For PG Programmes	Yes	√	No	-	

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> ➢ The office of the Controller of Examinations has done computerization of the entire examination system. On-line internal tests, registration of examination forms and uploading the Semester examination results are carried out.
> ➢ The mark statements, internal marks, hall tickets, processing of application form, allocation of register numbers and seating arrangements have been computerized.
> ➢ A consolidated mark statement is given at the end of the fourth semester.
> ➢ The highest parameter of efficiency with regard to Examination process in the college is to ensure honesty impartiality and confidentiality.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Tamil Nadu Teachers Education University provides all the necessary support to the College.

6.11 Activities and support from the Alumni Association

> ➢ Arranged periodical meetings with Alumni.
> ➢ It conducted seminars on Teaching skills and strategies.
> ➢ Organized workshop on Research for M.Ed students.
> ➢ Initiated seminars on various issues in education.
> ➢ Conducted coaching classes for M.Ed. to attend NET/SET exam.
> ➢ Raised funds for the college.
>
> A true indicator of the love for and loyalty to one's alma mater is the extent to which one is willing to support it financially. The Association serves as a lifelong resource and encourages alumnae to contribute to the continued excellence of the College.
>
> ➢ When there is a major revision contemplated in the curriculum by the college, feedback from the alumni is obtained through the association.
> ➢ They raise funds for the development of the college.
> ➢ Outreach programmes and common celebrations are organized by them.
> ➢ They have been instrumental for getting internship placements for students in various schools.
> ➢ Besides this our Alumni gives guest lectures to our present students.
> ➢ Our Alumni who occupied top hierarchical positions in the department of education help us in various ways abiding to the rules and regulations.
> ➢ The faculty is being invited by the Alumni who are working in prestigious institution.
> ➢ Our present students are being allowed to take up various training programmes such as SUPW, Women's Cell etc.
> ➢ Alumni provide feedback and inputs in the job scenario and career planning.

6.12 Activities and support from the Parent – Teacher Association

> The PTA members render support during the important activities of the College Calendar such as Citizenship Camp, Sports day, Inter-Collegiate Volley Ball Tournament, College day and Graduation day.

6.13 Development programmes for support staff

> - ➢ Basic Computer Literacy programme
> - ➢ Spoken English course and value enhancement programmes.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> - ➢ Herbal garden is maintained in the college campus.
> - ➢ There is rain water harvesting method to conserve water.
> - ➢ 'Go green, Go clean' is followed strictly and the trees and plants in the campus are well maintained.
> - ➢ The campus is cleaned regularly and students are also involved in cleaning during the annual citizenship training camp and community service.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ❖ A State level one day workshop on 'Treating Obesity through Diet and Yoga' was conducted on 5th October, 2016 for school teachers.
> ❖ A National Seminar on 'Instructional Technologies for Transformative Teaching and Learning' was organized for Research scholars and Teacher Educators on 21st January, 2017.
> ❖ Research Colloquium was active this academic year. Lectures on research topics and a three day workshop in statistical techniques was organised.
> ❖ Inter-Collegiate competitions were held on Women's day
> ❖ State level Intercollegiate Physical Science Model Making Competition was held.
> ❖ Model Making Competitions in Maths, Physical and Bio-Sciences were held.
> ❖ Gypsy Outreach Programme at a gypsy village in Thirukazhukundram, TamilNadu.
> ❖ Student grievances looked onto through Open Forum and Student Union.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> ❖ Quality National and State level Seminars were organised.
> ❖ Several Classroom and Bathroom renovations were completed.
> ❖ Remedial Classes were conducted.
> ❖ NET/TET coaching was offered.
> ❖ Academic Audit was conducted.
> ❖ Personality development programme and certificate courses were offered for the teacher trainees.
> ❖ Action Research has been initiated.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> ❖ Feedback Mechanism has been strengthened.
> ❖ More Extension programmes are organised by the faculty and students.

7.4 Contribution to environmental awareness / protection

> ❖ Environmental Awareness is created in the campus and neighbouring institutions by conducting competitions on Conservation of the environment.
> ❖ Go green, Go clean' is followed strictly and the trees and plants in the campus are well-maintained.
> ❖ The College environment is free from pollution.
> ❖ Wild life conservation week is celebrated every year.
> ❖ Saplings were planned in the college premises.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add.

Strengths :

❖ Most of the students are placed in reputed institutions.
❖ The management of the institution is with high and noble ideals contributing the best to the society.
❖ A feedback mechanism has helped to improve the weak areas.
❖ E- learning has been enhanced through e-learning laboratory with touch screen and wi-fi facilities
❖ The College has the best of infrastructure for all programmes of Education.
❖ The College offers best of amenities like library with Inflibnet facility, laboratories, playfield, classrooms apart from teaching learning material.
❖ Qualified and experienced Principal and faculty work with devotion and dedication to the profession
❖ An updated College website.
❖ A well-established IQAC monitoring the activities of the College.

Weaknesses:
Student achievements in sports and games at the state and national level
 Student presentation and publication of research papers.

Opportunities:
Implementation of faculty exchange programmes strengthening the activities of the Alumni Association.

Threats:
Limited availability of job opportunities for the teacher trainees from regional language medium in the local private schools.

The institution is aware of these and efforts are being made to overcome weaknesses. and take on threats to do better with the opportunities and maximally exploit the strengths.

8. **Plans of institution for next year**

- ❖ Organising a bridge course for students from rural areas in Spoken English and Computer Applications.
- ❖ Organising 2 seminars /workshop which includes on yoga and Developing Life skills
- ❖ Planning for an International Conference.
- ❖ Submission of proposals for minor projects to UGC. Projects related to backward classes may be undertaken.
- ❖ Staff involvement in the morning assembly and observing important days during the assembly.
- ❖ Improve the Research culture in the college
- ❖ Research colloquium twice a month which may be both internal and external. This will help the M.Ed. and M.Phil. students to select a topic for their thesis and will help them to use social networks to interact with the teacher and with each other using blogs, power point, e-mail and other media.
- ❖ Renovation and improvement of infrastructure.
- ❖ To cater to the needs of slow learners through remedial classes.
- ❖ Admission - All the seats are to be filled up in B.Ed., M.Ed., & M.Phil., catering to the diverse groups.
- ❖ To conduct an academic audit of departments.
- ❖ To increase the programme options available to students in terms of Diplomas and Certificates
- ❖ To upgrade all extension programmes in the college
- ❖ To sign new Memorandum of Understanding for the development of life skills among the students.
- ❖ Intensive coaching for NET, SET, TET, TRB.
- ❖ Women Empowerment programmes for the target group (Women members identified from the local community) conducted by the Women's Cell.
- ❖ Gypsy Outreach Programme.

Name   *Dr.K.A.Sheeba*   *Name*   *Dr.Joseph Catherine*

_____   _____

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

Annexure (i)

An Analysis of the Feedback

* _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 to the maximum extent possible._

* _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 has 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. Basic Computer Literacy, Communication Skills, Yoga, Value Integrated Teaching and Learning, Aerobics, Lab Technology, Cosmetology, Hygiene for Health, are some of the value added courses offered to the students._