



Yearly Status Report - 2018-2019

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		catherinejoseph2@gmail.com
Alternate Email		smcedn@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			Self financed and grant-in-aid		
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%20-%202017-2018.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/18-19%20HAND%20BOOK.pdf		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.48	2014	10-Dec-2014	09-Dec-2021
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		

Seminar on Enhancing Holistic Wellness in Classroom for Sustainable Development	14-Feb-2019 2	116
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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	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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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)

1) Seminars were organized Related to wellbeing of Staff and Students. 2) Research Culture was enhanced through the conduction of Research Colloquium . 3) Academic Audit and Feedback conducted by an External Expert Committee. 4) Personality Development Programme and Certificate Courses were offered for the Student trainees. 5) Workshop was conducted on Case Studies and a Special Issue was published in the 'Indian Educational Researcher' written by M.Ed., students.

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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	Achivements/Outcomes
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Grievance redressal measures to be enhanced and monitored	Effective measures were devised for grievances
To conduct one National Seminar, one state level seminar and Workshop	Seminars at the National, State and Workshops were organized
Awareness programme on Antiragging and Anti sexual harassment.	Awareness was created on Antiragging and Anti sexual harassment.
To promote wellbeing of staff and students	National Seminar on Enhancing Holistic Wellness in Classrooms for Sustainable Development was conducted.
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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 ?	Yes
Date of Visit	27-Apr-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	29-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The conformity and the complexity of Teacher Education can be reduced by analysing the Input, process, and output indicators. Valid and reliable planning and execution of the college activities enable students for learning as well as personal development. Standards depend on welldefined learning objectives, syllabi, implementation of transaction of methods, techniques, and innovation for preparing the personal assessment and evaluation procedure in teacher education. Human and Physical resources are managed effectively to provide the required information for the smooth functioning of the institution. The human, financial, academic decisions and allocations are made on the basis on the suggestions received from different bodies and committees. Feedback is obtained from the

stakeholders through feedback forms and based on this decisions emerge from the grassroots level. The 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 approved the proposals submitted and makes modifications where needed. 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. Information is disseminated systematically through online and offline modes. 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. The democratic management strategy instils in every person the spirit of growing along with the institution.

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	23/07/2018
MEd	MED	Education	23/07/2018

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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
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BEd	Education	01/08/2018	Pedagogy of School Subject (B181PPSS) Drama and Art (B181EDAT) Yoga, Health and Physical education (B181EYHP) Pedagogy of School Subject (B182PPSS) Reading and Reflecting Texts (B182ERRT) Critical Understanding of ICT (B184ECUI) Pedagogy of School Su	01/08/2018
MEd	Education	01/08/2018	Guidance and Counselling (M183EGCG) Education for Differently Abled Learners (M183EEDL) Adult Education (M183EAED) Advanced Educational research and statistics (M183CAER) Early Childhood Education (M184EECE)	01/08/2018
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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	10/12/2018
MEd	Education	09/07/2018
MPhil	Education	09/07/2018

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
Computer Education and Spoken English	01/08/2018	198
Health and Hygiene, Aerobics	10/12/2018	192
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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	192
MEd	Internship in Teacher Education Institution and School	6
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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

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. Feedback from the students has brought to light the improvements / changes to be introduced in the online tests conducted for NET/TET Coaching. More intensive coaching is essential. 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	250	200
MEd	Education	50	10	7
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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
2018	200	7	17	5	22

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
22	22	3	17	4	4
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)

Mentoring has evolved to embrace a wide range of activities. Mentoring is active in the College and is carried out in academic, co-curricular and other difficulties encountered during the programme of study. The objective of mentoring is to provide experiences to the mentee. The mentor suggests ways and means to tackle problems and challenging situations faced by the mentee and provide directions to move on towards success. The mentor provides moral support, and focus on counselling the mentee, depending upon the complexity of the problems faced. The mentoring services are provided twice a month preferably on Saturdays. The student's details are recorded which includes their parent's qualification and occupation, number of siblings, academic record, interest in cultural and sports, special talents, physical ailments, academic and general performance in all the semesters. The students are met individually by the mentors and information regarding difficulties faced and other problems encountered will be 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. Remedial coaching is offered in the institution for students who need academic support and help. The students who lack teaching competency skills have been given special orientation sessions on Microteaching and Macro teaching. The students were offered with various recordings of Microteaching and Macro teaching videos by peers and old students to facilitate self-confidence and passion for the profession. The mentors also guide the teaching of the mentee during internship and offer

suggestions for improvement. The mentee gradually improves their teaching skill and get rid of their fear and maximise the aptitude of teaching. The mentee who lacks in communication skill were given training to improve their language skills through the spoken English course. Thus, the mentoring activity of the college is beneficial to the student teachers to build their self-confidence and face the challenges in teaching.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
214	22	1:10

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	8

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	BED1719	IV	09/05/2019	28/05/2019
MEd	MED1719	IV	09/05/2019	28/05/2019
MPhil	MPHIL	II	09/05/2019	28/05/2019
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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	200	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 appeared in the	Number of students passed in final year	Pass Percentage
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			final year examination	examination	
BED1719	BEd	Education	188	188	100
MED1719	MEd	Education	6	6	100
MPHIL	MPhil	Educaion	6	6	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/AOAR%202018-2019/Student%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
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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
Nill	Nil	Nil	Nill	Nil
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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
Nill	0	Nil	0	0
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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
Two Day National Seminar on Enhancing Holistic wellness in Classrooms for Sustainable Development	Education	14/02/2019
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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
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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	1

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	1	5
International	Education	7	6
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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	68
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nil	0	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	0	Nil	0
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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	0	0	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	23	52	2	3
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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)
0	Nil	Nil	0
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	0	0
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
Caring for life -Visit to Hepsiba old age home	Women cell of Stella Matutina College of Education	2	25
Women Health Awareness	Women cell of Stella Matutina College of Education	4	190
Awareness on Parliament Election	Youth Red Cross of Stella Matutina College of Education	2	192
AIDS awareness	Red Ribbon Club of Stella Matutina College of Education	2	190
Unnai Arindhal talk show on Organ Donation	Jaya Tv Lions Club International Sivakasi	1	15
Awareness on Communicable diseases: distribution of Nilavembu Kashayam	Women cell of Stella Matutina College of Education	4	40

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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
Unnai Arinthal -Talk show on Organ Donation	Recognition by JAYA TV	Lions Club- Sivakasi	15
The longest continuous speech achieved by a team of 77 B.Ed students duration of 7 minutes 9 hours from 8.p.m.-5-pm	World Record 2019	Jetlee Book of Records	77
Workshop on LPG Fuel conservation	PCRA	Petroleum conservation Research Association	190

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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
NCP (Network for Chennai people living with AIDS)	Red Ribbon Club of Stella Matutina College of Education and New Vision Foundation, Chennai	Awareness Program on AIDS	2	60
Swachh Bharat	YRC, RRC, Women Cell and Eco club of Stella Matutina College of Education	Campus Cleaning	10	190
Support for Marginalised Individuals for livelihood	Red Ribbon Club of Stella Matutina College of Education	Concern and Issues of Transgender	2	195

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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	0

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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	03/09/2018	07/09/2018	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	180

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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
4232330	4187283

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
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	19570	Nil	465	80153	20035	80153
Journals	53	49443	0	0	53	49443
CD & Video	139	0	0	0	139	0
Library Automation	1	25000	0	0	1	25000
Others (specify)	349	0	44	0	393	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
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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	127	1	1	1	0	6	0	40	19
Added	0	0	2	0	0	0	0	100	0
Total	127	1	3	1	0	6	0	140	19

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

100 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
2561308	2553978	271500	205219

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)

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 To Maintain the Physical, Academic, and Support facilities. To attend to requirements and damages immediately. Objectives Review the requirements of the infrastructure 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. • 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. Established Systems and Procedures Stella Matutina College of Education strives to meet the growing needs of the institution with the support of the Planning Evaluation and finance committees. Later, an annual audit stock-taking of the physical, academic, and support facilities is undertaken for assessment and evaluation. 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, CCTV, 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 Maintenance Classrooms are upgraded with furniture, almirahs, and LCD for conducting classroom activities. The classroom allocation in accordance with the class timetable is done by the principal of the college. 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. A UPS backup facility is provided against power failures and other related faults to avoid any damage during power outages. 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.

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	223	1837270
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
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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
Skill Development Programme	01/03/2019	188	Dr. Mrs. Karthikeyan, Krishnamoorthy Foundation, Chennai.
Remedial Coaching	10/10/2018	15	Institution
Express pro LITE-Digital Language lab	12/09/2018	43	Digital Language lab
Bridge Course	06/08/2018	195	Institution
Personal Counselling session	13/08/2018	38	Institution
Mentoring Session	23/10/2018	15	Institution
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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
2018	TET Foundation Coaching and Career Development Programme	195	196	11	189
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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
Pon Vidhyashran Group of Senior Secondary School	197	189	Springfield Mat.Hr.Sec.S school	10	4
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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
2018	46	B.Ed.	Tamil	Ethiraj College	M.A., Tamil
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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	2
SLET	1
Any Other	8
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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
Sports	Institution	182
Culturals	Institution	190
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Jetlee Book of Records	International	Nil	1	BED1719010	Renuka K

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

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 council 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Agenda 1.To encourage the present-day students to become effective teachers by organizing seminars, workshops and national conferences. 2.To bring together the alumni of the college as often as possible for their mutual benefit of the college. 3.To cooperate with other associations in the larger interest of education. Proceedings Alumni association of Stella Matutina College of Education as always had an eventful year 2018-2019. The general body and the reunion was conducted on 1st September 2018.We had a reasonably good turn out from various departments and the get together was a great camaraderie with lots of music. One of our Alumni Dr. Mrs. Ugin Rosita, Assistant Professor of Education, University of Madras as a resource person and she shared her ideas on curriculum framework on 24th October 2018. Quiz programme on Education in Contemporary India for B.Ed. Students was conducted by our Alumni Miss. Latha on 16th November 2018 in Lourdes Hall. Our Alumni Came forward and conduct coaching classes for the present M.Ed. students to attend the NET, SET exam in the month of February 2018. The Alumni were invited as judges for various programs conducted by our college. Executive committee's meetings were conducted every semester to review and plan the future activities and also meeting is conducted regularly Overall, the year was filled with ups, downs and moments of anticipation and finally a lot of fun for 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)

1) Extensive Delegation - The institution nurtures cordially the entire academic dealings through delegation 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 harmony with the institutions belief in collective 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 Activities Committee, Academic Audit Committee, Finance Committee and Placement Committee. These committees periodically conduct meeting to plan and organize events and activities. Workshops, Seminars and Conferences on relevant themes are planned by the Teaching faculty. 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. 2) Internal Evaluation- 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 remodel the teaching methods and follows each one teaches one method paying individual attention to the students.

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	The curriculum framed and revised for the current academic year by individual faculty of various courses, including the suggestions given by the stake holders of various heads of schools and alumni and was 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 edited the Course work and presented it before the Academic Council for the inspection.

Teaching and Learning

The Faculty adopts various teaching methods and strategies to enable the students' preparedness towards various Boards of School Curriculum. 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, Virtual Classroom Experience via Smart Board and Interactive Board, Mobile learning and Exposure programme are implemented to enhance effective learning outcome of the students. A Session on Teaching through Story Telling Method was organized on 6th February, 2019. All the teaching faculty members plan the various teaching strategies mentioned above accordingly and effectively, where learners actively participate and learn meaningfully.

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

A Research Colloquium was organized on 10th November, 2018 for the Research Scholars and teaching faculty on the topic Psychological Testing in Educational Research. Workshop on how to conduct case study was organized for the Research Scholars by Dr.Sarah Manicakaraj, Associate Professor of

Psychology, Presidency College. Research scholars were asked to conduct case studies identifying various problems among school students. A Special issue on case studies was carried out by the M.Ed. students identifying the problems such as attention deficit, emotional maturity, absenteeism, aggressive behavior, homework procrastination among adolescents. This was published in the college journal "The Indian Educational Researcher".

Library, ICT and Physical Infrastructure / Instrumentation

In order to update the Library a number of new books were purchased. 465 new books and 44 Books donated by various personals were added to the library. The library is equipped with 49 journals, 4 International Journals, 28 Magazines. 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 classroom the lights and fans were replaced based on the requirement.

Human Resource Management

The institution promotes quality education hence it recruits faculty who are qualified with NET, SET, Ph.D degree. In order to improve the quality of Human Resource to the maximum, the institution encourages the faculty to pursue Ph.D and 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. The college gets assistance from schools for demonstration and observation sessions. Every year during the third semester the student teachers go to various Government, Government Aided and Private Schools for Internship programme. The institution collaborates with the Heads of the Schools and arranges for the campus interview for

	placement of the student teachers. The college organises visits to Special Schools every year by collaborating with them.
Admission of Students	<p>The institution follows the admission rules and norms prescribed by Government and TamilNadu Teachers Education University. 50 of the seats are filled in through Single Window System. The Admission Committee meets and plans various process of the admission. The issue of the application is notified in the College website. The applications are issued and received in the college office on specified dates.</p> <p>The received applications are scrutinized by the admission committee and the selected candidates are called for interview.</p>

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

E-governance area	Details
Examination	<p>The students face online objective type test for all courses. The Computer Laboratory served as examination centre to enhance the process. The Teaching Faculty oriented the students on how to face the Online examination. The end semester examination results for all the programmes are announced through the College website which enhances easy access to the students to view information of the Results from anywhere and anytime.</p>
Planning and Development	<p>The management executes the implementation of e-governance to ensure effective security within the campus and to monitor the teaching learning process. Thus, a number of thirty-two CCTV Cameras were installed towards promoting e-governance. The Announcements and Upcoming Events, News, Photographs and Videos, Educational Reports, Institutional Policies are uploaded in the College official website. Communication to students through email is carried out for academic and administrative purposes. The Official Notifications 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.</p>
Administration	The Management Council disseminates

information with the members of Governing Body, IQAC, Academic Council, Board of Studies, Teaching and Non-Teaching staff through e-mail. Provision of strong four internet connection with bandwidth of (150, 150,150 Mbps and 1GB) which provides 24x7 internet facility to the Staff, Students and for Administrative purposes to enable effective administration. All-important administrative information, including notices, are regularly published on the website. Library Management Software is used to maintain library resources. To achieve the target of Paperless communication, the institution uses software for documentation, e-mails are used for communicating information to other institutions.

Finance and Accounts

The Teaching and Non-Teaching Faculty who receive Government Aids receive the Salary through Electronic Clearance Service (ECS) portal. The Teaching and Non-Teaching Management Faculty who serve the institution receive the Salary via bank. Resources persons who serve as expert members of Workshops / Seminars / Conferences organized by the institution are being paid the remuneration through online mode.

Student Admission and Support

The B.Ed, M.Ed., and M.Phil programmers' application forms with the prospectus are uploaded 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 latest information on all aspects of curricular and co-curricular aspects. With respect to campus interview the invitation letters to various Heads of Schools and NGOs who recruit students are sent through email.

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
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Nil	Nil	Nil	Nil	0
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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)
2018	A one-day Orientation Programme on Professional Ethics	A one-day Orientation Programme on Professional Ethics	06/07/2018	06/07/2018	19	16
2019	A two-day National level Seminar on Enhancing Holistic Wellness in Classrooms for Sustainable Development	NA	14/02/2019	15/02/2019	19	Nil

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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
Orientation Programme Batch 134 Organized by Collegiate of Education, HRDC, Madras University	2	16/08/2018	12/09/2018	28

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	3	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provided Laptop to the Teaching Faculty to enhance the teaching learning process, Free Medical Checkup by SRM, Special Siddha Medicinal Drink (Nilavembu Kashayum)	Basic Computer Literacy programme, Spoken English course and Value Enhancement programmes, Free Medical Checkup by SRM, Special Siddha Medicinal Drink (Nilavembu Kashayum)	Special Lunch area for the students CCTV Camera installed in the campus to ensure security, Free Medical Checkup by SRM, Special Siddha Medicinal Drink (Nilavembu Kashayum). Conveyance facilities to the Students when they represent College on Sports event, Cultural and Speech Competitions.

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 systematically 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. Mrs.N.Rani and Mrs.R.Vijayabharthi from JD's Office conducted the auditing from 14th to 16th February, 2022. The Audit was carried out for the financial year 2018-2019. The Financial Audit 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. 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	576531	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	Yes	Academic Audit	Yes	IQAC
Administrative	Yes	Government Audit	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA members render support during the important activities of the College such as > College day > Sports Day and > Graduation day

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

? Basic Computer Literacy programme ? Spoken English Course and Value Enhancement programmes. ? Orientation Programme on Professional Ethics.

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

? Installation of CCTV Cameras ? Research Paper Publications Completion of Ph.D Degree Programme by the Teaching Faculty. ? Research Project Writing

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
2019	A Two day National Level Seminar on Enhancing Holistic Wellness in Classroom for Sustainable Development	14/02/2019	14/02/2019	15/02/2019	222
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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
Issues of Transgender	11/02/2019	11/02/2019	200	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	0

Scribes for examination	Yes	0
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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
2018	1	1	10/11/2018	1	Awareness on Fuel Conservation	Neighborhood Community people were given awareness on LPG consumption.	215
2019	1	1	05/01/2019	1	Eye Donation Programme by Dr. Ganesh	Awareness on Eye Donation	218
2019	1	1	01/02/2019	1	Jetlee Book of Records	Social Issues and Solutions	210
2019	1	1	09/02/2019	1	Talk on Organ Donation telecasted in Jaya TV.	Enlightened the common people on the significance of Organ Donation and Contribution to the Society.	25
2019	1	1	26/02/2019	1	AIDS Awareness Programme	Awareness was given on AIDS Awareness	213

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
VITAL PROGRAMME	12/12/2018	Value Integrated Teaching and Learning Programme was organized by the institution on

12th and 13th December, 2018 to provide value education. Mr.Santhanam and Mrs.Chitra were invited as the Resource persons. Student teachers were taught on various teaching strategies for integrating values while teaching subjects and connect their learning experiences with real life experiences. VITAL helps to improve the classroom situation with livelier interactions with moral education and develop a harmonious relationship with everyone. Value Orientation Programmes are conducted to promote professional ethics.

VALUE EDUCATION	29/03/2019	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.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning Assembly	01/08/2018	29/04/2019	197
VITAL	12/12/2018	13/12/2018	195
Annual Training Citizenship Camp	18/12/2018	22/12/2018	197
Value Education	25/03/2019	28/03/2019	196
Reflection Day	29/03/2019	29/03/2019	196

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

1. Maintenance of clean and green environment in the campus. 2. Medicinal

plants are grown in the campus. 3. Paperless office is in practice to reduce paper consumption. 4. Students are taught to create teaching learning materials by recycling and making 'Best out of waste' 5. Single - use plastic products are avoided in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Stella Matutina College of Education has been a pioneer institution in teacher education. The college has been serving the society by providing high quality teacher education since its inception in 1961. It has maintained a good academic record continuously and consistently. It also promotes professional culture in faculty and students to keep abreast with the recent trends and empowering them for career advancement. The institution creates optimal environment that prepares the student teachers and teacher educators with a quest for excellence. The curricular and co-curricular activities are curated for moulding teachers with teaching competencies. It also aims at developing various values and life skills. The institution strives for the development of the community. Internal Quality Assurance Cell of SMCE has devised a well-structured plan that are definite to produce a positive impact in the society.

'Attain truth by the path of love' is the motto of the institution. The institution focuses on developing the required competencies and inculcating a value system amongst the students. Outreach programmes for community development are materialized through Eco Club, Women Cell, Youth Red Cross and Red Ribbon Club. Social values like tolerance, cooperation, team spirit and citizenship values are developed through Annual Citizenship Training Camp. Value education classes are taken to imbibe values among student teachers (i)

Enhancement of ICT Skills SMCE creates the student-centered 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 ICT skills is the most required one for every individual in this technological world. Student teachers are equipped to teach the future generations. It is important for the teachers to acquire digital skills in order to teach the Gen Z learners. So the teacher trainees are given training for adopting various teaching strategies that suit the learning style of students in an inclusive set-up. The institution has enhanced the physical infrastructure according to the expectations of the students and the industry. A latest digital camera has been purchased for recording the teaching-learning process and other important events. E- learning materials has been enhanced. A

number of workshops has been arranged to give training in ICT and make the teachers and students to utilize technology in education. (ii) Sensitising Community Needs SMCE takes the responsibility of catering to the demands and needs of the community and sensitizes the student teachers to work for the national development. ? 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. ? 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 nations socio-economic development.

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/AOAR%202018-2019/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 has been an illustrious teacher education institution under the Management of the Franciscan Sisters of the Presentation of Blessed Virgin Mary. The Vision of Stella Matutina College of Education is 'Evolving the future in Teacher Preparation by celebrating tradition and heritage'. Morning assembly is conducted every day in Lourdes Hall which can be considered as one area distinctive to the vision, priority, and thrust of SMCE. A unique theme is selected every day to inculcate the moral and ethical values consciously in the student teachers and teacher educators who are going to mould and guide future citizens. The assembly starts with a prayer to connect with the divine force. Verses are read from the Holy Bible, Bhagavad Gita, and Quran to maintain the rich multi-cultural heritage of our Motherland, where 'Unity in Diversity' is followed. A special prayer is read followed by the Lord's prayer and A prayer of St. Francis of Assisi to get positive reinforcement from God. Thought for the day is given to inspire and motivate the students. NEWS is read to orient the students about current affairs. Celebration of all religious and national festivals and observation of important international days have reinforced values like universal brotherhood, equality, and fraternity. Spiritual vigor and value orientation are the hallmarks of the institution. Value-based education is provided in SMCE in order to develop the student teachers and teacher educators with strong positive character and holistic personality who sincerely contributes his/ her knowledge and utilizes his/ her potential for the benefit of mankind. India is a great country that has certain traditional values that pass on from one generation to the next generation through the institution of the family. The Indian value system has evolved over the years and so is the value system of SMCE. It has always emphasized on spiritualism over materialism. All the students and the staff are actively involved in conducting the morning assembly every day. This has helped the college fraternity to adopt progressive elements and assert their significance and maintain the peace and harmony among everyone in the world.

Provide the weblink of the institution

https://smcedn.edu.in/college_docs/AOAR%202018-2019/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

- To integrate ICT in the Teaching Learning Process effectively.
- To renovate the Canteen and improve the infrastructure facilities.
- To organise National / State Level - Seminars and Workshops based on trends in curriculum development.
- To Improve the Research Culture in the College.
- To increase the Add on courses to students.
- Intensive coaching for NET, SET, TET, TRB.
- More Outreach Programmes.