



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	STELLA MATUTINA COLLEGE OF EDUCATION
• Name of the Head of the institution	DR. JOSEPH CATHERINE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04424894262
• Alternate phone No.	04424894262
• Mobile No. (Principal)	9941287627
• Registered e-mail ID (Principal)	smcedn@gmail.com
• Address	Kamarajar Salai, Ashok Nagar
• City/Town	Chennai
• State/UT	Tamil Nadu
• Pin Code	600083
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	01/03/2005
• Type of Institution	Women
• Location	Urban

• Financial Status	Grants-in aid
• Name of the IQAC Co-ordinator/Director	DR.ALMA JULIET PAMELA
• Phone No.	04424747212
• Mobile No:	9500194738
• IQAC e-mail ID	iqac@smcedn.edu.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://smcedn.edu.in/AQAR.php
4.Was the Academic Calendar prepared for that year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://smcedn.edu.in/college_docs/Criterion_2023/New/Academic_calendar.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Five Star	Nil	2000	17/04/2000	16/04/2005
Cycle 2	A	Nil	2007	31/03/2007	30/03/2012
Cycle 3	A	3.48	2014	10/12/2014	09/12/2021

6.Date of Establishment of IQAC

16/06/2002

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	Nil	Nil	Nil	Nil

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File
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9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Conducted one week International webinar on Teaching redefined for Gen Z. 2. Participated in 3 Assist World Records in collaboration with TNTEU on Culture, Ecological Conservation and Yoga. 3. Conducted in Life Skills programme for students. 4. Introduction of new need based value added courses. 5. ICT skills were enhanced for Staff & Students through seminars & workshops.</p>		
12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:		

Plan of Action	Achievements/Outcomes
Curriculum Restructure LOCF	Implemented Curriculum Mapping
Faculty Development Programme	Orientation on Becoming a better Teacher for the staff, enhanced the sustainability to be a better teacher
Workshops & Seminars	Awareness on the current trends in Education and recent NEP 2020
To enhance Research Activities	More Research Colloquium and Webinars were conducted
To organise programme related to Community Sensitisation	Awareness Rallies, visits to rural village, old age home, home for destitute and special children were organised for community service
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
IQAC	07/01/2022
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
2021-2022	21/12/2022
15. Multidisciplinary / interdisciplinary	
<p>The entire program has an interdisciplinary approach, the students in their pedagogy subject are trained to use an interdisciplinary approach while teaching their subject. Their respective subject is related to other subjects. Other aspects such as value orientation,</p>	

research, Environmental conservation, community sensitization, usage of ICT, culture, and tradition are all incorporated while teaching the concepts.

16.Academic bank of credits (ABC):

Name of College has been included in list.

17.Skill development:

Skill Enhancement initiatives:

A number of skill enhancement programmes are conducted for staff and students. Programmes related to computer skills, e-content development, communication skills were organised to enhance and update skills in these areas.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

There is adequate integration of the Indian knowledge system. Teaching is always done bilingually giving importance to the regional language. Classes are also taken in the regional language Tamil. Pedagogy of Tamil is included in all semesters. Online resources available in Tamil are given during Value added courses like Payanpattu Tamil. All major Festivals are celebrated to create awareness of diversity. In addition, Reflection Day and the morning assembly bring to light the practices and knowledge of cultures. Courses like Education in contemporary India and Knowledge and curriculum emphasize National priority, Indian societal practices, schemes, various National policies, gender equity, and Women's rights

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- Seminars on Outcomes Based Education were conducted.
- The course Outcomes were upgraded to suit the current requirements.
- Orientation of Outcomes Based Education to students.

20.Distance education/online education:

Adequate information on digital initiatives in India is given to the students. Students will have to complete online courses in Swayam or MOOC for 2 credits. Classes were handled through Google classroom during the Pandemic. Some value-added courses are handled online and in hybrid mode.

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	4
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	375
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	160
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	361
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	75
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2 Number of full-time teachers during the year:	26

File Description	Documents
Institutional Data in Prescribed Format	View File
3.3 Number of sanctioned posts for the year:	32
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	200
4.2 Total number of Classrooms and Seminar halls	18
4.3 Total number of computers on campus for academic purposes	60
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	21576844

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum for B.Ed., M.Ed and M.Phil programmes were revamped based on the Learning Outcome Based Curriculum Framework in 2020-2021. The Programme Outcomes were stated for all the programmes and Course Outcomes for all the courses. The POs and COs were carefully designed keeping in view that they are relevant to the local needs, national needs, regional needs and global needs and also catering to the development at all stages. The Course Outcomes (COs) based on all the Knowledge Levels are prepared and the same is reflected in the curriculum. The LOCF based curriculum is implemented and Dynamic Lesson Plans are prepared for every course by the faculty members for the teaching-learning process.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://smcedn.edu.in/peo.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year**3**

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**41**

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year****14**

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

3

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum framed for the B.Ed., M.Ed., and M.Phil. programmes aim at creating efficient teachers to mould the future generation. For that purpose the teachers should be knowledgeable and aware of the values and ethics. The Pedagogy course of B.Ed. programme deals with the Professional Ethics of teachers and M.Ed. programme deals with Publication and Research Ethics. Also, the course Gender School and Society discusses all the issues in detail which give an overall outlook regarding gender issues. The Institution offers elective courses for B.Ed. and M.Ed. on Environmental Education to develop attitudes and feelings of concern for the conservation of the environment and also for sustainable development. Each and every curricular and co-curricular activity focuses on the inculcation of moral, social, aesthetic, and practical values. The core values, namely, integrity, truthfulness, accountability, commitment, assertiveness, and empathy are infused in the teaching-learning process to mold the student teachers to be the change agents of society.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

5

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

356

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

161

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained **A. All 4 of the above**

**from 1) Students 2) Teachers 3) Employers
and 4) Alumni**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_I/1.4.1%20Stakeholders%20feedback%20report.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_I/1.4.2%20Stakeholders%20feedback%20report.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

211

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

193

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Every single student is inimitable, and hence students have varied learning abilities. The students who score fewer marks on the internal tests are considered remedial teaching. Remedial teaching is a particular type of instruction intended to help the students to overcome their learning ability. The lack of learning abilities is instigated by correctable aspects and is rectified by giving individual care through remedial teaching. Students in remedial sessions are facilitated with additional instructional materials, such as a previous year's question papers. Key points of the concept/topic are highlighted during the remedial session. Frequent tests are conducted during remedial sessions to check their progress.

Advanced learners are potentially having one or more domains of development. Students use specific credible online courses such as swayam, and futurelearns to enrich their knowledge through engagement. Because this can be additional knowledge and better exposure for all students without investing extra time in the same content/ subject matter. It will motivate others to work harder to reach the level of these learners. This strategy will also make it easy for regular learners to understand and resolve complex problems better.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.2.1.PHOTOS-REMEDIAL.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
09/11/2022	211	26

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Stella Matutina College of Education implements various innovative techniques and methods during the teaching process in order to make the teaching-learning effective, meaningful, and as an experience. Hence SMCE adopts experiential learning, participative learning, problem-solving methodologies, brainstorming, focused group discussion and online mode strategies. The entire students go through this experiential learning as they are taught Micro and Macro Teaching Skills. As the students imbibe knowledge on various micro-teaching skills, in turn, they plan the episode for each skill and they practice each skill in small groups, while their peer groups observe and give feedback. Thus, not only the student teacher who practices a micro teaching skill gains experience but also those students who observe gain experiential knowledge. Student-teachers are activated using a combination of various participative methods such as group work, brainstorming, role-playing, management games, and so on. An important part of this method of teaching is to provide feedback and evaluation of activities. Hence the students do participate in online quizzes and group discussions using Mentimeter and Quizzes.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.3.1%20link.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Stella Matutina College of Education keeps phase with the changing trends in the teaching-learning process by integrating e-technology. The college provides a wider scope for the students to explore e-

technology through the interactive boards and imbibe the knowledge of the same through a certificate course on Computer Science.

A number of students are encouraged to do an online course on the Swayam platform.

Ever Since the onset of the Pandemic COVID -19 the entire teaching faculty organizes the teaching-learning process through an online platform. The teaching faculty enhances the teaching-learning process by adopting and integrating podcasts, Ed-puzzle, Kahoot, quizzes, Symbaloo google class, google meet and zoom etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.3.2%20Any%20other.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Preparation and Adherence to Academic Calendar and Teaching Plans by the Institution.

To ensure effective and meaningful academic transactions, the institution executes and implements various norms and procedures of planning under various committees and cells. Hence, at the first stage, the planning and evaluation committee members meet at regular intervals before the commencement of each semester. Thus, the members of the planning and evaluation committee plan the academic calendar, which consists of various curricular activities,

workshops, sessions, celebrations, marking the important festivals of state and nation, Micro teaching workshops, demonstration and observation, Internship, internal tests, model and semester examinations, practical examination, viva voce, campus interview, sports day, citizenship camp, etc. The preparation is done diligently, pooling the effective ideas of the members and the teaching faculty.

The Academic Calendar Committee ensures the calendar's proofreading, rechecks with the planning and evaluation committee members and reviews it. Then the institution systematically implements the academic transactions, activities, and celebrations, organizing various events and examinations effectively and accordingly, as mentioned in the academic calendar. In unavoidable situations such as rainy holidays announced by the government, those activities are reorganized following weekends.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

26

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

20

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

240

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

15

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The institution integrates technology in all phases of Continuous Internal Assessment. Since 2020-2021 is a pandemic year, most of the assessment procedures are done online. Entry level tests are conducted for B.Ed and M.Ed students at the beginning of the programme through online mode and their performance are analysed. Many types of assessment tools are also used in the classroom. Sending documents regarding assessment and publication of end semester results took place through online. The integration of technology enables students to get aware of different technological tools applicable in the education field since the future of education includes more flipped and blended learning methods. The tabulation has become easier and faster. All these reforms in the examination procedures and processes have made considerable improvements in the examination management system of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.5.3%20For%20link%20Addl.%20Info.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Based on LOCF, the curriculum is prepared. The curriculum consists of core courses, pedagogy courses, courses for enhancing professional capacities and value-added courses. Every course consists of various tasks and assignments as part of the teaching-

learning process which promotes critical thinking. The practical components comprise preparing records and teaching aids in accordance with the pedagogical courses and this would escalate their independent thinking and creativity. All the scholastic and co-scholastic activities stated are presented and approved by Board of Studies and Academic Council. Then it is displayed on the college website. The same is communicated to faculty members and the students are oriented about the courses during the student induction programme. The syllabus for each course is given to students by the respective faculty members handling that course, which helps the students to plan their learning process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://smcedn.edu.in/peo.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

All the courses of B.Ed., M.Ed. and M.Phil. programmes are carried out keeping in view of the PEOs and POs and also according to the Course Outcomes. During the teaching-learning process maximum care is given to meet the outcomes by using variety of teaching strategies and assignments so that the expected outcome is reflected in the performance of each and every student who completes the course. The attainment is explicitly seen in the marks attained by the students. All the students are either placed in schools or undergo higher studies. The feedback obtained from the employers also reveals their attainment. So the actual outcome is in line with the expected outcome

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/For%20Link%202.6.2%20Tabulated%20Results.pdf

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

157

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/For%20Link%202.6.3%20Annual%20Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://smcedn.edu.in/college_docs/Criterion_2023/New/2.7.1.Report%20of%20Student%20Satisfaction%20Survey%202021%20-%202022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Institutions Research facilities and policies are modified and implemented as per the growing trends in educational research based on the feedback from the research guides in the field of social science research. The institution holds policies on Plagiarism and In-House support towards the enhancement of research initiatives.

Faculty members are encouraged to become a part of online research forums to indulge in the healthy development of research by collaborating with research experts from various parts of the world. Facilities for research such as e-journals, free Wi-Fi facilitated systems and numerous research journals are made available in the library and the research center for the uninterrupted usage of budding researchers and for the professional development of the faculty members. Research scholars and M.Ed. candidates are encouraged to visit other universities and public

libraries to widen their thoughts on the topic chosen for in-depth analysis and to ensure the authentication of the research carried out.

The institution has a supportive mechanism for promoting in-house research projects and follows a research incentive policy to motivate novel ideas and topics for the research. Research scholars are encouraged to use innovative statistical analysis techniques and methodologies to promote uniqueness in the field of educational research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://smcedn.edu.in/research_policy.php
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0.02

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_III/3.2.2/1.%20SMCE%20Proposed%20INHOUSE%20RESEARCH%20%20projects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

5

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://smcedn.edu.in/index.php
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The research development center of SMCE enthusiastically strategies programs to increase their eminence in Research. Faculties are provided with sufficient leave and infrastructural support to carry out their research projects and to guide and facilitate the development of research among prospective student teachers and research scholars to perform research that contributes more towards the enhancement and modification in the field of education.

Collaborations, Innovations, and Research related activities such as seminars, workshops and panel discussions are organized by the IQAC. Innumerable steps are being taken to include innovative trends in research and strengthen the research culture, enhanced by research colloquiums, research meetings and interactive sessions whenever required. Research advisory committees are organised to fortify the quality of the research. Faculty members are encouraged to become a part of online research forums to indulge in the healthy development of research by collaborating with research experts from various parts of the world. Facilities for research such as e-journals, free Wi-Fi facilitated systems and numerous research journals are made available in the library and the research center for the

uninterrupted usage of budding researchers and for the professional development of the faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/research_colloquium.php

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

5

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

7

File Description	Documents
URL to the research page on HEI website	https://smcedn.edu.in/research_cell_members.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	No File Uploaded
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_III/3.4.4/Cetharin%202nd%20Book%20Fullset%20_2_pages-deleted.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Stella Matutina College of Education constantly motivates and encourages students to participate in outreach activities through awareness programmes, field visits, participation in seminars/workshops/extension lectures, field projects and school experience. The institution abides by the concept and idea of making sensible and responsible citizens. Following the same various club activities such as N.S.S., YRC, RRC, and WOMEN CELL often organize programmes based on social and community welfare. The few that can be named here are Organ Donation Camps, Plantation Programmes, Kitchen Gardening, AIDS Awareness Programmes, World Water Conservation Day, World Yoga Day, World Tobacco Prohibition Day, and awareness Programmes in Slums, Programmes Related to Health and Hygiene. Other important programmes which were done during the last years are Women's Empowerment Programmes, Eye checkups, River Rallies, Voter awareness programmes, visit to Orphanages, Visits to old age homes, and Visiting HIV-positive patients. Such programmes help students to come in closer contact to their society and community. Also, they get about various social problems and customs prevailing in society, and in a way, students try to find solutions of many problems and adjust with the society, which enhances their personality.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/extension_activities.p hp

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

5

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

22

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

809

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

48

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Response: Stella Matutina College of Education recognises that adequate and updated infrastructure and physical facilities are necessary for quality teaching-learning. The institution is spread across 5 Acres and 2385 sq.mts campus with 1177 sq. mts, Play Ground area with 2000 sq.mts.

CLASS ROOMS & HALLS: There are 11 classrooms and 8 halls out of which 7 classrooms and 7 halls are well equipped with ICT facilities.

Library: Library is fully automated with MODERNLIB Library Automation Software.

Laboratories in the College:

Psychology Lab: The psychology lab is equipped with psychological test materials and tools which are being used both for research work and for training the teachers.

Physical Science, Biology and Social Science Labs: The lab is also utilized to prepare working and non-working models.

Computer Lab: Air-conditioned, locally networked, with an exclusive internet connection of 100 MBPS speed and equipped with 52 computer systems.

Additional Facilities: Water purifiers have been installed in each floor. There are fire extinguishers placed in three floors. There is a canteen facility where staff and students refresh. Health and hygiene, and Purified RO facility is available for the students. LED Digital Board to display the academic activities. Herbal garden is maintained in the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/basic_facilities.php

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Stella Matutina College of Education promoting students' interest in sports and facilities include:

Outdoor: • Volley ball • Basket Ball • Badminton • Kabaddi

Indoor: • Table tennis • Chess • Carrom • Yoga Room, Fitness & Gym.

A permanent multipurpose sports ground is there in the campus along with a multipurpose hall for Yoga, Meditation and Aerobics. We have a spacious and well-equipped Sports room, where pupils can play in door games like table tennis, chess, caroms etc., We have a Yoga Class room where students and faculty members do meditate and even practice yoga also Yoga workshops are conducted in different sessions. Guest lectures on importance of Yoga are also delivered regularly by the experts.

College teams are formed to take part in state level and University level competitions and other intercollegiate competitions. . The outdoor games such as shuttle badminton, volley ball, throw ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students. and facilitated with indoor games such as table tennis, carom, etc.

Cultural Activities: The College is equipped with a hall to host large gatherings for cultural as well as academic events.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/co_curricular_activities.php

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

15

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

11.97

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Stella Matutina College Library is fully automated with Library Automation software called MODERNLIB from 2019.

The library is automated with Barcode & Biometrics Technology, which revolutionizes library operations such as Issue and Returns within seconds reduces the long queues in circulation area, track unauthorised movements, and getting information regarding a particular book.

Library website: The activities of library-related services and WEB OPAC is available in the institutional website, the institutional repository of open access databases, journals and e-books, feedback and FAQs also available in the site.

Facilities and services :

- Barcode & Biometric enabled Library
- Circulation, entry and exit of users and stock verification through Barcode technology.
- E-learning facility with 13 systems and Wi-Fi access
- Web OPAC (Online Searching facility for students and teachers)
- E-Books- 40,00,000 and E-Journals 6000+ (INFLIBNET-NLIST)
- E-mail reminder for circulation due and renewal
- New Arrival display
- Printing and Scanning
- CCTV surveillance

Name of the ILMS software: MODERNLIB (Integrated Library Management System)

Nature of Automation: Fully Automated

Version: 2.0

Year of automation: 2019

Electronic Resources:

UGC - N - LIST Consortium of E-Resources and E- Shodhganga

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sites.google.com/view/stellamatutinalibrary

4.2.2 - Institution has access to the following: e- A. Any 4 or more of the above journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.96

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

17

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Stella Matutina College of Education consistently focus on IT to provide contemporary knowledge to Student teachers.

From 2021 onwards the entire campus is Wi-Fi enabled with high-speed internet connection of 1GBPS and facilitated with Mesh Wi-Fi system containing 8 numbers of satellites to expand the network coverage, which delivers unparalleled Wi-Fi across all corners of the college.

The Campus Area Network equipped with a dedicated internet with a speed of 100 MBPS.

The licensed software used by the College are:

- Windows 10 (35)
- Windows 7 (20)
- Microsoft Office 2016 (10)
- Microsoft Office 2019 (1)
- Microsoft Office 2010 (20)
- Microsoft Office 2007 (25)
- English Language Lab Software - Express Pro (20)
- Avast Anti-Virus (40)
- Kaspersky Anti-Virus- (10)
- Quick Heal Anti-Virus (7)

Date and nature of upgradation

- From 2010 to till 2019, Airtel Broadband connection with the speed of 40MBPS was used.
- In 2018 ACT Fibernet Broadband connection with the speed of 40 MBPS and Hathway Fibernet Broadband connection with the speed of 100 MBPS was used.
- In 2020 - 2021 the entire campus is Wi-Fi enabled with high-speed internet connection of 1GBPS and facilitated with Mesh

Wi-Fi system containing 8 numbers of satellites to expand the network coverage.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/ict_facilities.php

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
369	61

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 250 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/c/StellaMatutinaCollegeofEducation
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

79.58

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

Stella Matutina College of Education strives to meet the growing needs of the institution. Annual Maintenance Contract (AMC) for air-conditioners, generators, Solar Panels, RO Water purifies and other equipment which are cleaned, 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. Cleaning and maintenance of classrooms, conference halls, laboratories, staff rooms, library, and corridors are done regularly on a daily basis. The security of the campus is maintained by the Security Guards.

Classroom Maintenance: classrooms are upgraded with furniture, almirahs, and LCD for conducting class room activities.

Reliable Power Supply: To ensure regular and reliable power supply, our college has invested in multiple solar panels at various locations with a total capacity of approximately 900KWp and maintained.

Maintenance of Academic Facilities:

Laboratory: In laboratory, a stock register is maintained for utilization of laboratory equipment used by student and usage of the equipment is assured.

Library:

The annual stock taking and maintenance of the library books is carried out regularly.

Computers:

Computer systems and other ICT equipment's such as Projectors, Printers, Photo Copier machines, Scanners, Servers, Bio-metric machines etc. are properly maintained by the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/strategic_and_deployement.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

201

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

121

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology **A. All of the above**

File Description	Documents
Link to Institutional website	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_V/5.1.3%20Soft%20Skill.pdf
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

230

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate **A. All of the above**

committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression**5.2.1 - Number of outgoing students who got placement during the year**

139

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

8

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Student Council of Stella Matutina College of Education is formed in order to foster democracy and it is supervised by the Dean of Student Affairs. Student Union is formed by the interested and eligible students elected by the students through voting at the start of every year. Along with Student Union and the class representatives, student volunteers collectively called a Student Councils. As soon as the election results are announced, an orientation programme for the members of the Students Union and Student Council is organised. The Student Council gives an opportunity to actively participate in fundraising in order to encourages compassion and generosity in the young minds and also to efficiently organise and conduct academic and cultural events to develop leadership quality. The institution in order to instigate such a rare virtue through conducting community engagement programme. Student Council organizes the following programmes: Union Inauguration, Teacher's Day Celebration, 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_V/5.3.2%20REPORT%20ON%20Union%20Inauguration.pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

27

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Stella Matutina Alumni Association is one of the very active wings of the College. The Alumni Association conducts meetings and holds an annual get-together for all the members. Though the Alumni get together and interact with the current students who have been a part of the institution for a long time, it became a registered association on 2nd March 2022 with the name Stella Matutina Alumni Association and a register number Sl.No SRG/Chennai Central/43/2022. Elected office bearers and the executive committee meet regularly to discuss the association's activities and finance-related matters. The Whatsapp account of the Stella Alumni keeps its members linked. Non-financial contribution of the Alumni Association is so precious, as it renders a helping hand to the College in shaping students' future. The significant contribution in the functional aspects during the beginning academic year, the Alumni start their role by motivating the freshly enrolled B.Ed. and M.Ed. students; they also contribute to the house curriculum development and Alumni who are heads in various institution act as recruiters during the campus placement. Our Management also plays a prominent role in recruiting efficient, dedicated and eligible Alumni as Faculty in our Institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/Bi-Laws.php

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Institutional Vision and Mission of Stella Matutina College of Education are built on high morale. Therefore, the core aspect of the institution's vision is preparing holistic teachers with excellent academic and life skills. In addition, the institution's mission to produce globally competent, innovative and transformative teachers by training them to be emotionally mature, socially responsible teachers with ethical values is in line with the institution's vision. The College follows a democratic and participatory mode of governance, with all stakeholders participating actively in its function. Consequently, the different functionaries are involved in the decision-making bodies. It gives equal opportunities to all its stakeholders to contribute to the growth and development of the college through systematic and balanced decision-making. The institution always encourages a participative management culture by incorporating the suggestions of staff and students in numerous activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/vission and mission.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution evokes a firm commitment from all its members in various spheres of execution of work. The decision-making bodies outlined the statement of purpose and the plan of action to focus on laying a solid foundation to attain the status of "College of potential excellence". Progressive, proactive, and highly supportive management encourages all the teaching and non-teaching communities to share their opinions democratically. Decentralised administrative structures, including the Deans - Academic, Research and Student Affairs, Controller of Examinations and Coordinators of various committees shoulder responsibility for various events towards the growth and development of the institution. In accordance with the institution's belief in collaborative leadership and democratic traditions, decentralisation and participatory management are practised 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.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/strategic_and_deployment.php

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institution has a Perspective/strategic plan to help it develop systematically, well-designed and adequately. The Perspective Plan of the institution ensures quality aspects in Teacher Education through various quality enhancement initiatives. The Research Development Committee of Stella Matutina College of Education focuses on Strengthening and upgrading existing courses, introducing recent trends in school education and Teacher Education, and designing the future of education for the upcoming generation. This

helps promote Research Attitude and develop Research Aptitude among faculty members, research scholars and student teachers. The institution organises Action Oriented Programmes to achieve targeted outcomes through Seminars, Webinars, workshops, Lectures, Panel Discussions and Research Colloquium.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://smcedn.edu.in/strategic_and_deployement.php
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Stella Matutina College of Education has consistently functioned as a Christian Minority institution providing quality teacher education for the past six decades. The structure of the organisation includes the Governing Body, IQAC, Principal, Dean of Academics and Research, Dean of Student Affairs, Controller of Examinations, Coordinators and Secretaries of various cells and committees with faculty members and student representatives under the leadership of the Secretary of the college and the Management members including the President of the institution. All the financial matters are to be discussed with the Governing Body, and the Governing Body members take the final decision. The Statutory bodies like the Governing Body, IQAC, Principal, Dean of Academics and Research, Dean of Student Affairs, Controller of Examinations, staff members and students are involved in defining the policies and procedures, making guidelines and rules/regulations about admission, placement, discipline, grievance, counselling, training & development, and library services. At the functional level, the faculty members share their knowledge by discussing the latest trends/technology during the faculty meeting. Some Staff members are involved in preparing the institution's annual budget. It has around 32 committees which handle different responsibilities to ensure the smooth functioning of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	https://smcedn.edu.in/organogram.php
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_VI/SMCE%20Policy.pdf

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has effective welfare measures for teaching and non-teaching staff and opportunities for career advancement. The institution has a performance review system and advancement opportunities for teaching and non-teaching employees. College teaching faculty must actively participate in policy creation, decision-making, and implementation. They will be given more autonomy, trust, and freedom in making decisions, resulting in a more democratic system. This will allow them to work efficiently with their counterparts and be responsible for their given tasks without supervision or follow-up. Teachers will gain confidence in such a situation, allowing them to give different learning experiences to children with ease and joy. The management's support structure will be crucial in empowering the faculty.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_VI/List%20of%20Welfare%20Measures.pdf

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Stella Matutina College of Education (Autonomous), Chennai, is aided by Tamilnadu State Governments and the University Grants Commission. The Institution has appointed a Chartered Accountant as an external auditor responsible for the audit. The external auditor completes a statutory audit of the Institution at the end of the financial year. The College Maintains separate books of accounts for all the units, and the activities of all the books of accounts are subject to an annual audit by Independent Chartered Accountant. The Audit Firm also certifies the financial statements, and the Audit Reports are issued every year. Salary grants for the Teaching and Non-Teaching staff working under the Aided category are released by the State Government. The claim bills for the Salary Grant to the Teaching & Non-the Regional Joint Director of Collegiate Education Chennai Region duly verify Teaching Staff. So, the salary grants received by the College under the aided category are pre- audited. Tuition Fees and special fees for both the B.Ed. &M.Ed students are collected as per the Government norms. The Chartered Accountant audited and certified the UGC accounts (Recurring & Non-Recurring grants), and the statement of account and utilization certificate is submitted to the funding agencies. The financial statement of the account comprises salary.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/finance_balance_sheet.php

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

1,44,981

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Institutional strategies for mobilisation of funds and the optimal utilisation of resources Sources of funds are as follows:

Fees: Fees are charged as per the university and government norms from students.

Salary Grant: The College receives salary grants from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes the salaries of the Full-Time Permanent teachers and non-teaching staff. Our resource mobilisation policy and procedures are as follows:

- The institution has set up a Finance committee in close coordination with the IQAC, monitors the mobilisation of funds, and makes sure that the funds are spent for the purpose they have been allocated.
- Regular internal audits from the Chartered Accountant and external audits from the government ensure that the mobilisation of the resources is being done correctly.
- The Library Committee takes care that the resources in the library are utilised optimally.
- The staff and students maintain our herbal garden.
- Campus cleanliness is maintained by the staff and students of the institution.
- To ensure the optimum utilisation of resources, the Principal issues directions.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/finance_committee.php

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell of Stella Matutina College of Education was constituted in 2002 as per the guidelines of UGC and NAAC. The IQAC of the college plays a prominent role in maintaining the quality perception of the institution.

The IQAC of the institution takes tremendous efforts to develop the required professional skills like communication skills and various life skills among students by arranging different events and competitions to give exposure which thereby increases their level of self-confidence. The IQAC organizes an entry level test for the B.Ed students to assess the teaching aptitude and subject knowledge. The mentoring services are provided to the students in a regular basis. In addition, faculty Development Programs and capacity development programmes are regularly organized to equip the teachers with the necessary skills and upgrade their knowledge level.

The IQAC of the institution has taken initiatives to integrate and consolidate all the inputs and suggestions from various stakeholders, viz. Management, Teaching and Administrative Staff, Students, Alumni, Parents and the Subject Experts from the industry. The Perspective Plan considers the needs of society and the nation at large, as well as the expectations of stakeholders, management policies, and the institution's Vision and Mission statements. As a result, the institution has a well-designed Perspective Plan for developing through expansion and enhancement of the college's infrastructure, Research and Development, and Adoption of Curricular Changes concerning the Global Platform.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/IQAC_policy.php

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC of Stella Matutina College of Education meets periodically to assess the academic and administrative functions of the college. In addition, the institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through the Internal Quality Assurance Cell

IQAC has taken initiatives to identify the skill gaps and design unique programs for skill enhancement. It also recognizes the need to bring reforms in teacher education. The areas for improvement are identified, and one of the focus areas remains curriculum development.

The student satisfaction survey of the college initiated by the IQAC seeks feedback on the preparation of classes, communication skills, ICT usage, assessing student potential, regular assessment of teachers during internship, preparing students for internship, inculcating soft skills and life skills in students and encouraging to participate in sports and co-curricular activities by teachers. In addition, feedback is also received about the seminars and workshops organized to develop student competencies by the college, transparency involved in Internal Evaluation, Holistic development provided to the students, opportunities for recruitment, ICT services provided in the campus, safe drinking water facilities, clean sanitation and Infrastructural facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/New/IQAC%20News%20letter%20-%202021%20-%202022.pdf

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://smcedn.edu.in/college_docs/Criterion_2023/New/AAA%202021-2022.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity

Stella Matutina College of Education has been successfully playing a proactive role towards gender equity and sensitization of girl students towards gender issues and safety by means of providing various facilities and amenities, conducting awareness programme on health, violence against women, legal awareness about women's rights so that our students become more confident and independent and to ensure that no girl is left behind to reach her full potential. Events relating to gender equity promotion are carried out throughout the year in the campus.

For Safety & Security the college has ladies' hostel, CCTV cameras and Statutory committees like Anti Ragging Committee, Anti-Sexual harassment committee, Women Cell, Grievance Redressal committee, and Students Welfare and Monitoring Committee comprising of female faculty members is constituted and is working effectively.

Counseling:

The college has a well-defined student counseling system. Each student is allotted with a particular faculty member who will be his/her counsellor till the end of his/her course. A Student welfare and monitoring committee is constituted to monitor the student counseling process.

Common room:

Common rooms for girls are provided in the institute. All the required facilities to relax are provided in the common rooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/extension_activities.p hp

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The college has a provision for Solid waste management. Glass, metals, plastics, and other non-biodegradable wastes are given to external agencies where they are segregated and disposed/ recycled according to the nature of the waste.

Sanitary Napkin Incinerators have been installed in the college and

girls' hostels to facilitate disposal of sanitary napkins in an environment-friendly way.

Liquid Waste Management

Liquid waste from the points of generation like the college, hostel and canteen etc is let out as effluent into a proper drainage facility and to avoid stagnation.

Trees and plants are planted adjacent the discharge point of waste water released from hostel.

E-Waste Management

E-waste is disposed through authorized E- waste dismantlers in Chennai.

The staff and students are encouraged to use USB drives instead of CD-ROM. The cartridge of laser printers are refilled.

Waste compact discs are used by students for decoration and participation in competitions like 'Art from Waste Wealth from waste.

Vermicompost

Dry leaves, green waste and wet wastes are collected from college, hostel and college canteen. Our vermicomposting unit is maintained by our M.Ed., and B.Ed., Eco club students. Manure from process is used for gardening in the college as well.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: **A. Any 4 or all of the above**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**

5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Stella Matutina College of Education tries to maintain harmony and try to create good will among students. Most of the students taking admissions in the college are local and belong to the nearby places and also other districts of Tamil Nadu. In Outreach activities participation of faculties and students are creditable. Each and

every student along with faculty members is fully involved in the national developmental activities, national festivals, awareness rallies and government and non-government campaigns such as tobacco awareness postcard campaign, Fit India movement, 112th birthday celebration of Mahatma Gandhi and other programmes like Blood Donation Camps, Plantation Programmes, Terrace Gardening, AIDS Awareness Programmes, World Water Conservation Day, World Yoga Day, Traffic Safety Week, Transgender issues, Programmes Related to Health and Hygiene, Energy conservation, Water conservation, Greenery campus among College students. Other few important programmes which were done during last years are Women Empowerment Programmes, Health Check-ups Camps, Eye check-ups, Wild Life Awareness Programme, River Rallies, Career Guidance and Counselling Programmes, Voter awareness programmes, visit to special schools, Visiting HIV positive patients. The flex board of environmental awareness, social concord, are displayed on the college campus. The college thereby celebrates national and cultural festivals every year with great honour and respect.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Constitution day

Constitution Day is celebrated on 26th November every year. The assembly was conducted with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, ethics and responsibilities of citizens.

Celebration of National Days

Every year college celebrates Republic Day and Independence day on January 26th and August 15th respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath

of national integrity followed by distribution of sweets is the regular decorum of the programme.

Road Safety Rally

The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety.

Cleanliness/Plantation drive

Students consistently and regularly participate in the cleaning activities conducted by Bhumi Foundation. Moreover, students are encouraged for active participation in the plantation.

Induction of the students on values, rights, ethics and responsibilities

Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes and assemblies throughout year.

Awareness on importance of voting

Women cell has conducted an awareness program on importance of voting.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for

A. All of the above

students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. National flags are distributed to faculty, non-teaching staff and students to instil sense of pride amongst them on the Independence Day and Republic Day. As a mark of respect for the country, the students used to pay the amount for the flag day.

The college also commemorates the birth / death anniversaries of great Indian personalities like Mahatma Gandhi and Dr. Radhakrishnan. The students share the teachings of these eminent personalities through speeches and posters. On Teachers day too, the students 'council puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr.Sarvepalli Radhekrishnan.

Women's day is celebrated on International Women's Day i.e. March 8 to show respect towards women in all the efforts taken by them to manage the personal and professional life and for their contributions.

Apart from these, many events like International Book Day, International Earth Day, World water Day, Plastic Awareness Day, National Voters Day, World Environmental Day, World Ocean Day and Wildlife Week are celebrated and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice 1:

1. Title of the Practice: MUSIC THERAPY FOR CANCER PATIENTS

2. Goal

To help the people and spread awareness about stem-cell donation, and to help other cancer patients in rehabilitation through music therapy and meditation.

3. The Context:

The Ashwin Maharaj Foundation was started in December 2015. The Foundation, through its work, aims to keep Ashwin's legacy and dream alive.

4. The Practice

- In RRC interested students came forward as volunteers those who can sing well were selected.

5. Evidence of success:

Music therapy immensely benefits and helps them to cope with the pain and nausea and facilitate better sleep.

Best Practice 2

1. Title of the Practice: -DAY CARE CENTER

2. Goal:

- One of the primary goals and objectives of a day care center isto provide a nurturing, fun environment for children.

3. The Context:

An experience expectable environment in child care classrooms is one in which teachers consistently provide positive and nurturing interactions within daily routines.

4. The Practice:

- In college day care can improve staff and students' morale and lbecause fewer students and staff need to take time off to look after their children.

5. Evidence of success

- Kids Learn to Socialize

File Description	Documents
Best practices in the Institutional website	https://smcedn.edu.in/best_practices.php
Any other relevant information	https://smcedn.edu.in/college_docs/Criterion%20VII/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Stella Matutina College of Education stands out in its distinctive endeavour for blending traditional values with modernity.

Excellence in Curriculum

A high quality of academic excellence can provide value-added experience for the students. In 2020-2021 the Learning Outcome Based Curriculum Framework (LOCF) is prepared. In 2021-2022, LOCF based curriculum is implemented and Dynamic Lesson Plans are prepared for every course by the faculty members for the teaching-learning process.

Religious Harmony

Stella Matutina College of Education recognises and respects all religions and follows a secular principle. Verses from Holy Bible, Bhagavat Gita and the Holy Quran are read every day during the morning assembly.

Exploration of Knowledge through Research

Research forms an integral part of Stella Matutina College of Education. At the B.Ed. level, case studies, institutional case studies and action research are carried out by all the students. Further, M.Ed. students take up research project as a partial fulfilment of their course requirements. Ph.D. research scholars provide quality original articles and thesis.

Exponent for Development of a all-round Personality with Global Vision and Social Responsibility

Participation of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) helps to enhance all rounded personality.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum for B.Ed., M.Ed and M.Phil programmes were revamped based on the Learning Outcome Based Curriculum Framework in 2020-2021. The Programme Outcomes were stated for all the programmes and Course Outcomes for all the courses. The POs and COs were carefully designed keeping in view that they are relevant to the local needs, national needs, regional needs and global needs and also catering to the development at all stages. The Course Outcomes (COs) based on all the Knowledge Levels are prepared and the same is reflected in the curriculum. The LOCF based curriculum is implemented and Dynamic Lesson Plans are prepared for every course by the faculty members for the teaching-learning process.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://smcedn.edu.in/peo.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

3

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

41

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

14

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

3

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum framed for the B.Ed., M.Ed., and M.Phil.

programmes aim at creating efficient teachers to mould the future generation. For that purpose the teachers should be knowledgeable and aware of the values and ethics. The Pedagogy course of B.Ed. programme deals with the Professional Ethics of teachers and M.Ed. programme deals with Publication and Research Ethics. Also, the course Gender School and Society discusses all the issues in detail which give an overall outlook regarding gender issues. The Institution offers elective courses for B.Ed. and M.Ed. on Environmental Education to develop attitudes and feelings of concern for the conservation of the environment and also for sustainable development. Each and every curricular and co-curricular activity focuses on the inculcation of moral, social, aesthetic, and practical values. The core values, namely, integrity, truthfulness, accountability, commitment, assertiveness, and empathy are infused in the teaching-learning process to mold the student teachers to be the change agents of society.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

5

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

356

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

161

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_I/1.4.1%20Stakeholders%20feedback%20report.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_I/1.4.2%20Stakeholder_s%20feedback%20report.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

211

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

193

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Every single student is inimitable, and hence students have varied learning abilities. The students who score fewer marks on the internal tests are considered remedial teaching. Remedial teaching is a particular type of instruction intended to help the students to overcome their learning ability. The lack of learning abilities is instigated by correctable aspects and is rectified by giving individual care through remedial teaching. Students in remedial sessions are facilitated with additional instructional

materials, such as a previous year's question papers. Key points of the concept/topic are highlighted during the remedial session. Frequent tests are conducted during remedial sessions to check their progress.

Advanced learners are potentially having one or more domains of development. Students use specific credible online courses such as swayam, and futurelearns to enrich their knowledge through engagement. Because this can be additional knowledge and better exposure for all students without investing extra time in the same content/ subject matter. It will motivate others to work harder to reach the level of these learners. This strategy will also make it easy for regular learners to understand and resolve complex problems better.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.2.1.PHOTOS-REMEDIAL.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
09/11/2022	211	26

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Stella Matutina College of Education implements various innovative techniques and methods during the teaching process in order to make the teaching-learning effective, meaningful, and as an experience. Hence SMCE adopts experiential learning, participative learning, problem-solving methodologies, brainstorming, focused group discussion and online mode strategies. The entire students go through this experiential

learning as they are taught Micro and Macro Teaching Skills. As the students imbibe knowledge on various micro-teaching skills, in turn, they plan the episode for each skill and they practice each skill in small groups, while their peer groups observe and give feedback. Thus, not only the student teacher who practices a micro teaching skill gains experience but also those students who observe gain experiential knowledge. Student-teachers are activated using a combination of various participative methods such as group work, brainstorming, role-playing, management games, and so on. An important part of this method of teaching is to provide feedback and evaluation of activities. Hence the students do participate in online quizzes and group discussions using Mentimeter and Quizzes.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.3.1%20link.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Stella Matutina College of Education keeps phase with the changing trends in the teaching-learning process by integrating e-technology. The college provides a wider scope for the students to explore e-technology through the interactive boards and imbibe the knowledge of the same through a certificate course on Computer Science.

A number of students are encouraged to do an online course on the Swayam platform.

Ever Since the onset of the Pandemic COVID -19 the entire teaching faculty organizes the teaching-learning process through an online platform. The teaching faculty enhances the teaching-learning process by adopting and integrating podcasts, Ed-puzzle, Kahoot, quizzes, Symbaloo google class, google meet and zoom etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.3.2%20Any%20other.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Preparation and Adherence to Academic Calendar and Teaching Plans by the Institution.

To ensure effective and meaningful academic transactions, the institution executes and implements various norms and procedures of planning under various committees and cells. Hence, at the first stage, the planning and evaluation committee members meet at regular intervals before the commencement of each semester. Thus, the members of the planning and evaluation committee plan the academic calendar, which consists of various curricular activities, workshops, sessions, celebrations, marking the important festivals of state and nation, Micro teaching workshops, demonstration and observation, Internship, internal tests, model and semester examinations, practical examination, viva voce, campus interview, sports day, citizenship camp, etc. The preparation is done diligently, pooling the effective ideas of the members and the teaching faculty.

The Academic Calendar Committee ensures the calendar's proofreading, rechecks with the planning and evaluation committee members and reviews it. Then the institution systematically

implements the academic transactions, activities, and celebrations, organizing various events and examinations effectively and accordingly, as mentioned in the academic calendar. In unavoidable situations such as rainy holidays announced by the government, those activities are reorganized following weekends.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

26

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

20

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

240

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

15

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The institution integrates technology in all phases of Continuous Internal Assessment. Since 2020-2021 is a pandemic year, most of the assessment procedures are done online. Entry level tests are conducted for B.Ed and M.Ed students at the beginning of the programme through online mode and their performance are analysed. Many types of assessment tools are also used in the classroom. Sending documents regarding assessment and publication of end semester results took place through online. The integration of

technology enables students to get aware of different technological tools applicable in the education field since the future of education includes more flipped and blended learning methods. The tabulation has become easier and faster. All these reforms in the examination procedures and processes have made considerable improvements in the examination management system of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/2.5.3%20For%20link%20Addl.%20Info.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Based on LOCF, the curriculum is prepared. The curriculum consists of core courses, pedagogy courses, courses for enhancing professional capacities and value-added courses. Every course consists of various tasks and assignments as part of the teaching-learning process which promotes critical thinking. The practical components comprise preparing records and teaching aids in accordance with the pedagogical courses and this would escalate their independent thinking and creativity. All the scholastic and co-scholastic activities stated are presented and approved by Board of Studies and Academic Council. Then it is displayed on the college website. The same is communicated to faculty members and the students are oriented about the courses during the student induction programme. The syllabus for each course is given to students by the respective faculty members handling that course, which helps the students to plan their learning process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://smcedn.edu.in/peo.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

All the courses of B.Ed., M.Ed. and M.Phil. programmes are carried out keeping in view of the PEOs and POs and also according to the Course Outcomes. During the teaching-learning process maximum care is given to meet the outcomes by using variety of teaching strategies and assignments so that the expected outcome is reflected in the performance of each and every student who completes the course. The attainment is explicitly seen in the marks attained by the students. All the students are either placed in schools or undergo higher studies. The feedback obtained from the employers also reveals their attainment. So the actual outcome is in line with the expected outcome

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/For%20Link%202.6.2%20Tabulated%20Results.pdf

2.6.3 - Pass Percentage of students**2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

157

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_II/For%20Link%202.6.3%20Annual%20Report.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution**

may design its own questionnaire). Results and details need to be provided as a weblink

https://smcedn.edu.in/college_docs/Criterion_2023/New/2.7.1.Report%20of%20Student%20Satisfaction%20Survey%202021%20-%202022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Institutions Research facilities and policies are modified and implemented as per the growing trends in educational research based on the feedback from the research guides in the field of social science research. The institution holds policies on Plagiarism and In-House support towards the enhancement of research initiatives.

Faculty members are encouraged to become a part of online research forums to indulge in the healthy development of research by collaborating with research experts from various parts of the world. Facilities for research such as e-journals, free Wi-Fi facilitated systems and numerous research journals are made available in the library and the research center for the uninterrupted usage of budding researchers and for the professional development of the faculty members. Research scholars and M.Ed. candidates are encouraged to visit other universities and public libraries to widen their thoughts on the topic chosen for in-depth analysis and to ensure the authentication of the research carried out.

The institution has a supportive mechanism for promoting in-house research projects and follows a research incentive policy to motivate novel ideas and topics for the research. Research scholars are encouraged to use innovative statistical analysis techniques and methodologies to promote uniqueness in the field of educational research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://smcedn.edu.in/research_policy.php
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0.02

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_III/3.2.2/1.%20SMCE%20Proposed%20INHOUSE%20RESEARCH%20%20projects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

5

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1	
File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://smcedn.edu.in/index.php
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The research development center of SMCE enthusiastically strategies programs to increase their eminence in Research. Faculties are provided with sufficient leave and infrastructural support to carry out their research projects and to guide and facilitate the development of research among prospective student teachers and research scholars to perform research that contributes more towards the enhancement and modification in the field of education.

Collaborations, Innovations, and Research related activities such as seminars, workshops and panel discussions are organized by the IQAC. Innumerable steps are being taken to include innovative trends in research and strengthen the research culture, enhanced by research colloquiums, research meetings and interactive sessions whenever required. Research advisory committees are organised to fortify the quality of the research. Faculty members are encouraged to become a part of online research forums to indulge in the healthy development of research by collaborating with research experts from various parts of the world. Facilities for research such as e-journals, free Wi-Fi facilitated systems and numerous research journals are made available in the library and the research center for the uninterrupted usage of budding researchers and for the professional development of the faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/research_colloquium.php

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

5

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

7

File Description	Documents
URL to the research page on HEI website	https://smcedn.edu.in/research_cell_members.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	No File Uploaded
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_III/3.4.4/Cetharin%20nd%20Book%20Fullset%20_2_-pages-deleted.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Stella Matutina College of Education constantly motivates and encourages students to participate in outreach activities through awareness programmes, field visits, participation in seminars/workshops/extension lectures, field projects and school experience. The institution abides by the concept and idea of making sensible and responsible citizens. Following the same various club activities such as N.S.S., YRC, RRC, and WOMEN CELL often organize programmes based on social and community welfare. The few that can be named here are Organ Donation Camps, Plantation Programmes, Kitchen Gardening, AIDS Awareness Programmes, World Water Conservation Day, World Yoga Day, World Tobacco Prohibition Day, and awareness Programmes in Slums, Programmes Related to Health and Hygiene. Other important programmes which were done during the last years are Women's Empowerment Programmes, Eye checkups, River Rallies, Voter awareness programmes, visit to Orphanages, Visits to old age homes, and Visiting HIV-positive patients. Such programmes help students to come in closer contact to their society and community. Also, they get about various social problems and customs prevailing in society, and in a way, students try to find solutions of many problems and adjust with the society, which enhances their personality.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/extension_activities.php

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

5

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

22

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

809

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

48	
File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4	
File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Response: Stella Matutina College of Education recognises that adequate and updated infrastructure and physical facilities are necessary for quality teaching-learning. The institution is spread across 5 Acres and 2385 sq.mts campus with 1177 sq. mts, Play Ground area with 2000 sq.mts.

CLASS ROOMS & HALLS: There are 11 classrooms and 8 halls out of which 7 classrooms and 7 halls are well equipped with ICT facilities.

Library: Library is fully automated with MODERNLIB Library Automation Software.

Laboratories in the College:

Psychology Lab: The psychology lab is equipped with psychological test materials and tools which are being used both for research work and for training the teachers.

Physical Science, Biology and Social Science Labs: The lab is also utilized to prepare working and non-working models.

Computer Lab: Air-conditioned, locally networked, with an exclusive internet connection of 100 MBPS speed and equipped with 52 computer systems.

Additional Facilities: Water purifiers have been installed in each floor. There are fire extinguishers placed in three floors. There is a canteen facility where staff and students refresh. Health and hygiene, and Purified RO facility is available for the students. LED Digital Board to display the academic activities. Herbal garden is maintained in the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/basic_facilities.php

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Stella Matutina College of Education promoting students' interest in sports and facilities include:

Outdoor: • Volley ball • Basket Ball • Badminton • Kabaddi

Indoor: • Table tennis • Chess • Carrom • Yoga Room, Fitness & Gym.

A permanent multipurpose sports ground is there in the campus along with a multipurpose hall for Yoga, Meditation and Aerobics. We have a spacious and well-equipped Sports room, where pupils can play in door games like table tennis, chess, caroms etc., We have a Yoga Class room where students and faculty members do meditate and even practice yoga also Yoga workshops are conducted

in different sessions. Guest lectures on importance of Yoga are also delivered regularly by the experts.

College teams are formed to take part in state level and University level competitions and other intercollegiate competitions. . The outdoor games such as shuttle badminton, volley ball, throw ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students. and facilitated with indoor games such as table tennis, carom, etc.

Cultural Activities: The College is equipped with a hall to host large gatherings for cultural as well as academic events.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/co_curricular_activities.php

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

15

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

11.97

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Stella Matutina College Library is fully automated with Library Automation software called MODERNLIB from 2019.

The library is automated with Barcode & Biometrics Technology, which revolutionizes library operations such as Issue and Returns within seconds reduces the long queues in circulation area, track unauthorised movements, and getting information regarding a particular book.

Library website: The activities of library-related services and WEB OPAC is available in the institutional website, the institutional repository of open access databases, journals and e-books, feedback and FAQs also available in the site.

Facilities and services :

- Barcode & Biometric enabled Library
- Circulation, entry and exit of users and stock verification through Barcode technology.
- E-learning facility with 13 systems and Wi-Fi access
- Web OPAC (Online Searching facility for students and teachers)
- E-Books- 40,00,000 and E-Journals 6000+ (INFLIBNET-NLIST)
- E-mail reminder for circulation due and renewal
- New Arrival display
- Printing and Scanning

- CCTV surveillance

Name of the ILMS software: MODERNLIB (Integrated Library Management System)

Nature of Automation: Fully Automated

Version: 2.0

Year of automation: 2019

Electronic Resources:

UGC - N - LIST Consortium of E-Resources and E- Shodhganga

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sites.google.com/view/stellamatutinalibrary

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.96

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

17

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Stella Matutina College of Education consistently focus on IT to provide contemporary knowledge to Student teachers.

From 2021 onwards the entire campus is Wi-Fi enabled with high-speed internet connection of 1GBPS and facilitated with Mesh Wi-Fi system containing 8 numbers of satellites to expand the network coverage, which delivers unparalleled Wi-Fi across all corners of the college.

The Campus Area Network equipped with a dedicated internet with a speed of 100 MBPS.

The licensed software used by the College are:

- Windows 10 (35)
- Windows 7 (20)
- Microsoft Office 2016 (10)
- Microsoft Office 2019 (1)
- Microsoft Office 2010 (20)
- Microsoft Office 2007 (25)
- English Language Lab Software - Express Pro (20)

- Avast Anti-Virus (40)
- Kaspersky Anti-Virus- (10)
- Quick Heal Anti-Virus (7)

Date and nature of upgradation

- From 2010 to till 2019, Airtel Broadband connection with the speed of 40MBPS was used.
- In 2018 ACT Fibernet Broadband connection with the speed of 40 MBPS and Hathway Fibernet Broadband connection with the speed of 100 MBPS was used.
- In 2020 - 2021 the entire campus is Wi-Fi enabled with high-speed internet connection of 1GBPS and facilitated with Mesh Wi-Fi system containing 8 numbers of satellites to expand the network coverage.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/ict_facilities.php

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
369	61

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 250 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities

A. All four of the above

available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/c/StellaMatutinaCollegeofEducation
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

79.58

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

Stella Matutina College of Education strives to meet the growing needs of the institution. Annual Maintenance Contract (AMC) for air-conditioners, generators, Solar Panels, RO Water purifies and other equipment which are cleaned, 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. Cleaning and maintenance of classrooms, conference halls, laboratories, staff rooms, library, and corridors are done regularly on a daily basis. The security of the campus is maintained by the Security Guards.

Classroom Maintenance: classrooms are upgraded with furniture, almirahs, and LCD for conducting class room activities.

Reliable Power Supply: To ensure regular and reliable power supply, our college has invested in multiple solar panels at

various locations with a total capacity of approximately 900KWp and maintained.

Maintenance of Academic Facilities:

Laboratory: In laboratory, a stock register is maintained for utilization of laboratory equipment used by student and usage of the equipment is assured.

Library:

The annual stock taking and maintenance of the library books is carried out regularly.

Computers:

Computer systems and other ICT equipment's such as Projectors, Printers, Photo Copier machines, Scanners, Servers, Bio-metric machines etc. are properly maintained by the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/strategic_and_deploy ment.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

201

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

121	
File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File
5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	A. All of the above
File Description	Documents
Link to Institutional website	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_V/5.1.3%20Soft%20Skill.pdf
Details of capability development and schemes	View File
Any additional information	View File
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	
230	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating	A. All of the above

awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

139

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

8

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year**

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Student Council of Stella Matutina College of Education is formed in order to foster democracy and it is supervised by the Dean of Student Affairs. Student Union is formed by the interested and eligible students elected by the students through voting at the start of every year. Along with Student Union and the class representatives, student volunteers collectively called a Student Councils. As soon as the election results are announced, an orientation programme for the members of the Students Union and Student Council is organised. The Student Council gives an opportunity to actively participate in fundraising in order to encourages compassion and generosity in the young minds and also to efficiently organise and conduct academic and cultural events to develop leadership quality. The institution in order to instigate such a rare virtue through conducting community engagement programme. Student Council organizes the following programmes: Union Inauguration, Teacher's Day Celebration, 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion V/5.3.2%20REPORT%20ON%20Union%20Inauguration.pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

27

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Stella Matutina Alumni Association is one of the very active wings of the College. The Alumni Association conducts meetings and holds an annual get-together for all the members. Though the Alumni get together and interact with the current students who have been a part of the institution for a long time, it became a registered association on 2nd March 2022 with the name Stella Matutina Alumni Association and a register number Sl.No SRG/Chennai Central/43/2022. Elected office bearers and the executive committee meet regularly to discuss the association's activities and finance-related matters. The Whatsapp account of the Stella Alumni keeps its members linked. Non-financial contribution of the Alumni Association is so precious, as it renders a helping hand to the College in shaping students' future. The significant contribution in the functional aspects during the beginning academic year, the Alumni start their role by motivating the freshly enrolled B.Ed. and M.Ed. students; they

also contribute to the house curriculum development and Alumni who are heads in various institution act as recruiters during the campus placement. Our Management also plays a prominent role in recruiting efficient, dedicated and eligible Alumni as Faculty in our Institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/Bi-Laws.php

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Institutional Vision and Mission of Stella Matutina College of Education are built on high morale. Therefore, the core aspect of the institution's vision is preparing holistic teachers with excellent academic and life skills. In addition, the institution's mission to produce globally competent, innovative and transformative teachers by training them to be emotionally mature, socially responsible teachers with ethical values is in line with the institution's vision. The College follows a democratic and participatory mode of governance, with all stakeholders participating actively in its function. Consequently, the different functionaries are involved in the decision-making bodies. It gives equal opportunities to all its stakeholders to contribute to the growth and development of the college through systematic and balanced decision-making. The institution always encourages a participative management culture by incorporating the suggestions of staff and students in numerous activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/vission_and_mission.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution evokes a firm commitment from all its members in various spheres of execution of work. The decision-making bodies outlined the statement of purpose and the plan of action to focus on laying a solid foundation to attain the status of "College of potential excellence". Progressive, proactive, and highly supportive management encourages all the teaching and non-teaching communities to share their opinions democratically. Decentralised administrative structures, including the Deans - Academic, Research and Student Affairs, Controller of Examinations and Coordinators of various committees shoulder responsibility for various events towards the growth and development of the institution. In accordance with the institution's belief in collaborative leadership and democratic traditions, decentralisation and participatory management are practised 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.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/strategic and deployment.php

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institution has a Perspective/strategic plan to help it develop systematically, well-designed and adequately. The Perspective Plan of the institution ensures quality aspects in Teacher Education through various quality enhancement initiatives. The Research Development Committee of Stella Matutina College of Education focuses on Strengthening and upgrading existing courses, introducing recent trends in school education and Teacher Education, and designing the future of education for the upcoming generation. This helps promote Research Attitude and develop Research Aptitude among faculty members, research scholars and student teachers. The institution organises Action Oriented Programmes to achieve targeted outcomes through Seminars, Webinars, workshops, Lectures, Panel Discussions and Research Colloquium.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://smcedn.edu.in/strategic_and_deployment.php
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Stella Matutina College of Education has consistently functioned as a Christian Minority institution providing quality teacher education for the past six decades. The structure of the organisation includes the Governing Body, IQAC, Principal, Dean of Academics and Research, Dean of Student Affairs, Controller of Examinations, Coordinators and Secretaries of various cells and committees with faculty members and student representatives under the leadership of the Secretary of the college and the Management members including the President of the institution. All the financial matters are to be discussed with the Governing Body, and the Governing Body members take the final decision. The Statutory bodies like the Governing Body, IQAC, Principal, Dean of Academics and Research, Dean of Student Affairs, Controller of Examinations, staff members and students are involved in defining the policies and procedures, making guidelines and rules/regulations about admission, placement, discipline,

grievance, counselling, training & development, and library services. At the functional level, the faculty members share their knowledge by discussing the latest trends/technology during the faculty meeting. Some Staff members are involved in preparing the institution's annual budget. It has around 32 committees which handle different responsibilities to ensure the smooth functioning of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	https://smcedn.edu.in/organogram.php
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_VI/SMCE%20Policy.pdf

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has effective welfare measures for teaching and non-teaching staff and opportunities for career advancement. The institution has a performance review system and advancement opportunities for teaching and non-teaching employees. College teaching faculty must actively participate in policy creation, decision-making, and implementation. They will be given more autonomy, trust, and freedom in making decisions, resulting in a

more democratic system. This will allow them to work efficiently with their counterparts and be responsible for their given tasks without supervision or follow-up. Teachers will gain confidence in such a situation, allowing them to give different learning experiences to children with ease and joy. The management's support structure will be crucial in empowering the faculty.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/Criterion_VI/List%20of%20Welfare%20Measures.pdf

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Stella Matutina College of Education (Autonomous), Chennai, is aided by Tamilnadu State Governments and the University Grants Commission. The Institution has appointed a Chartered Accountant as an external auditor responsible for the audit. The external auditor completes a statutory audit of the Institution at the end of the financial year. The College Maintains separate books of accounts for all the units, and the activities of all the books of accounts are subject to an annual audit by Independent Chartered Accountant. The Audit Firm also certifies the financial statements, and the Audit Reports are issued every year. Salary grants for the Teaching and Non-Teaching staff working under the Aided category are released by the State Government. The claim bills for the Salary Grant to the Teaching & Non-the Regional Joint Director of Collegiate Education Chennai Region duly verify Teaching Staff. So, the salary grants received by the College under the aided category are pre- audited. Tuition Fees and special fees for both the B.Ed. &M.Ed students are collected as per the Government norms. The Chartered Accountant audited and certified the UGC accounts (Recurring & Non-Recurring grants), and the statement of account and utilization certificate is submitted to the funding agencies. The financial statement of the account comprises salary.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/finance balance sheet.php

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)**1,44,981**

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Institutional strategies for mobilisation of funds and the optimal utilisation of resources Sources of funds are as follows:

Fees: Fees are charged as per the university and government norms from students.

Salary Grant: The College receives salary grants from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes the salaries of the Full-Time Permanent teachers and non-teaching staff. Our resource mobilisation policy and procedures are as follows:

- The institution has set up a Finance committee in close coordination with the IQAC, monitors the mobilisation of funds, and makes sure that the funds are spent for the purpose they have been allocated.
- Regular internal audits from the Chartered Accountant and external audits from the government ensure that the mobilisation of the resources is being done correctly.
- The Library Committee takes care that the resources in the library are utilised optimally.
- The staff and students maintain our herbal garden.
- Campus cleanliness is maintained by the staff and students of the institution.
- To ensure the optimum utilisation of resources, the Principal issues directions.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/finance_committee.ph p

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell of Stella Matutina College of Education was constituted in 2002 as per the guidelines of UGC and NAAC. The IQAC of the college plays a prominent role in maintaining the quality perception of the institution.

The IQAC of the institution takes tremendous efforts to develop the required professional skills like communication skills and various life skills among students by arranging different events and competitions to give exposure which thereby increases their level of self-confidence. The IQAC organizes an entry level test for the B.Ed students to assess the teaching aptitude and subject knowledge. The mentoring services are provided to the students in a regular basis. In addition, faculty Development Programs and capacity development programmes are regularly organized to equip the teachers with the necessary skills and upgrade their knowledge level.

The IQAC of the institution has taken initiatives to integrate and consolidate all the inputs and suggestions from various stakeholders, viz. Management, Teaching and Administrative Staff, Students, Alumni, Parents and the Subject Experts from the industry. The Perspective Plan considers the needs of society and the nation at large, as well as the expectations of stakeholders, management policies, and the institution's Vision and Mission statements. As a result, the institution has a well-designed Perspective Plan for developing through expansion and enhancement of the college's infrastructure, Research and Development, and Adoption of Curricular Changes concerning the Global Platform.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/IQAC_policy.php

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC of Stella Matutina College of Education meets periodically to assess the academic and administrative functions of the college. In addition, the institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through the Internal Quality Assurance Cell

IQAC has taken initiatives to identify the skill gaps and design unique programs for skill enhancement. It also recognizes the need to bring reforms in teacher education. The areas for improvement are identified, and one of the focus areas remains curriculum development.

The student satisfaction survey of the college initiated by the IQAC seeks feedback on the preparation of classes, communication skills, ICT usage, assessing student potential, regular assessment of teachers during internship, preparing students for internship, inculcating soft skills and life skills in students and encouraging to participate in sports and co-curricular activities by teachers. In addition, feedback is also received about the seminars and workshops organized to develop student competencies by the college, transparency involved in Internal Evaluation, Holistic development provided to the students, opportunities for recruitment, ICT services provided in the campus, safe drinking water facilities, clean sanitation and Infrastructural facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://smcedn.edu.in/college_docs/Criterion_2023/New/IQAC%20News%20letter%20-%202021%20-%202022.pdf

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://smcedn.edu.in/college_docs/Criterion_2023/New/AAA%202021-2022.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity

Stella Matutina College of Education has been successfully playing a proactive role towards gender equity and sensitization of girl students towards gender issues and safety by means of providing various facilities and amenities, conducting awareness programme on health, violence against women, legal awareness about women's rights so that our students become more confident

and independent and to ensure that no girl is left behind to reach her full potential. Events relating to gender equity promotion are carried out throughout the year in the campus.

For Safety & Security the college has ladies' hostel, CCTV cameras and Statutory committees like Anti Ragging Committee, Anti-Sexual harassment committee, Women Cell, Grievance Redressal committee, and Students Welfare and Monitoring Committee comprising of female faculty members is constituted and is working effectively.

Counseling:

The college has a well-defined student counseling system. Each student is allotted with a particular faculty member who will be his/her counsellor till the end of his/her course. A Student welfare and monitoring committee is constituted to monitor the student counseling process.

Common room:

Common rooms for girls are provided in the institute. All the required facilities to relax are provided in the common rooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://smcedn.edu.in/extension_activities.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The college has a provision for Solid waste management. Glass, metals, plastics, and other non-biodegradable wastes are given to external agencies where they are segregated and disposed/ recycled according to the nature of the waste.

Sanitary Napkin Incinerators have been installed in the college and girls' hostels to facilitate disposal of sanitary napkins in an environment-friendly way.

Liquid Waste Management

Liquid waste from the points of generation like the college, hostel and canteen etc is let out as effluent into a proper drainage facility and to avoid stagnation.

Trees and plants are planted adjacent the discharge point of waste water released from hostel.

E-Waste Management

E-waste is disposed through authorized E- waste dismantlers in Chennai.

The staff and students are encouraged to use USB drives instead of CD-ROM. The cartridge of laser printers are refilled.

Waste compact discs are used by students for decoration and participation in competitions like 'Art from Waste Wealth from waste.

Vermicompost

Dry leaves, green waste and wet wastes are collected from college, hostel and college canteen. Our vermicomposting unit is maintained by our M.Ed., and B.Ed., Eco club students. Manure from process is used for gardening in the college as well.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="102 689 547 757">File Description</th> <th data-bbox="547 689 1436 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 757 547 898">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 757 1436 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 898 547 1003">Certification by the auditing agency</td> <td data-bbox="547 898 1436 1003" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 1003 547 1108">Certificates of the awards received</td> <td data-bbox="547 1003 1436 1108" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 1108 547 1167">Any other relevant information</td> <td data-bbox="547 1108 1436 1167" style="text-align: center;">View File</td> </tr> </tbody> </table>		File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	View File	Any other relevant information	View File
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Certification by the auditing agency	View File										
Certificates of the awards received	View File										
Any other relevant information	View File										
<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>B. Any 3 of the above</p>										

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Stella Matutina College of Education tries to maintain harmony and try to create good will among students. Most of the students taking admissions in the college are local and belong to the nearby places and also other districts of Tamil N?du. In Outreach activities participation of faculties and students are creditable. Each and every student along with faculty members is fully involved in the national developmental activities, national festivals, awareness rallies and government and non-government campaigns such as tobacco awareness postcard campaign, Fit India movement, 112th birthday celebration of Mahatma Gandhi and other programmes like Blood Donation Camps, Plantation Programmes, Terrace Gardening, AIDS Awareness Programmes, World Water Conservation Day, World Yoga Day, Traffic Safety Week, Transgender issues, Programmes Related to Health and Hygiene, Energy conservation, Water conservation, Greenery campus among College students. Other few important programmes which were done during last years are Women Empowerment Programmes, Health Check-ups Camps, Eye check-ups, Wild Life Awareness Programme, River Rallies, Career Guidance and Counselling Programmes, Voter awareness programmes, visit to special schools, Visiting HIV positive patients. The flex board of environmental awareness, social concord, are displayed on the college campus. The college thereby celebrates national and cultural festivals every year with great honour and respect.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:	
<p>Constitution day</p> <p>Constitution Day is celebrated on 26th November every year. The assembly was conducted with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, ethics and responsibilities of citizens.</p> <p>Celebration of National Days</p> <p>Every year college celebrates Republic Day and Independence day on January 26th and August 15th respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.</p> <p>Road Safety Rally</p> <p>The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety.</p> <p>Cleanliness/Plantation drive</p> <p>Students consistently and regularly participate in the cleaning activities conducted by Bhumi Foundation. Moreover, students are encouraged for active participation in the plantation.</p> <p>Induction of the students on values, rights, ethics and responsibilities</p> <p>Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes and assemblies throughout</p>	

year.

Awareness on importance of voting

Women cell has conducted an awareness program on importance of voting.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. National flags

are distributed to faculty, non-teaching staff and students to instil sense of pride amongst them on the Independence Day and Republic Day. As a mark of respect for the country, the students used to pay the amount for the flag day.

The college also commemorates the birth / death anniversaries of great Indian personalities like Mahatma Gandhi and Dr. Radhakrishnan. The students share the teachings of these eminent personalities through speeches and posters. On Teachers day too, the students 'council puts up a show to express their love and gratitude for their teachers and salute the great Teacher Dr.Sarvepalli Radhekrishnan.

Women's day is celebrated on International Women's Day i.e. March 8 to show respect towards women in all the efforts taken by them to manage the personal and professional life and for their contributions.

Apart from these, many events like International Book Day, International Earth Day, World water Day, Plastic Awareness Day, National Voters Day, World Environmental Day, World Ocean Day and Wildlife Week are celebrated and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice 1:

1. Title of the Practice: MUSIC THERAPY FOR CANCER PATIENTS

2. Goal

To help the people and spread awareness about stem-cell donation, and to help other cancer patients in rehabilitation through music therapy and meditation.

3. The Context:

The Ashwin Maharaj Foundation was started in December 2015. The Foundation, through its work, aims to keep Ashwin's legacy and dream alive.

4. The Practice

- In RRC interested students came forward as volunteers those who can sing well were selected.

5. Evidence of success:

Music therapy immensely benefits and helps them to cope with the pain and nausea and facilitate better sleep.

Best Practice 2

1. Title of the Practice: -DAY CARE CENTER

2. Goal:

- One of the primary goals and objectives of a day care center is to provide a nurturing, fun environment for children.

3. The Context:

An experience expectable environment in child care classrooms is one in which teachers consistently provide positive and nurturing interactions within daily routines.

4. The Practice:

- In college day care can improve staff and students' morale and because fewer students and staff need to take time off to look after their children.

5. Evidence of success

- Kids Learn to Socialize

File Description	Documents
Best practices in the Institutional website	https://smcedn.edu.in/best_practices.php
Any other relevant information	https://smcedn.edu.in/college_docs/Criterion%20VII/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Stella Matutina College of Education stands out in its distinctive endeavour for blending traditional values with modernity.

Excellence in Curriculum

A high quality of academic excellence can provide value-added experience for the students. In 2020-2021 the Learning Outcome Based Curriculum Framework (LOCF) is prepared. In 2021-2022, LOCF based curriculum is implemented and Dynamic Lesson Plans are prepared for every course by the faculty members for the teaching-learning process.

Religious Harmony

Stella Matutina College of Education recognises and respects all religions and follows a secular principle. Verses from Holy Bible, Bhagavat Gita and the Holy Quran are read every day during the morning assembly.

Exploration of Knowledge through Research

Research forms an integral part of Stella Matutina College of Education. At the B.Ed. level, case studies, institutional case studies and action research are carried out by all the students. Further, M.Ed. students take up research project as a partial fulfilment of their course requirements. Ph.D. research scholars provide quality original articles and thesis.

Exponent for Development of a all-round Personality with Global Vision and Social Responsibility

Participation of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) helps to enhance all rounded personality.

File Description	Documents
Appropriate link in the institutional website	https://smcedn.edu.in/institutional_distinctiveness.php
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for 2022-23

- To promote skills for an Inclusive classroom through training programmes.
- Conducting more activities relating to community engagement and ecological conservation.
- Augmentation of Learning Management Systems and usage of Mobile Apps for Learning.
- Initiate choice-based credit system with new add on courses.
- Collaborative initiatives with neighbouring institutions and exchange programmes.