



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
	STELLA MATUTINA COLLEGE OF EDUCATION (AUTONOMOUS)
• 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
<b>2.Institutional status</b>	
• 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				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://smcedn.edu.in/college_documents/AQAR%202019-2020.pdf">https://smcedn.edu.in/college_documents/AQAR%202019-2020.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://smcedn.edu.in/college_documents/Stella_Hand_Book_20_21.pdf">https://smcedn.edu.in/college_documents/Stella_Hand_Book_20_21.pdf</a>				
<b>5.Accreditation Details</b>					
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
<b>6.Date of Establishment of IQAC</b>			16/06/2002		
<b>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.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Curriculum Restructuring - Learning Outcome Based Education (LOCF) 2. Three Day Online Workshop conducted on "Constructive Teaching through Digital Technology" 3. A unique Panel Discussion on "EDULEAD- 2020". 4. Five Day Online Workshop conducted for "Cognitive Skills development" 5. Series of Panel Discussion and E-Quiz for "Educational Research and Statistics".</p>		
<b>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:</b>		
Plan of Action	Achievements/Outcomes	
Curriculum Restructure	Implemented Learning Outcome based Education	
Faculty Development Programme	Enhanced the Integration of ICT in teaching learning process	
Workshops & webinars	Awareness on current issues and trends in the society	
Research colloquium ,series of e-quiz, Panel discussions based on Research topics	In-depth knowledge of Research	
<b>13.Was the AQAR placed before the statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name of the statutory body	Date of meeting(s)
IQAC	30/04/2021
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	
Year	Date of Submission
28/02/2021	27/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

### Extended Profile

#### 1. Programme

1.1

3

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

## 2.Student

2.1 357

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 197

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 357

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

## 3.Academic

3.1 65

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2 25

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1	<b>3</b>
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2. Student

2.1	<b>357</b>
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2	<b>197</b>
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3	<b>357</b>
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 3. Academic

3.1	<b>65</b>
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2	25
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	11
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	140
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	24
Total number of Classrooms and Seminar halls	
4.3	92
Total number of computers on campus for academic purposes	
4.4	10059835
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## 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 is structured in such a way that it caters to the present-day demands and aspirations of the society, giving special attention to the marginalized sections of the society. In 2019 - 2020, the curriculum framework was revised with programme outcome and course outcome based on the UGC guidelines and NCTE Regulations 2014. In 2020-2021 the Learning Outcome Based Curriculum Framework (LOCF) is revamped based on the local,

national, regional, and global developmental needs. The Programme Educational Objectives (PEOs) and Programme Outcomes (POs) were designed for all the Programmes and 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	<a href="#">View File</a>
Link for additional information	<a href="https://smcedn.edu.in/college_docs/Criterion%20I/1.1.1.pdf">https://smcedn.edu.in/college docs/Criterion%20I/1.1.1.pdf</a>

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

2

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

16

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



<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of new courses introduced across all programmes offered during the year</b>	
0	
File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System</b>	
2	
File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum	
<p>The curriculum for the Pedagogy course of B.Ed. programme deals with the Professional Ethics of teachers. 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. The Eco Club of the college is active throughout the year and various informative and creative programs are conducted to create awareness among the student teachers about environmental issues namely nature conservation, protection of wildlife and solid waste management. Wild Life week is celebrated for one week. The organic manure pit and herbal garden are maintained by the environment club. Stella Matutina College of Education strongly advocates the building of an invincible value system among the students. Each</p>	

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 mould 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

4

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

350

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

197

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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	<a href="https://smcedn.edu.in/college_docs/Criterion%20I/1.4.1.pdf">https://smcedn.edu.in/college_docs/Criterion%20I/1.4.1.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**

**C. Feedback collected and analysed**

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://smcedn.edu.in/college_docs/Criterion%20I/1.4.2.pdf">https://smcedn.edu.in/college_docs/Criterion%20I/1.4.2.pdf</a>
Any additional information	<a href="#">View File</a>

### 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

**157**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)

157

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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.

In order to help both slow learners, the institution organizes Remedial Learning. Remedial learning is given to those students who need help with regard to academic proficiency. The college plans and executes the remedial class with planned schedules.

To fulfill the needs of the above TET coaching is organized which enables the students to sit for competitive examinations such as TET, TRB and NET examinations.

In order to enrich learning enhancement, the students are taught to prepare programmed learning both branching and linear records, modules and the teaching faculty use innovative practices such as interaction through a virtual class where students implement online portals for learning.

### Collaborative Learning

The Institution keeping in mind the significance of research and its significance in the field of education organizes various programme in collaboration with Tamil Nadu Teachers Education University.

Every academic year Students' Induction Programme, Talent Day, Sports Day, and Citizenship Training Camp are organized where the entire students take part in all onstage and off-stage programmes

and activities. Such activities have enabled the students to realize their inner potential., overcome fear and imbibe confidence.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/college docs/Criterion%20II/Learning%20Enhancement.pdf">https://smcedn.edu.in/college docs/Criterion%20II/Learning%20Enhancement.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
15/03/2021	157+200	1:13

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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:

#### Experiential Learning

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 they peer groups observe and give feedback.

#### Participatory Learning

Participatory learning is "where student-teachers are involved actively in the learning process. There is an intentional sequence of activities or learning events that help the learners achieve the specified objective or desired learning outcome".

Participatory Learning is a group of approaches, methods,

attitudes, behaviours and relationships.

### Problem Solving Methodologies

The objective of Problem-Solving Technique is to Imbibe the Active Learning Technique of "Think, Pair and Share" among the B. Ed Trainees. The PST follows five phases such as providing the situation, analysing the problem, tentative decision making, testing the efficiency of the model and verification and submission.

### Focused Group Discussion

It is a systematic and purposeful interactive oral process. It is important to take part in a focus group discussion effectively and confidently. Participants should know how to speak with confidence, to exhibit leadership skills and how to make the group achieve the goals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.3.1.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.3.1.pdf</a>

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

Stella Matutina College of Education keeps in phase with the changing trends in the teaching-learning process by integrating technology. The college provides a wider scope for the students to explore e technology through interactive board and imbibing knowledge of the same through a certificate course in Computer Science. A number of students are encouraged to do an online course in Swayam platform.

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

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.3.2.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

1:13

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

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

The planning committee plans well ahead and prepares the calendar on the scholastic and co scholastic activities of the programme and course. The calendar is distributed to the staff and students at the beginning of the academic year. The planned activities are carried out very systematically.

At the end of each semester the planning committee evaluates the activities to check whether the planned activities are carried out accordingly.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

25

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**16**

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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**25**

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	No File Uploaded

### **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**

**59**



File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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. The seminars are presented through google meet and the assignments, internal and model examination papers are scanned by the students and sent to the respective faculty members through Google classroom. Teachers evaluate and send back the feedback and marks to students. Many types of assessment tools are also used in the classroom. Applying for exams, receiving hall tickets, Writing exams, supervision of exams, submitting the papers, collecting papers, valuation of answer scripts and publication of results, all took place 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.5.3.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.5.3.pdf</a>

## 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

The curriculum consists of core courses, Pedagogy courses and value-added courses. Every course consists of various tasks and assignments as part of the teaching-learning process which promotes critical thinking. The school content in the pedagogy courses emphasises self-directed learning. Teamwork among students is motivated by providing group projects and seminars. The attribute resilience is inculcated among students by training them in various repetitive sessions of Micro Teaching and Mini Teaching. The trainee is expected to refine the teaching skills and content delivery to reach the optimum level in order to transact in regular classes. The self-study courses namely Communication Skills and Positive Thinking enable the students to develop their communication skills and higher-order thinking demanded by the profession. The sensitivity towards inclusion is created by offering a course on Creating an Inclusive School. The practical components comprise preparing records and teaching aids in accordance with the pedagogical courses and this would escalate their independent thinking and creativity. The practice of learning as a continuous process has been a part and parcel of the B.Ed curriculum. Hence the teaching and learning process is well aligned with the programme outcomes and course outcomes.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.6.1.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.6.1.pdf</a>

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

Attainment of Programme outcomes and Course Outcomes has not been done in 2020-2021. It will be done during the next academic year as it was implemented only in 2020-2021.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.6.2.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.6.2.pdf</a>

### 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

197

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://smcedn.edu.in/college_docs/Criterion%20II/2.6.3.2.pdf">https://smcedn.edu.in/college_docs/Criterion%20II/2.6.3.2.pdf</a>

### 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%20II/2.7.1.pdf](https://smcedn.edu.in/college_docs/Criterion%20II/2.7.1.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 updated based on the changing trends in the field of social science research. The institution holds policies on Plagiarism and Ethical

considerations in the research to enhance and ensure the quality of the research. Policy on research insists on the conduction of panel discussions, workshops and quiz programs online and offline to maintain a quality circle for research and to accommodate innovative inputs from the experts in educational research.

The panel discussions are streamed online to share knowledge in the field and cultivate a sense of coordination and collaboration in research. In addition, facilities for research such as e-journals, free wifi facilitated systems and numerous research journals are made available in the Library and the research centre for the uninterrupted usage of the budding researchers and for the professional development of the faculty members.

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.

The curriculum for M.Ed is revamped to incorporate recent trends in statistical analysis to enable the quality of research at M.Ed, M.Phil and PhD levels. A series of quiz programmes on research methodology, statistics and data analysis is planned and organised on a regular basis to sustain constant progress and knowledge construction in educational Research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://smcedn.edu.in/research_policy.php">https://smcedn.edu.in/research_policy.php</a>
Any additional information	No File Uploaded

### 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

**NIL**

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)

**NIL**

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

#### 3.2.2 - Number of teachers having research projects during the year

**0**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

### 3.2.3 - Number of teachers recognised as research guides

3

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

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

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

## 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.

SMCE actively designs programs to increase their quality in Research. The research and development centre, established in the year of 2014 facilitates the progression of healthy research culture for quality research. Leave grants are provided to the faculty in support of rigorous research. Collaborations, Innovations and Research related activities such as seminars,

workshops and panel discussions are organized by the IQAC. Further, the research is carried out using the qualitative and quantitative measures for sustainable improvement in educational research and for continued excellence. Various steps being taken to include innovative trends in research and strengthen the research culture, enhanced by research colloquiums, research meetings and interactive sessions whenever required. Collaborative research activity, intensified workshop on statistical software are provided for hands on experience and theoretical explanations on data analysis. The research is systematized and assisted by research and development centre, ethical committee, research supervisors, research Scholars and research mentors. Keeping in view the vision and mission of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/research_colloquium.php">https://smcedn.edu.in/research_colloquium.php</a>

### 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	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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**

**E. None 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	No File Uploaded
Any additional information	No File Uploaded

### 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

1

File Description	Documents
URL to the research page on HEI website	<a href="https://smcedn.edu.in/Ph_D_pursuing_candidates.php">https://smcedn.edu.in/Ph D pursuing candidates.php</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

5

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

8



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 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

NIL

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)

NIL

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

**NIL**

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

In outreach activities, we sensitize the students to develop social values and expand their responsibilities and knowledge of societal issues and problems by making them involved with the community people. Students with profound interest attain social values and commitment. Above all, the students get hold of social justice, value, responsibility and sustainability with a noble cause. Outreach programs are essential tools for bringing health education and screening services directly to community members and contributing to reducing health disparities. They assist communities in reaching mutually beneficial goals that would otherwise not be achievable for promoting accessibly equitable.

Hence, the students participated in various programmes on health care like dengue awareness. As COVID- 19 spread worldwide, people became aware of how important face masks are. But many of them neglect to wear masks. It is the only way to prevent the transmission of the virus. Under the guidance of the faculties, the students provided the Nilavembu Kashayam to the hostel students, supportive staff, workers, and the public. By understanding the need of the kashayam, they all had without any hesitation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtube.com/shorts/yi29hfFg6ss">https://youtube.com/shorts/yi29hfFg6ss</a>

### 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

2

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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)

7

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

45

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

11

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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)

2

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

## 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.

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.

**CLASSROOMS & HALLS:** There are 12 classrooms and 7 halls out of which 8 classrooms and 3 halls are well equipped with provided with ICT facilities.

**Library:** The library is 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 on each floor. There are fire extinguishers placed in three floors. There is a canteen facility where staff and students refresh. Health and hygiene, and a Purified RO facility are available for the students. LED Digital Board to display the academic activities. A herbal garden is maintained in the college campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/basic_facilities.php">https://smcedn.edu.in/basic_facilities.php</a>

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 created an excellent infrastructure for harnessing the potential of the youth & promoting students' interest in sports. Sports facilities include:

**Outdoor:** • Volleyball • Basket Ball • Badminton • Kabaddi

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

A permanent multipurpose sports ground is there in the campus and

a multipurpose hall for Yoga, Meditation and Aerobics. We have a spacious and well-equipped Sports room, where pupils can play indoor games like table tennis, chess, and caroms. There is a Yoga Classroom where students and faculty members meditate and even practice Yoga. Yoga workshops are conducted regularly. Guest lectures on the importance of Yoga are also periodically delivered by the experts.

College teams are formed to participate in state-level and University level competitions and other intercollegiate competitions. Sports event competitions are conducted at the college level during an academic year, and the winners are awarded and rewarded accordingly. The outdoor games such as shuttle badminton, volleyball, throwball, cricket, football, kabaddi, handball, kho-kho etc., are well practised and played by the students. Our campus has common rooms for students' which rooms are facilitated with indoor games such as table tennis, carom, etc.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtu.be/0lS1uupb590">https://youtu.be/0lS1uupb590</a>

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

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

Rs.15,84,746

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Stella Matutina College Library is automated with Library Automation software called MODERNLIB from 2019. It helps to control the resources in the library better and serve the students better.

The library is automated with Barcode & Biometrics Technology, which revolutionizes library operations such as Issue and Returns within seconds reduces the long queues in the circulation area, tracks unauthorised movements, and gets 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 are also available in the site.

#### Facilities and services available in the library:

- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sites.google.com/view/stellamatutinalibrary">https://sites.google.com/view/stellamatutinalibrary</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**Rs. 61,124/-**



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

#### 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

146

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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 focuses on IT to provide contemporary knowledge to Student teachers and to the Teaching staff.

From 2021 onwards the entire campus is Wi-Fi enabled with a high-speed internet connection of 1GBPS and facilitated with a 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 is equipped with high-speed 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, 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 were used.
- In 2020 - 2021 the entire campus is Wi-Fi enabled with a high-speed internet connection of 1GBPS and facilitated with a Mesh Wi-Fi system containing 8 numbers of satellites to expand the network coverage.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtu.be/PGgarrzJw-M">https://youtu.be/PGgarrzJw-M</a>

**4.3.2 - Student - Computer ratio**

Number of Students	Number of Computers
357	71

File Description	Documents
Upload any additional information	<a href="#">View File</a>

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

C. 20 Mbps - 35 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.3.4 - Institution has facilities for e-content**

B. Any three of the above

**development: Facilities 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/watch?v=uQaoMpGagj0">https://www.youtube.com/watch?v=uQaoMpGagj0</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 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)**

**Rs. 84,75,089/-**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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.

#### **Maintenance of Physical Facilities:**

Stella Matutina College of Education strives to meet the growing needs of the institution. Maintenance-related to electrical, carpentry, painting etc., of the classrooms and other infrastructure facilities are maintained regularly. Annual Maintenance Contract (AMC) for air-conditioners, generators, Solar Panels, RO Water purifiers and other equipment which is cleaned, calibrated and maintained on a regular basis. Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry. 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 classroom activities.

**Reliable Power Supply:**

To ensure a regular and reliable power supply, our college has invested in multiple solar panels at various locations with a total capacity of approximately 900KWp 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 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtu.be/mXFrj6t0lkU">https://youtu.be/mXFrj6t0lkU</a>

**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**

**124**

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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	<a href="https://smcedn.edu.in/college_docs/IOAC%20News%20Letter%202020-2021.pdf">https://smcedn.edu.in/college_docs/IOAC%20News%20Letter%202020-2021.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

157

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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 committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **5.2 - Student Progression**

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

**39**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of outgoing students progressing to higher education**

29

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

6

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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 was formed to foster democracy, and the Dean of Student Affairs supervises it. Student Union is formed by the interested and eligible students elected by the students through voting at the beginning of the academic year. Along with Student Union, class representatives

and student volunteers are collectively called Student Council. As soon as the election results are announced, an orientation programme for the Students Union and Student Council members is organised. The Student Council gives an opportunity to actively participate in fundraising to encourage compassion and generosity in the young minds and efficiently conduct academic and cultural events to develop leadership quality. The institution instigates such a rare virtue by conducting community engagement programmes. Student Council organizes the following programmes: Union Inauguration, Teacher's day Celebration, Christmas Celebration, Pongal Celebration, Women's day Celebration and awareness seminars in Collaboration with Women's forum. Student Council organizes awareness programmes and competitions related to Global Warming, Swachh Bharath, awareness on voting, and Wildlife week celebration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/college_docs/Criterion%20V/5.3.2.pdf">https://smcedn.edu.in/college_docs/Criterion%20V/5.3.2.pdf</a>

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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

The Alumni Association of Stella Matutina College of Education was established in 1998. The Alumni Association aims to reconnect the pass out students with the College. Alumni Association has its chapters in Chennai. Office Bearers of Chapters meet regularly during Annual General Body Meeting every year. The educational



contribution of the Alumni Association is so precious, as it renders helping hands to the College in shaping the future of the students. The significant contribution lies in the functional aspects. In the beginning of the academic year, the Alumni start their role by motivating the freshly enrolled B.Ed. and M.Ed. Students also contribute to the house curriculum development, and Alumni who are heads in various institutions act as recruiters during the campus placement. Our Management also plays a prominent role in recruiting nearly 13 efficient, dedicated and eligible Alumni as Assistant Professors in our Institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/about_alumni.php">https://smcedn.edu.in/about_alumni.php</a>

#### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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

Stella Matutina College of Education has been in the pursuit of providing quality teacher education since July 1961. The Vision and Mission of Stella Matutina College of Education are to prepare holistic teachers with excellent academic and life skills. Effective Leadership is ensured in the institution as it follows a democratic and participatory mode of governance with all stakeholders participating actively in its function. The different functionaries are involved with all the stakeholders in the decision-making bodies, from the governing body at the apex to the student council members. Therefore, the Perspective Plan of the institution gives scope for the optimum utilisation of the resources available for meeting the needs and aspirations of the institution and making progress towards excellence.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/vission_and_mission.php">https://smcedn.edu.in/vission_and_mission.php</a>

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

Conscious and consistent efforts are made to practice decentralisation and participatory management at all levels of the institution's operation. As a result, decentralisation and participative management of the College are visible in all its educational and administrative spheres. Multi-layered transparent governance system is ensured through written policies, techniques and procedures, and various committees, and accountability is provided through consultation, evaluation, and follow-ups. Faculty members are given representation in various committees and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by managing multiple academic, co-curricular, and extracurricular activities. They are appointed as coordinators and conveners for organising seminars/conferences/workshops/FDPs. The Secretary, Principal, and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations about admission, placement, discipline, grievance, counselling, research and library services, and effectively implementing the same to ensure smooth and systematic functioning of the institution. The student council members are involved in the decision-making process along with the staff members, the principal and the secretary for the various activities of the institution.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/non_statutory_bodies.php">https://smcedn.edu.in/non_statutory_bodies.php</a>

## 6.2 - Strategy Development and Deployment

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

The institution adopts the Promethean strategies to achieve quality standards in all spheres. The norms given by the National bodies like UGC, NCTE, NCERT, NIEPA and the state government bodies like TANSCHÉ and TNTEU are considered while framing the policies. At the Strategic Level, the Statutory bodies like the Governing Body are involved in defining the policies and procedures and making guidelines and rules/regulations to be followed in the institution. At the functional level, the institution has around 32 committees that handle different aspects of responsibilities to ensure the smooth running of the college. These include areas such as academics and administration. In addition, all the stakeholders are involved in various activities, including curriculum development, teaching and learning, examination and evaluation, research and extension services, library, physical infrastructure, human resource management, admission of students and student support, e-governance, and faculty development programmes.

Solar Energy Power Panels have been installed in the institution with a concern for the environment and as a strategy for sustainable development. This meets the energy requirements of the college sufficiently.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/strategic_and_deployment.php">https://smcedn.edu.in/strategic and deployment.php</a>
Upload any additional information	<a href="#">View File</a>

### 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.

The institution has a hierarchical setup demarking duties, responsibilities, accountability, and authority at every stage. It has an effective organisational structure which monitors and improves the institution. The overall structure of the

Institutional Management is categorised as "ACADEMICS" and "ADMINISTRATION". Keeping all the stakeholders more on students, an effective administrative system is structured. It has a Governing body to monitor and achieve the institution's vision and mission. It also ratifies selections and appointments. The Secretary of the college looks after the Administration, development of education, growth & expansion of the institution. The college Principal prepares all the agenda items, coordinates the conduct of meetings, and arranges follow-ups on all actions required. Every committee constituted at the college level has a faculty member in charge with two or more faculty members as committee members. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://smcedn.edu.in/organogram.php">https://smcedn.edu.in/organogram.php</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/code_of_conduct.php">https://smcedn.edu.in/code_of_conduct.php</a>

### 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) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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 effectively implements the welfare schemes for the teaching and Non-teaching staff. The following benefits are given to the teaching and non-teaching staff.

- The Management staff of the institution also has Maternity leave with salary.
- Interest-free Housing Loan for non-teaching staff.
- Laptop facilities with free wi-fi connection are provided to teachers.
- Faculty members are encouraged to participate in the Orientation Program/ Refresher Course/ Seminars/ Workshop.
- Non-teaching staff can undertake various training programs to enhance their professional knowledge.
- The college provides periodic medical checkups to every teaching and non-teaching staff.
- Both teaching and non-teaching staff can avail of Casual Leave, Earned Leave, and Medical Leave.
- A canteen is provided inside the campus to offer refreshments to the staff and students.
- The faculty is free to use the ICT Infrastructure and assist human resources as and when required.
- Compliments are given to the staff during festival times.
- Seminars (National and International) and Workshops are conducted, which keep the faculty updated and give exposure.
- Academic and support facilities are made available for effective teaching.
- The empowerment of the faculty members is ensured as they are included in various committees. Thus, they can play an active role in policymaking and its implementation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtu.be/vIuMyvT0DAA">https://youtu.be/vIuMyvT0DAA</a>

### 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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.)**

16

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization****6.4.1 - Institution conducts internal and external financial audits regularly**

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 claim bills for the Salary Grant to the Teaching & Non-Teaching Staff are duly verified by the Regional Joint Director of Collegiate Education, Chennai Region. So the salary grants received by the college under the aided category are pre-audited. Tuition Fees and special fees of both the B.Ed. & M.Ed students are collected as per the Government norms. The UGC accounts (Recurring & Non-Recurring grants) are audited and certified by the Chartered Accountant, and the statement of Account and utilisation certificate is submitted to the funding agencies. Apart from this Audited Financial Statement, Report is sent to the office of the Principal Accountant General (Audit)

Chennai. The Accounts of our college have been audited, and Audit Reports are issued and submitted to A.G.'s office till 31.3.2021. The External Auditor did not object.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/finance_balance_sheet.php">https://smcedn.edu.in/finance_balance_sheet.php</a>

#### 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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

#### 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 Advisory 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://smcedn.edu.in/finance_committee.php">https://smcedn.edu.in/finance_committee.ph p</a>

## 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)

Internal Quality Assurance Cell (IQAC) is established in 2002 with a vision to streamline the quality initiatives of the institution. The institution's IQAC is vibrant and is constituted as per the norms of NAAC.

The objectives of IQAC are:

1. To develop a scheme of operative, excellent and continuous processes to enable progress in the administrative and academic performance of the institution.
2. To Promote entire scholastic and co-scholastic transactions towards quality enrichment with the conscious and excellent culture of best practices.
3. To ensure effective preparation of prospective teachers for global competency with humane values and cultural consciousness.



The IQAC contributes towards institutionalizing the quality assurance strategies and develops various processes as follows:

1. Organization of faculty development programme/orientation for teaching faculty and administrative staff.
2. Organization of seminars, workshops, and conferences on relevant themes to promote quality enhancement.
3. Administers feedback mechanism for the institution.
4. Preparation of AQAR to be submitted to NAAC based on the quality parameters for quality-related activities.
5. Acting as a nodal agency of the institution.
6. Documentation of the various programmes/activities leading to quality improvement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/college_docs/IQAC%20News%20Letter%202020-2021.pdf">https://smcedn.edu.in/college_docs/IQAC%20News%20Letter%202020-2021.pdf</a>

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 continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute, and strictly followed.

All students are provided with the Student Diary that provides all details relevant to students.

Feedback from students is also taken individually by teachers for their respective courses, directly through IQAC. Students are also free to approach the IQAC coordinator of the Institute for feedback and suggestions.

Other than these initiatives, IQAC works on improving the teaching-learning process and gradually supports adopting Outcome-Based Education (OBE) in college. The programme educational objectives, Programme outcomes, and course outcomes are prepared considering revised Bloom's taxonomy. Outcome-based education aims to create a student-centric learning environment at the course level, including curriculum and training. The IQAC improves the teaching-

learning process through standard academic practices. These educational practices include:

- Choice of Electives
- Timetable preparation
- Mentor-Mentee distribution
- Course Delivery (Online / Offline class)
- Preparation of Course file
- Conduction of Seminar, Projects, Internship
- Monitoring of class delivery
- Attendance Monitoring of students
- Syllabus coverage
- Setting up the question paper
- Conduction of internal examinations
- Evaluation of answer scripts

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://smcedn.edu.in/IQAC_news_letter.php">https://smcedn.edu.in/IQAC_news_letter.php</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://smcedn.edu.in/college_docs/AAA%202020-2021.pdf">https://smcedn.edu.in/college_docs/AAA%202020-2021.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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 etc so that our girl 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 female faculty members are constituted and are working effectively.

**Counselling:**

The college has a well-defined student counselling system. Each student is allotted 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 counselling 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://youtu.be/wyuLFu2FmzQ">https://youtu.be/wyuLFu2FmzQ</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

A. Any 4 or All of the above

conservation: Solar energy Biogas  
 plant Wheeling to the Grid Sensor-based  
 energy conservation Use of LED bulbs/  
 power-efficient equipment

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 orrecycled according to the nature of the waste.

Sanitary Napkin Incinerators have been installed in the college and girls' hostels to facilitate the 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 to the discharge point of waste water released from the hostel.

**E-Waste Management**

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

The staff and students are encouraged to use USB drives instead of CD-ROMs. The cartridge of laser printers is 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 the college, hostel and college canteen. Our vermicomposting unit is maintained by our M.Ed., and B.Ed., Eco club students. Manure from the process is used for gardening in the college as well.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5.Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>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,</b></p>	<p><b>C. Any 2 of the above</b></p>
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reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 create goodwill 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, the 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 the 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 essential programmes 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, visiting special schools, Visiting HIV positive patients. In addition, the flex board of environmental awareness, and social concord, are displayed on the college campus. The college 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)	<a href="#">View File</a>

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 a 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 the 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 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 to active participation in the plantation.

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

Students are made aware of 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 the year.



**Awareness of the importance of voting**

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

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. National flags are distributed to faculty, non-teaching staff and students to instil a sense of pride amongst them on 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, the student 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 March 8 to show respect towards women in all their efforts to manage their personal and professional lives 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	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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: - ANTI SEXUAL HARASSMENT

2. Goal: :

- Prevention of sexual harassment to ensure a safe environment for women employees and girl students.

Objectives:

- To provide an environment free of gender-based

discrimination.

- To organize a gender sensitization awareness programme.

### 3. The Context:

Sexual harassment needs to be addressed and treated as a serious problem because it causes many problems in the lives of people that tend to not even know what it is, it results in women not feeling safe or comfortable.

### 4. The Practice: Awareness programmes on:

- Sexual Harassment and Gender Discrimination

### 5. Evidence of success

- It helps students to recognize the difference between acceptable and unacceptable conduct and evaluate behaviour.

### BEST PRACTICE 2:

Title of the Practice: Post Office accessibility on a college campus (Saving Scheme)

#### The Context

The post office is one of the country's trusted and oldest departments on which various people rely and depend on.

#### Objectives of the Practice

To provide quality and efficient postal services to students and faculty

- To help students understand the important role the post office plays in their community.

#### Evidence of Success

- They can access the college campus

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

### 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)

#### Excellence in Curriculum

The curriculum implemented in our college during 2019-2020 integrates Outcome-Based Education. In 2020-2021 the Learning Outcome Based Curriculum was upgraded. The Programme Educational Objectives and Programme Outcomes were designed for all the Programmes and Course Outcomes based on all the Knowledge Levels are prepared and the same is reflected in the curriculum.

#### Religious Harmony

The College recognises and respects all religions and follows a secular principle. Verses from all religions are read every day during the morning assembly. Reflection Day is observed once a year when the students conduct prayer services of their respective religions.

#### Research

At the B.Ed. level, Individual and institutional case studies and action research are carried out by all the students. M.Ed. and M.Phil. students take up research projects as a partial fulfilment of their course requirements. Ph.D.scholars prepare quality articles and thesis.

#### Development of all-round Personality and Social Responsibility

Participation of students in Co-Curricular and Extra-Curricular Activities helps to enhance their all-rounded personality to strongly face the turbulent road of the future. Experiences and appreciations gained through these activities assist students during internships. Career guidance, Personal counselling, and Training are well structured through a Mentoring and Placement

**Committee.**

File Description	Documents
Appropriate link in the institutional website	<a href="https://smcedn.edu.in/institutional_distinctiveness.php">https://smcedn.edu.in/institutional_distinctiveness.php</a>
Any other relevant information	<a href="#">View File</a>

**7.3.2 - Plan of action for the next academic year**

- To strengthen the curriculum and implement outcome-based modules with concepts suitable for the future learner
- To emphasize more on an advanced blended learning approach
- Integrating a skill-based and Value-based approach
- Enhancing the Research culture through research publications and projects
- Enhancing community networks for exchange programmes
- Well-being through Yoga related activities