Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MESTON COLLEGE OF EDUCATION (AUTONOMOUS)**
Name of the head of the Institution	**Dr.S.DEVASAHAYAM SELVAKUMAR**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04428419284**
Mobile no.	**9444879904**
Registered Email	**mestoncollegeofeducation@gmail.com**
Alternate Email	**sdsmeston@gmail.com**
Address	**10/33, WESTCOTT ROAD, ROYAPETTAH, CHENNAI-14**
City/Town	**CHENNAI**
State/UT	**Tamil Nadu**
Pincode	**600014**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**01-Jun-2006**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Mrs.G.JEMIMA**
Phone no/Alternate Phone no.	**04428419284**
Mobile no.	**9941046690**
Registered Email	**jemijames6@gmail.com**
Alternate Email	**esdmestoncollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://mestoncollege.edu.in/wp-content/uploads/2020/10/IQAR-2018-2019.pdf**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mestoncollege.edu.in/wp-content/uploads/2020/10/Academic-Calender-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
2	**B**	**2.87**	**2009**	**29-Jan-2009**	**28-Jan-2014**
3	**A**	**3.02**	**2015**	**03-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**20-Feb-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC-26	01-Feb-2020 1	15
Regular Meeting of IQAC-25	28-Aug-2019 1	14
[View File](#)		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• **The IQAC of our College in collaboration with the Research and Development Centre of Tamil Nadu Teachers Education University, Karapakkam, Chennai organized a National Webinar on 'Case Study; A new direction in social science research' on 15th June 2020.** • **Workshop on "Preparation of Question Bank" was organized on 09th and 10th May, 2019 by inviting experts in the respective courses all over Tamil Nadu.** • **A State Level Research Colloquium on 'Guidelines for Writing systematic and Scientific Literature Reviews' was conducted on 30th October, 2019.** • **A Two – Day National Seminar on 'Global Challenges and Recent Trends in Holistic Education and Research' was held on 23rd and 24th January, 2020 with a financial assistance of Rs. 1,25,000/- from ICSSR.** • **The Articles presented by the staff are kept in the Library for further reference.**

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

Plan of Action	Achivements/Outcomes
A research colloquium will be organized.	A State Level Research Colloquium on 'Guidelines for Writing systematic and Scientific Literature Reviews' was conducted on 30th October, 2019.
Preparation of proposal to ICSSR for financial assistance for the National Seminar on "Global Challenges and recent trends in holistic Education and Research" to be held on 23rd and 24th January, 2020.	A Two – Day National Seminar on 'Global Challenges and Recent Trends in Holistic Education and Research' was held on 23rd and 24th January, 2020 with a financial assistance of Rs. 1,25,000/- from ICSSR.
Organisation of All India Educational Tour to Delhi and Agra for II year B.Ed. students from 5th to 11th March, 2020.	The All India Educational Tour to Delhi and Agra was cancelled due to COVID-19 pandemic. As a replacement, an Educational Tour was organised for all second year students on 10th March, 2020 to Mahabalipuram. The students visited Five Rathas, Light House, Butter Ball, Shore Temple, Muttukadu Boat House, and MERRC at Muttukadu.
Conduct of Subject Association Meetings Department-wise by inviting experts from outside in the respective fields.	All pedagogy departments arranged the Association programmes to provide ample opportunities for our students to excel, not only in academics, but also in co-curricular and extracurricular activities.
Organisation of special sessions for the Preparation of TET exams.	Special classes for the Preparation of TET exams were conducted.
Organisation of guest lectures on suitable themes by Counseling Cell, Women's Cell and Placement Cell.	Guest lectures by Counseling Cell, Women's Cell and Placement Cell were arranged as listed below. Ø The Placement Cell of our College organized a guest lecture on the topic 'How to Format an Academic Curriculum Vitae' was handled by Mr. D. Arnold Robinson, Assistant Professor of Biological Science, Meston College of Education, Chennai on 14th February, 2020 Ø The vibrant Women's Cell of our college organized a guest lecture on the topic 'Pre-Marital Guidance' on 22nd February, 2020. The session was handled by Mrs. Jemimah Amirtharaj, Joint Director, Kings International School and Kings Engineering College, Chennai. Ø The Counselling Cell of our college organized a guest lecture on the topic 'Counselling Skills for Teachers' on 26th February, 2020, which was handled

	by Dr. Sarah Manickaraj, Associate Professor, Department of Psychology, Presidency College, Chennai.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	05-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management Information System is the use of information technology, people, and business processes to record, store and process data to produce information that decision makers can use to make day to day decisions. These enable a transparent administration for all the students and the employees. A well coordinated Management Information system (MIS) is present in our all the necessary information related to students, Staff, Salary accounts, Official records, etc. The management has formulated the following committees: Admission committee, Finance Appointment, Advisory. If needed, the Management formulates subcommittees to enable the smooth functioning of the institution. All the activities of the college are presented before the Governing Board Meeting.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

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

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BEd	PEC 13 (I Semester 2019-2021	SOCIOLOGICAL PERSPECTIVES OF	25/07/2019

BEd	EPC 11 (I Semester 2019-2021 Batch)	PHYSICAL FITNESS AND NUTRITION FOR HEALTH	25/07/2019
BEd	CPS 11P (I Semester 2019-2021 Batch)	PEDAGOGY OF PHYSICAL SCIENCE – PART: I	25/07/2019
BEd	EPC12 (I Semester 2019-2021 Batch)	GUIDANCE AND COUNSELLING	25/07/2019

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

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	**Education**	**89**

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents	Yes

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

Feedback Obtained
The college gathers feedback and communication from the stake holders on curriculum. Some of the sources of feedback are: Students: The students furnish feedback about curriculum, teaching and teacher educators through questionnaires at the end of each academic session. Informal discussions are also held from time to time to derive their response on the curriculum use. The Principal also interacts with the students to collect their opinion on the curriculum, the methods and extent of implementation. Alumni: The Alumni acts as a rich source of updating the curriculum. Our Faculty conducts informal interviews to elicit feedback about the relevance of the course content, coverage, etc. Interaction with them provides feedback on the relevance of the course content, methods of teaching and use of teaching aids based on the needs in the community. Employers: Employer's appraisal of the curriculum is obtained through formal (or) informal feedback on content relevance, teaching competency, classroom management, students' participation, course duration, curricular and other activities. Community: Input from parents of the students and interaction with the neighborhood schools provide general feedback about the related curricular / co-curricular activities. Academic peers: The Academic Council meet provides an opportunity to elicit the feedback from the experts. Faculty members of the college interact with faculty members of other institutions to update on curricular developments. Feedback from peers is gathered during formal meeting of Principals / Head of the departments. Informal interaction of faculty members during workshop and other meetings are also utilized for the same purpose. Departmental meetings are organized once in a term for analyzing the feedback on curriculum. A good number of staff members are the part and parcel of Board of Studies conveying suggestions to be considered in the Board of Studies. Some faculty members of the college framed the syllabi of the newly introduced subjects at the parent university. Paper setters and examiners do highlight the areas of upgradation in the curriculum which are taken into account during curriculum revision. Parents: They too are active participants in almost all the activities of the college. A healthy interaction with the parents is facilitated and encouraged. The meetings of the parent teachers association held on 09-11-2019 provide suggestions on academic engagements. Other stake holders: Tamil Nadu Teachers Education University and National Council for Teacher Education are the other stake holders. Active interaction with them is achieved through submission of information / data asked, meeting on agenda like examination reforms, setting of question papers, student details, etc. Conferences and meetings are constantly organized and feedback is obtained.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MPhil	Education	16	1	1
MEd	Education	35	Nill	Nill
BEd	Education	100	93	70
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	159	1	14	4	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
14	14	1	8	8	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Our institution has mentoring arrangements, the outcome of which are recorded periodically. ? The staff-in-charge for mentor system plans and implements the mentoring program as follows: All students of B.Ed., M.Ed. and M.Phil. (Full-time) courses are grouped into batches. Maximum of 10-12 teacher trainees constitute a batch under the leadership of a professor-in-charge who discusses about their personal, educational and vocational issues. Depending on the nature of the problem, whether it is situation oriented or student oriented, proper guidance / strategies are figured out by the mentor in consultation with the head of the institution, enabling students to achieve to the best of their abilities in scholastic areas. ? Informal get-togethers out of class hours, mentor-mentee interaction / sharing of experiences have helped to motivate students to participate in intercollegiate competitions, sports and cultural. Students seek the support of their mentors, even after class hours to get academic guidance from the staff concerned. ? During the practice teaching program, students receive guidance and feedback from the guide teachers, head masters and staff members of the college. The following areas have been assessed and relevant suggestions are made for academic mentoring, apart from classroom work. • Appropriate use of micro-skills • Pattern and Quality of lesson plans • Planning and execution of different stages in the lesson • Teaching value system Mentor system is very useful to guide teacher trainees personally. Our institution provides excellent mentoring services to students. Our faculty render their assistance through special attention to the academic and personal needs of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
160	14	1.11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	11	Nill	Nill	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized

	international level		bodies
2019	Dr.S.Devasahayam Selvakumar	Principal	Award of Excellence as Best SLP Co-ordinator for participation in Resource Mobilisation for Humanitarian Causes by Indian Development Foundation
2019	Mrs.G.Jemima	Assistant Professor	Award of Excellence as Best SLP Co-ordinator for participation in Resource Mobilisation for Humanitarian Causes by Indian Development Foundation
2020	Dr. C. Sherine Vinoca Snehalatha	Assistant Professor	International Academic Excellence Award (EAST) Environmental Advisory for Sustainable Trust, Tirunelveli, Tamil Nadu, India
2020	Mr. D. Arnold Robinson	Assistant Professor	International Academic Excellence Award (EAST) Environmental Advisory for Sustainable Trust, Tirunelveli, Tamil Nadu, India
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MPhil	All Subjects	I YEAR II SEMESTER	17/09/2020	06/10/2020
MPhil	All Subjects	I YEAR I SEMESTER	13/01/2020	31/01/2020
BEd	All Subjects	II YEAR IV SEMESTER	24/09/2020	06/10/2020
BEd	All Subjects	II YEAR III SEMESTER	06/12/2019	31/01/2020

BEd	All Subjects	I YEAR I SEMESTER	13/01/2020	31/01/2020
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	160	0

2.6 – Student Performance and Learning Outcomes

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

https://mestoncollege.edu.in/wp-content/uploads/2020/09/OBJECTIVES-18.09.2020.pdf

2.6.2 – Pass percentage of students

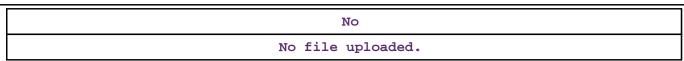| Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
I YEAR I SEMESTER	BEd	EDUCATION	70	70	100
II YEAR III SEMESTER	BEd	EDUCATION	89	88	99
II YEAR IV SEMESTER	BEd	EDUCATION	89	89	100
I YEAR I SEMESTER	MPhil	EDUCATION	1	1	100
I YEAR II SEMESTER	MPhil	EDUCATION	1	1	100
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2.7 – Student Satisfaction Survey

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

N/A

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

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

No
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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				

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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Award of Excellence as Special SLP Mentor	Mr. P. Suraj Kannan (II year - English)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
Award of Excellence as Special SLP Mentor	Ms. Ritu Krishnan (II year - English)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
Award of Excellence as Special SLP Mentor	Ms. M.G. Thasneem Banu (II year - English)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
Award of Excellence as Special SLP Mentor	Ms. S. Vaishnavi (II year - English)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
Award of Excellence as Special SLP Mentor	Ms. Sanghita Majee (II year - History)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
Award of Excellence as Special SLP Mentor	Ms. R. Sangeetha (II year - Mathematics)	Indian Development Foundation	08/11/2019	Award of Excellence as Special SLP Mentor
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	-	Nill	0
International	Education	2	0
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	4
Education	10
Education	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	5	6	Nill	7
Presented papers	6	11	Nill	Nill
Resource persons	1	1	1	2

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	0

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

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	0	0

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Social Service	undertaken at Meston Educational Rehabilitation and Research Centre (MERRC)	1	159

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	Nill	Nill

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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	00

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Teaching Practice	13 Schools	17/07/2019	05/11/2019	89

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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
440000	594771

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Campus Area	Existing
Class rooms	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

Autolib Integrated Library Management Software Web based software	Partially	Web Based Advanced Edition	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11375	865676	349	72306	11724	937982
Reference Books	2407	515604	27	51897	2434	567501
Journals	30	128835	30	189314	60	318149
e-Journals	3	Nill	3	Nill	6	Nill
Others(specify)	1	5750	1	5900	2	11650

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	43	31	2	0	0	5	7	1	2
Added	0	0	0	0	0	0	0	0	7
Total	43	31	2	0	0	5	7	1	9

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
400000	422914	8517930	5552604

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Physical Science Lab : A student of science is always inquisitive. The physical science laboratory is the place where lot of unanswered questions come to the fore and are practically demonstrated to the students. Our college is well-equipped with physical science laboratory for the use of students under the supervision of respective teachers. Strict rules for use of laboratories are followed. Every year, the laboratory apparatus is properly maintained. A Stock and maintenance register kept in the laboratory is verified by our faculty and the Principal. The optimum utilization of the lab is ensured by providing apparatus for our student projects and teaching-learning activities. Once in a week, separate period has been allotted for practical classes. In the practical class, all the physical science students are gathered to do lab work supervised by the faculty to ensure the desired output. Our college provides ample time and adequate equipment for every student to get hands-on learning experience by performing various experiments on their own. Biological Science lab : Biology students were involved in the following practical work and activities during this academic year: 1.Maintenance of Aquarium (I II year) 2.Cleaning the damaged specimens and filling the Formaldehyde. 3.Laboratory Works (1st Year) 4.Microscope and its parts study 5.Finding the blood pressure using Sphygmomanometer 6.Identification of tools in practical experiments(Centrifuge, Dissection Box, Thermometer, Beaker, Test tube sets, Haemocytometer -Blood cell count meter) 7.Specimen identification 8.Drawing the structure of internal parts of human using Biology Library Books 9.Practice in operating Smart Board 10.Practice were given to make teaching Learning materials 11.Students conducted competitions for other department students on Monday, 10.02.2020 - i) Bio. Art – Topic: UNDERWATER LIFE ii) Bio- Make: Collage Event iii) Bio. Speech- Topic: Recent threats to environment iv) Bio. Act - Dumb Charades event v) Bio. Ask – Quiz Event 12.Department WhatsApp group and Google class room were used to learn the teaching learning process effectively 13.Audio and Video lessons were prepared by students. Computer lab : Our computer lab is fully equipped with 30 latest version computers along with LAN facility and High Speed broad band facility for the benefit of our students. In computer centre, 12 periods per week, out of which 6 periods per week are allotted for language lab for promoting communication skills among students teachers and the remaining for promoting computer literacy. Mathematics lab : The role of mathematics laboratory is inevitable in the school. So, in our college time table, we reserved one hour every Thursday as Mathematics Laboratory class for our students. In this valuable session, our teacher trainees are given chances to handle the mathematical equipments, to get hands on training. Many suggestions were recommended in the text book as "Try these" or "Activity" or "Do you know" or "Note". All these trials were taken in this period. At the time of demo teaching and model mini teaching sessions, the utility of mathematics apparatus was really excellent. Thus, the mathematics laboratory played a dominant role in the teaching learning process, in making the students to learn with enthusiastic spirit and to have long retention in their learnt mathematical concepts. Sports : The following expenses have been incurred for sports and games in the academic year 2019-2020. Sports equipments Rs.15900/-, sports day cups medals and certificate Rs.3,300/- All the laboratories are well maintained by the staff-in-charge, in the purview of the Principal. In the Computer cum Language Laboratory, the

computers and their accessories are maintained through annual maintenance schemes. Stock registers of these laboratories are subjected to verification every year. Servicing the equipments, periodically by the staff concerned, for their unrelenting usage. As proper maintenance of infrastructure remains the prime concern of the management, our management allocates sufficient funds for the maintenance of laboratories, with the approval of the college Governing Board.

https://mestoncollege.edu.in/wp-content/uploads/2020/10/Laboratory-Equipments-2019-2020.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	BC's welfare scholarship Adi Dravidar Tribal welfare	75	751063
b)International	0	Nill	0
View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	19/08/2020	70	Meston College of Education
Mentor System	01/08/2019	159	Meston College of Education
No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	TET COACHING	90	160	Nill	90
View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	DHRONA	Nill	90
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Bio-Science Online Quiz Nill	National	282
Mathematics Online Quiz Nill	National	715
Physical Science Online Quiz Nill	National	559
History Online Quiz Nill	National	264
English Online Quiz Nill	National	876
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
[View File](#)						

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

? Our College Fellowship was inaugurated on 19th October, 2019. Rev. Fr.

Gregory Devarajan SDB, Rector, Don Bosco School of Excellence, Chennai delivered the Inaugural address and administered the Oath to the new secretaries, Major E.S. Daniel Gunanithi, I.A.S. (Retd.), President, MEDA graced the occasion. General Secretary : 1. AVINASH, Y. (Mathematics) Asst. General Secretary : 2. JILLIAN PON SAROJ, R. (English) Prayer Secretary : 1. AKSHAYA KEERTHANA, R. (Mathematics) Asst. Prayer Secretary : 2. PRIYA, S. (Biological Science) Sports Secretary : 1. KALAIYARASAN, P. (Mathematics) Asst. Sports Secretary : 2. AMSAVANI, M. (English) Camp Secretary : 1. VISHVANTH RAJ, R. (Mathematics) Asst. Camp Secretary 2. HEMAVATHY, K. (History) Community Service Secretary : 1. SAKTHIVEL, P. (Mathematics) Asst. Community Service Secretary : 2. SHEEBA, P. (English) Cultural Secretary : 1. SHERYL PETRINA, D. (English) Asst. Cultural Secretary : 2. ANITHA SHREE, S. (Physical Science) Women's Cell Secretary : 1. SABITHA, M. (English) Placement Cell Secretary : 1. AFSANA PARVEEN (Biological Science) Anti-Ragging Cell Secretary : 1. ASHMITHA, A. (English) Asst. Anti-Ragging Cell Secretary : 2. SHARAN DEBORAL, D. (Biological Science) Subject Secretaries: II Year I Year 1. BIO. SC. - DHEJA KRITHY, M. NISHA KUMARI, V. 2. ENGLISH - THASNEEM BANU, M.G. JANET, R. 3. HISTORY - SANGHITA MAJEE DHIVYA BHARATHI, K. 4. MATHS - RAJ KUMAR, G. SHINY MERLIN, M. 5. PHY.SC. - FREEDA JASMINE ANGEL, M. ARCHANA PRAKASH M. Phil. Secretary : ROZORIO VINOTH, V.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

On 21.08.2019, Best Alumni Talk by Mr. Dinesh kumar, Alumnus (BT Asst. Mathematics, St. Bedes AI Hr. Sec. School, Santhome, Chennai) of our college addressed the fresher. He shared his thoughts about Meston College. He energized the new comers with his powerful words of motivation. - Deliver Guest Lectures during induction programme

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization of administrative system for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty is carried out successfully. The college practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Dean, Principal and faculty members at all levels. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas. The culture of participative management is promoted by the college by including Meston fraternity from all the departments involved in decision making at various levels. The college has a well laid down structure supported by qualified and competent teams. The administrative and academic responsibilities are decentralized to provide effective educational leadership for effective

implementation monitoring of various policies, regulations guidelines at various levels. The head of the institution ensures that responsibilities are defined and communicated to the staff. The management is kept informed about various activities of the college by the Principal. The management and the head of the institution communicate the clearly defined responsibilities to the staff through the following means: • Before the commencement of every academic year, staff meeting is held for detailed planning and work distribution. • The college designs a work plan for the whole academic year and assigns specific duties to each member of the faculty and administrative staff. • Staff meetings are organized to discuss various programmes of the college and the opinion of the staff are collected. • Academic work of the college are determined well in advance and communicated. • Various committees are formed to carry out the academic work. • Responsibilities of the staff are clearly displayed on the notice board, which is maintained separately for the staff. • Important notifications are intimated to the staff members through circulars. • Intercom facility enables the Principal to contact the staff anytime. • Funds and other resources required to carry out the work are provided by the management. • Principal discusses with the management about various activities of the college and their suggestions are obtained. Participative Management:- The institution promotes the culture of participative management at the strategic, functional and operational levels. A. Strategic level: The Principal, governing body, Teachers and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc B. Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers C. Operational level: The Principal and faculty members interact with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co-curricular and extracurricular activities. Having understood the fact that the effectiveness of the institution depends on the efficiency and commitment of the staff members, the management always comes forward to meet various needs of the staff members. Management always appreciates the special efforts of the staff. They are encouraged to participate in seminars, workshops and various training programmes which would enrich their knowledge. Faculty members who produce the first Ph.D., candidate are given Laptops. Gifts are given on Teachers Day celebration. College releases part of the salary, if there is a delay in pay disbursement. Staff members are allowed to participate in the Annual Educational Tour along with their family members. Coffee and Tea are provided to the staff in the morning and evening respectively. Insurance, pension, PF are provided to the staff members, as per Government norms. Medical camps are conducted for the staff members. Staff members are using college Gymnasium. Staff members have access to Internet, Xerox machines, Scanners, etc. Laptops are provided for the permanent staff to use in teaching-learning process. Budget allocation for staff development, sponsoring for research and participation in seminars, workshops, etc. and supporting membership and active involvement in state, national and international professional associations are being done.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

Curriculum Development	? Curriculum Development ? Introduction of Semester Pattern. ? Revising the curriculum with a focus on need based courses and current trends. ? Introduction of Inter disciplinary courses. ? Skill based courses. ? Introducing extension programmes with social relevance. ? Introduction of Credit Based System. ? Continuous Internal Assessment. ? Students' feedback and suggestions. ? Self appraisal by teachers. ? Availability of suggestion box. ? M.Ed. project review by peer teams among faculty. ? Important topics such as web-based education, e-learning, e-tutoring, SITE, video-conferencing are included. ? Weightage to information of emerging technologies in the syllabus. ? few innovative techniques like group discussion, powerpoint presentation, debate, quiz, web-based assignments by the students. ? Guest lectures during the academic year. ? Practical orientation in the syllabus to develop the student teachers' social intelligence. ? Hands-on training in the language laboratory. ? Preparation of a magazine by the English department.
Teaching and Learning	? Teaching and Learning Teacher trainees are expected to submit the reports/records pertaining to teaching practice, school based and community based activities at the time of practical examination.In addition to this, student teachers are supposed to engage themselves in preparing the practical activities suggested at the end of each syllabus. This practicum component of the B.Ed. course makes each trainee to be intelligently alert and active in the teaching learning process. All our faculty members take extra efforts to realize the goals of the learning process through experiential and a joyful one. This is done by adapting the following innovative student centred teaching of both individual and group techniques. ? Computer Aided Instruction. ? Panel Discussion. ? Debate. ? Seminars / Peer teaching. ? Visits. ? Collaborative learning. ? Miniteaching. ? Observation sessions. ? Preparation of teaching aids. ? Concept mapping. ? NLP (Neuro-Linguistic Programming) techniques. ? Mind mapping. ? Self Regulated

	Learning. ? Team teaching. ? Learning – on location programmes. ? Practical oriented exposures.
Examination and Evaluation	? Examination and Evaluation Division of Internal External Marks for theory examination: Course Internal marks per paper Percentage Mode of assessment External marks per paper Total marks B.Ed. M.Ed. 30 Test (33) (i) Test – 10 Marks, (ii) Assignment – 5 Marks, (iii) Seminar – 5 Marks, (iv) Practicum – 10 Marks. 70 100 Assignment (17) Seminar (17) Practicum (33) M.Phil. 25 Test (40) (i) Test-10 Marks , (ii) Assignment-5 Marks, (iii) Seminar/Multi Media Presentation-10 Marks 75 100 Assignment (20) Seminar / Multimedia Presentation (40) For the internal evaluation on all courses, - for the test marks out of 10 - our teaching faculty conducted three tests (I test - out of 30, II test - out of 50, III test - out of 70[model test]) in the scheduled dates, mentioned in our college hand book. Specially, for M.Phil. programme, the scholars were given with, proper timely guidance in the completion of the project work, by their respective guides. The Viva voce examination for the M.Phil. programme is not conducted till now for this academic year. In the third semester of the B.Ed. programme, to enrich the knowledge of our students in the school content - from 6th standard to 12th standard, our pedagogy teachers conducted three objective type tests for each standard. This special practice of making the students to study the entire text book of all standards, enhance their performance level in the TET examinations and help them to face the campus interviews more effectively. Practical examination: For the practical examinations, all activities / records needed for the course are handled by the respective staff. The completion of the activities is checked by the concerned staff and the marks are given to the controller office as per the submission dates mentioned in the college hand book. On the date of practical examination, the external examiners scrutinized the internal marks awarded by our staff. Also they tested the teaching competency of our students in the presence of our model school students.

Practical Examination (for the B.Ed., I year II year students) will be conducted soon after the theory examination. The comments and suggestions given by the external examiners, who came for the assessment of any examination, are taken into account for bringing reforms and modifications in our Examination system. Supplementary Examination To complete the course in the stipulated duration, supplementary examinations are conducted to the candidates who are not successful in the external examination. For the academic year 2019 – 2020, the supplementary examinations for B.Ed. were conducted on - 4th, 5th, 6th 7th, December 2019 - (for II semester) and - 10th, 11th 13th, January 2020 – (for I semester) For the academic year 2019 – 2020, the last date of the last semester end / year end examination, for all the courses (B.Ed. M.Phil.) was 13th January 2020 and the date of declaration of the results of the last semester end / year end examinations was 31st January 2020 {which was taken from the minutes of passing board} Pass percentage of students: (for the academic year 2019-2020) Programme Name Semester / year Number students appeared Number students passed Pass percentage B.Ed First year I semester (2019-2021 Batch) 70 70 100 B.Ed Second year III semester (2018-2020 Batch) 89 88 99 M.Phil I semester (2019-2020 Batch) 1 1 100 Publication of results: Before the commencement of each semester examination, the internal evaluation marks were displayed in our college notice board. After the completion of external valuation of the semester examination, the marks of the students were published through online in the separate website www.mestoncollege.in Special features in our evaluation system: Continuous assessment system was adopted by our college. Since proper planning was made in the beginning of each academic year, all the academic activities were spread over, through out the entire course of study. So, our students would not get tired or bored in completing the course. Student's complaints / grievances about evaluation were not registered till date. The reason for

	such situation was discussed in the mentor system, the constructive suggestions related to the conduction of examination, were collected from our students. They were taken into account by our principal and proper planning was made in the light of the ideas given by our students. This was the secrecy, of the smooth functioning of our evaluation system, in our college.
Research and Development	? Research and Development The total number of Ph.D. guides in our institute for the academic year 2019-2020 is 07. Four Ph.D. scholars have been awarded the Doctorate degree in Education under the guidance of Dr. (Mrs.) Doreen Gnanam, Associate Professor of EMH – 2 Scholars, of our college, Dr. (Mrs.) K.Saraladevi, Associate Professor of Physical Science – 1 Scholar Our Principal Dr. S. Devasahayam Selvakumar.
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation The library functions under the supervision of a qualified and well-experienced librarian. All functions in the library such as Acquisition, Circulation, Reference and Maintenance are carried out by the librarian. The library of our college has adequate holdings in terms of Books, Journals and other learning materials. Facilities for technology aided learning enable students to acquire information, knowledge and skills for their career. The library extends its services to about 130 users to 230 users comprising teacher trainees, research scholars, teaching and non-teaching faculty of this college. It fulfills not only the academic needs, but also the overall needs of the students and faculty. The open access system is followed where users of the library have the liberty to enter into the stack area and search for the required books and necessary references. The college library has both general reference books and specific reference books. The library maintains a good reference collection. It includes valuable reference sources like Encyclopaedia, Multi-lingual Dictionaries, Thesaurus, Yearbooks, Theses, etc.Bound Volumes of Journals and Yearbooks are arranged in the reference section. Current volumes of

periodicals are displayed in the periodical rack and its back volumes are kept stocked in the cupboards for reference. There is a property counter outside the library to keep the personal belongings of the students. five books to each B.Ed., M.Ed., M.Phil. and Ph.D. students are issued. Each book is issued for 14 days. Books in reference section and journals are issued for overnight use.The previous years' question papers of the B.Ed., M.Ed. and M.Phil. courses are kept for reference. Regulations and syllabi of the above mentioned courses are available in this section. ? ICT A well-equipped computer cum language laboratory with all the necessary hardware and software equipments, functions on all working days from 9 a.m. to 5 p.m. Six periods per week are allotted for giving hands-on training to make our students computer literates. The computer laboratory also serves as a digitized language laboratory. Six periods per week are allotted for language laboratory which helps our students to improve their proficiency in speaking the International language 'English'. ? Hardware and Software: Our college computer laboratory has 3013(other departments) computers with all the accessories, speakers, headsets, high capacity UPS with battery bank of 20 batteries, 4 printers and software such as JAWS for visually challenged students. 'Tell Me More English' software in each system fulfills the purpose of learning and improving the English language. DIGITALLY software is installed in all smart boards. ? Internet Connectivity: Unlimited broadband Internet facility is available for the students to collect the necessary information for their studies, to send e-mail, to read various articles, etc. It is also beneficial for the staff to collect more information for teaching and research. ? Audio-visual aids: A smart 3D Television, LCD Television, Over Head Projectors, LCD/DLP projectors, smart boards and professional video cameras with projector play a massive role for the enhancement of the teaching-learning process. The students and the faculty use projectors to

present their subject content for every presentation. Television and video cameras are used by the staff and students, during the microteaching sessions to get constructive feedback which zeroes in on perfect self evaluation. ? Physical Infrastructure / Instrumentation: The college has Computer cum Language Laboratory, Educational Technology Laboratory, Psychology Laboratory, Physical Science and Biological Science Laboratories which are utilized by the students to the maximum, the details of which are given below: a) Computer laboratory is utilized by both faculty and students in the form of getting learning material from various sources through net facility, preparation of power point presentation, construction of achievement tests and other profiles related to evaluation, The research scholars also use the computer laboratory to get relevant related literature and theoretical framework of their investigation, to prepare research tools, to apply statistical analysis of the data collected and to prepare the dissertation of their research work. b) Language laboratory is used for 6 periods per week to improve the English speaking skills among the student teachers in batches. c) The purpose of Educational Technology laboratory is to train, prepare and use audio-visual equipments by the students in the teaching learning process for an effective outcome. d) Psychology laboratory is effectively used by the student teachers and research scholars for psychology experiment and research study. The main objectives of the psychology lab are to construct the knowledge of student teachers on the administration, assessment and interpretation of the results obtained through psychology experiments conducted in the classroom and to provide opportunities to the research scholars for the effective utilization of various standardized tools and techniques such as questionnaires, assessment scales, inventories, equipments, etc., for their research work. The teacher educator imbibes the knowledge of administration of psychological tools by conducting

		minimum of six psychological experiments (Verbal and Non-Verbal tests) for the student teachers and explains the theoretical background and inferences of each experiment. Guidance and counseling cell of our college uses these tools and techniques for assessing student teachers, who approach the cell with their personal as well as academic related problems. Almost every year, psychology lab has been updated with latest psychological tools, which helps the students and scholars to keep informed with the latest advancement in assessing psychology related facts and issues of the school students and research samples. e) Mathematics laboratory, Physical Science laboratory and Biological Science laboratory are appropriately utilized by the students. One period per week is allotted for carrying out practical work in these laboratories. ? The institution has two spacious, highly ventilated multipurpose halls attached with smart board facilities. The main hall is well utilized for morning assembly, guest lectures, state level / national seminars and inter / intra-collegiate programmes. The seminar hall is highly beneficial for viva-voce examination for the research scholars. ? SUPW demonstrations were conducted in the seminar hall. ? Students who have exceptional talents in playing musical instruments are given voluminous opportunities to play in the assembly. Our college choir plays an active role in all the functions and celebrations. ? Our college uses the vehicle owned by our management, in need. ? The open air stage is used for various programmes like College Day, Graduation Day or any sort of cultural and educational related activities. ? To develop the spirituality among student teachers, a chapel is situated for a quiet meditation for all the people, irrespective of caste, creed and gender.
	Human Resource Management	? Human Resource Management Meston College of Education functions under the management of Meston Education and Development Association (MEDA) comprising, The President, Secretary and Treasurer. The Management members monitor everyday activities of the

	college in the administration, teaching learning process and the evaluation on a regular basis. The human resource i.e., the teachers and the teaching faculty are encouraged and managed in the following ways. ? Guest lectures (Awareness programmes) by our staff. ? Deputation of teaching staff to other colleges (Conference, Workshop). ? Acting as experts in various NCTE visits, University practicals, Board of Studies, Academic Council, Examinations etc. ? Encouraging Training programmes for our staff. ? Conduct of Regular staff meetings. ? Organisation of Committee meetings during college programmes. ? Guiding Ph.D. scholars. ? Provision for separate laptops for preparation of class works. ? Motivating staff to serve as Ph.D. guides. ? Teachers' day gift. ? Family – Excursion. ? Get together (Christmas). ? Provision to enrich their professional careers. ? Books / Lab materials / Regular updating. ? Infrastructure facilities – improvement. ? Salary hike and incentives for management staff. ? Faculty and Staff recruitment The total member of teaching faculty on roll during the Academic year 2019 – 2020 is 14 Permanent Staff : 11 (Including Principal) Management Staff : 03 The recruitment of staff is done by advertising in leading newspapers. Once the applications are scrutinised, an Interview is conducted and selection is processed.
Industry Interaction / Collaboration	? Industry Interaction / Collaboration Collaboration is done mainly with the teaching practice schools. Campus Interviews are conducted and thus collaboration with the schools in need of teachers are invited. ? Our staff share their expertise as chair persons in the research sessions / resource persons in the conferences / workshops organized by various educational agencies such as National Testing Services, Central Institute of Indian Languages, Mysore, Tamilaga Institute of Educational Research and Advancement, etc. and various renowned universities and colleges of education in the country. ? Our faculty serves as members in various committees like NCTE spot assessment team, university inspection

	committee, board of studies, academic council, IQAC, governing body and editorial board of research journals of various educational institutions of learning. They have served in the preparation of question banks, curriculum revision, paper setting and also acted as evaluators of autonomous colleges and universities. ? Bharathiar University study centre had been successfully functioning in our college for the last 5 years respectively in conducting B.Ed. distant mode programmes for the benefit of teachers working in the state.
Admission of Students	? Admission of Students Admission for the academic year 2019-2020 was done as follows: 50 of admission is done by the management and 50 percent by the single window system, based on admission guidelines prepared by the Government of Tamil Nadu.

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

E-governace area	Details
Planning and Development	1. Attendance software has been in use for monitoring students' attendance. After every class hour the concerned course teacher will be marking the absentees in the software system. 2. The Class teacher marks leave, OD and also the continuous internal assessment marks in the software system. 3. It helps the class teacher to keep track of his/her batch of students' attendance, CIA performance etc. 4. Proper counseling is given for poor performers
Administration	1. Preparation of monthly salary statement for teaching and Non-teaching staff has been done using software system. 2. Helping the students to apply for various scholarships under different schemes. 3. Preparation of Semester Planner which includes all activities such as invited talks, seminars, conferences etc.
Finance and Accounts	The administrative office maintains the Books of Accounts properly which helps in auditing procedure. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for.

Student Admission and Support	The software is also used for student support like issuing Transfer Certificate, Bonafide certificates, Admission Forms, Issue of ID Cards, Library cards 10 classrooms are equipped with smart TV. New BSNL connection to facilitate faster LAN communication for the students.
Examination	Controller office, handles MS office for its administration. MS word was used for the typing of question papers in English and Tamil. MS Excel is used in the preparation mark statements. Excel blank mark sheets are given to the staff, in the start of every academic year for their entering of marks, for both internal assessment and practical examination. The date of submission of each and every activity is scheduled in our college hand book. In the controller office, the marks sent from staff are fed in the consolidated main mark statement, as soon as received. For the practical examination, for the assessment by the external examiners, the separate mark statements are also prepared using the computer. At the time of semester examination, the marks given by the external examiners, for different papers are stored in the memory of computer. In the preparation of final consolidated mark statement also, computer is used, by taking the already fed marks for the practical theory examination, which is stored in the computer memory. The computer is used to publish the semester results through online in our college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr.(Mrs.) J.Johnsi Priya	Participated International Seminar "21st Century Education: Technology- Pedagogical Trends and Innovations", Department of	Meston College of Education – UGC Autonomous A/c	1500

Year					
2020	Dr.(Mrs.) C.Sherine Vinoca Sneha Latha	Participated International Seminar "21st Century Education: Technology- Pedagogical Trends and Innovations", Department of Education Technology, Bharathidasan University,Trichirapalli.	Meston College of Education – UGC Autonomous A/c	1500	
2020	Mr.J.Kottayan	Awarness cum Workshop on "Online Submission of Performance Appraisal Report of Teacher Education Institutions to NCE: Challenges and Solllutions" (PARSYSTEM).	Meston College of Education – Curricular Activities A/c	250	
2020	Dr.(Mrs.) A.Jeyantha Mary	Seminar	Meston College of Education – Curricular Activities A/c	1000	
2020	Mrs. G.Jemima	Seminar	Meston College of Education – Curricular Activities A/c	1000	
2020	Mr. D. Arnold Robinson	UGC – TRAINING OF TEACHERS TOT,.STUDENTS INDUCTION PROGRAMME	Meston College of Education – Curricular Activities A/c	7450	

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of

		professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
	2019	A State Level Research Colloquium on 'Guidelines for Writing Systematic and Scientific Literature Reviews'	-	30/10/2019	30/10/2019	70	5
	2020	"Global Challenges and Recent Trends in Holistic Education and Research".	-	23/01/2020	24/01/2020	60	5
	2020	International Webinar on the topic "Towards Excellence in Qualitative Research in Social Sciences"	-	28/05/2020	28/05/2020	450	Nill
	2020	National Webinar on 'Creating a Safer, Cleaner and Healthier Post Pandemic World towards Career Success'	-	10/06/2020	10/06/2020	444	Nill
	2020	National Webinar on 'Case Study: A New Direction	-	15/06/2020	15/06/2020	882	Nill

2020	Guidance and Counseling for Well-being	-	20/06/2020	20/06/2020	750	Nill
2020	National Webinar on the topic 'Emancipation of Women in Digital Era'	-	25/06/2020	25/06/2020	241	Nill
2020	Five-Day National Webinar on 'Honing Skills in Research'	-	20/07/2020	24/07/2020	245	Nill
2020	'Towards Mental Wellness through Positive Psychology...'	-	27/07/2020	31/07/2020	570	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course in Teacher Education	1	04/02/2020	17/02/2020	19
Refresher course in Library Information Service	1	14/11/2019	27/11/2019	19
Orientation Programme	1	11/09/2019	01/10/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

| 11 | 11 | 5 | 5 |

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Staff members are encouraged to participate in the annual Education tour along with their families. 2. Teacher's day gift to the staff is given 3. Coffee Tea are provided to the staff. 4. Teachers who produce their first Ph.D., are given a laptop by the management.	1. Coffee Tea by the management are provided. 2. Teachers' Day gift is given	Meston is vitally engaged with its community and above all dedicated to student success. ? Meston believes in imparting quality education to the under privileged sections of the society. Seventy Five students applied for Tamil Nadu Government Scholarships in this academic year. ? Bus pass and Train pass facilities were also made available. ? Grievances Redressal Cell, Anti-Ragging Committee and Anti-Ragging Squad have been functioning in our College. ? Boys and Girls are given separate hostel accommodation within the campus in order to promote social skills and community life. Students from different states, districts, culture and religions are flocked together as one Meston family. Daily prayer from 7.00 p.m. to 7.40 p.m. enriches the student's spirituality and moral value system in their behaviour. Celebrating the Birthdays of our students and Talents Day are the happiest moments of hostel life. Special talks and debates are conducted by hostel inmates. TET coaching for B.Ed. students

6.4 – Financial Management and Resource Mobilization

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

Meston college of Education regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts manager since inception to ensure maintenance of annual accounts and audits. Work of Internal Audit of the Institute has been entrusted to the Internal Auditor of the Institute. The auditor thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the

institution through principal. External audit is conducted once in every year by an external agency. The mechanisms used to monitor effective and efficient use of financial resources are budget allocation which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts manager as per the budget allocated by the management. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. Process of the external audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The audited statement is duly signed by the authorities of the management and chartered accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Accountant General	Yes	Regional Joint Director of Collegiate Education
Administrative	Yes	Accountant General	Yes	Regional Joint Director of Collegiate Education

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

• The college convenes the PTA general body meeting regularly, gathers feedback and tries to implement the suggestions given by them. • PTA supports the salary grant of the management teaching staff. • Frequent meetings conduction with stakeholders and inviting suggestions on various panoramic views of the college. • Interacting with Principal and faculty frequently. • Delivering guest lectures to keep abreast with the latest and the best innovative practices in Education. • Providing financial assistance for the developmental programmes. • Giving critical feedback on the curriculum, delivery of instructions and evaluation procedures which is used for curriculum revision. • Inviting our faculty to serve as resource persons/juries/guests for their institution. • Extending support for the grant of permission of schools for

block teaching. • Furnishing information about job opportunities in their schools. • Representing Autonomous Committees like Board of Studies.

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

Computer and Language Lab training

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

1. Conducting bridge course for English and communicative English classes for students coming from village background. 2. Practical orientation in the syllabus develops the student teachers' social intelligence. 3. Workshop on "Preparation of Question Bank" was organized on 09th and 10th May, 2019 by inviting experts in the respective courses all over Tamil Nadu.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Stagnation of Education Augmentation is due to Parents! Students!! Society!!! in current Scenario	10/01/2020	10/01/2020	10/01/2020	160
2020	Case Study A New Direction in Social Science Research	15/06/2020	15/06/2020	15/06/2020	882
2020	Honing Skills in Research	20/07/2020	20/07/2020	24/07/2020	800
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Webinar on 'Emancipation	25/06/2020	25/06/2020	241	20

of Women in Digital Era'					

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

Percentage of power requirement of the University met by the renewable energy sources
? A Solar panel has been installed in the campus which is being used as a renewable source of energy to generate power. ? To inculcate the dignity of labour among our students, community work had been arranged often in our college. The B.Ed. teacher trainees have been given an exposure to community work periodically.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? No plastics are thrown in the garbage to maintain a plastic free campus. Reuse and recycle is insisted among the student-teachers. Nature club planted trees and maintain the environment go green and clean.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST CURRICULAR PRACTICES (i) Spectrum of Teacher Preparation Potentials To acquaint the new teacher trainees with the ethos of the college, a Seven Day Students Induction Program (SIP) 2019-2020, an ideal introductory session, during the fresher's week was organised effectively from 19th August, 2019 to 25th August, 2019. Rev. Fr. Maria Louis, Member, MEDA delivered the inaugural address. On Day I - 19th August, 2019, Orientation about the History of the College, College Crest, College Motto / Prayer, College Library, Extension

Services Department and College Hostel was delivered by the staff, followed by self-introduction of the students. Day II - 20th August, 2019 started with Orientation about Campus Culture, Rules and Regulations of College, Orientation about B.Ed. programme, Courses and Examination Wing, Ascertaining the English Skill, Computer Knowledge and Hand Writing skills of students, Video, Audio Analysis reporting activities were carried out to develop the practice of note-taking and Physical Education Classes were conducted. On Day III - 21st August, 2019, Best Alumni Talk by Mr. Dinesh Kumar, Alumnus (BT Asst. Mathematics, St. Bedes AI Higher Secondary School, Santhome, Chennai) of our college was addressed to the freshers. And then, Administration of Entry behaviour Assessment Psychology Questionnaire, Familiarization of various committees of college (Anti ragging, Women Cell, Attendance Discipline, Cultural Competition, Placement Cell), Inauguration of Mentor - Mentee Meet were carried out and ended with an Introduction to Yoga. Day IV - 22nd August, 2019 began with Management Personnel talk by Dr. Miss. Adella Paul, Member, MEDA Former Principal of Meston College of Education. A Debate by Staff was organized, followed by a Visit to Wesley Higher Secondary School, our sister concern. Mr. Dipson Roy, Head Master of Wesley Higher Secondary School gave a talk about the 200 years old school. After that students learned about various Science exhibits. This day ended with Campus Walk. On Day V - 23rd August, 2019, a Lecture on 'Universal Human Values' was followed by Awareness programme on Teacher trainee Information Technology (TTIT). This day came to an end with Crafts Work and Drill. On Day VI - 24th August, 2019, Human values talks on Harmony with Human being-self, family, society, nature topics were discussed effectively by our staff, with suitable activities. Videos and PPTs were played with regard to the achievements of the College. On Day VII -25th August, 2019, Eminent Guest Talk, by Dr. T. Sekar, Head master, Government Higher Secondary School, MMDA Colony, Chennai shared his experience with our budding teachers. Senior Student's Talk by our 2nd year secretaries to Welcome the freshers and brief on the practices of Meston was arranged, followed by Students' Cultural and Games. In our efforts towards academic excellence and growth, we assess the students' strength and weakness in academics and aptitude and address their needs through Bridge course. To enrich the students with good communication and English Language Proficiency, Bridge Course was conducted during the first week of the academic year. Classes on Communicative English were organised by the faculty of our college, throughout the year. (ii) Impetus Through Mini Teaching To inhale essential teacher qualities and competencies, Video-Graphed Mini Teaching Sessions for our students were held from 9th to 18th September, 2019 and the feedback was given by our pedagogy staff to improve their teaching proficiency.

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

https://mestoncollege.edu.in/wp-content/uploads/2020/10/7.2.-BEST-CURRICULAR-PRACTICES.pdf

7.3 – Institutional Distinctiveness

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

Citizenship Training Camp To promote skills to understand, challenge and engage with democratic society, A Five-day Citizenship Training Camp was organised from 12th to 16th November, 2019. Dr. (Mrs.) A. Vasanthi, Principal (i/c), Institute of Advanced study in Education, Saidapet, Chennai-15 inaugurated the camp. Rev. Fr. Gilbert Jeyaraj, Principal, St. Gabriel Higher Secondary School, Broadway, Chennai – 108 delivered the valedictory Address. Enchanting Introductory Lecture on 'Health is Wealth' by Dr. S. Gangatharan, Health Educator, Institute of Child Health and Hospital, Chennai – 600 008 on 13th

November, 2019. Delightful Lecture on 'Exposure to Ayurvedha' by Dr. C. Chithra, Medical Officer, Department of Ayurvedha, Institute of Child Health and Hospital, Chennai – 8 on 13th November, 2019. Reviving Demo on 'Yoga and Naturopathy' by Dr. R. Latha, Medical Officer, Department of Yoga and Naturopathy, Institute of Child Health and Hospital, Chennai - 8 on 13th November, 2019. Enlightening Lecture on 'Healthy and Unhealthy Relationship' by Bro. Jacob Nargunam, Family Councellor, Hope Centre, Saidapet, Chennai – 600 015 on 14th November, 2019. Enthralling Lecture on 'Trans People and Society' by Ms. Ponni Karrupasamy, Classical Dance Trainer, Kodungaiyur, Chennai – 600 118 on 14th November, 2019. Engrossing 'Motivational Talk' by Mrs. Arasi Ponmozhi, Motivational Speaker, Anna Nagar, Chennai – 101 on 15th November, 2019. Informative Lecture on 'Joyful Learning' by Mr. T. Baskar, Soft Skill Trainer, Indira Consultant, Tiruvottiyur,Chennai-19 on 16th November, 2019. Rev. Fr. Gilbert Jeyaraj, Principal, St. Gabriel Higher Secondary School, Broadway, Chennai-108 delivered the Valedictory Address. Title of the practice: 'Learn through travel' is the strategy adopted for student support and progression. The context that required the initiation of the practice: In order to make learning more meaningful, various innovative strategies are implemented in our college, one such initiative is learning through travel which is considered to be an educationally rewarding trip. Objectives of the practice: • To enrich the skill of organizing an educational tour. • To observe various practices of region, culture, languages through travel. • To acquire knowledge about the functioning of educational institutions in other states of India. • To develop socialization behaviour among teacher trainees. ? The practice: Our college organizes learning-on location programme since 2000. The All India Educational Tour to Delhi and Agra was cancelled due to COVID-19 pandemic. As a replacement, an Educational Tour was organised for all second year students on 10th March, 2020 to Mahabalipuram. The students visited Five Rathas, Light House, Butter Ball, Shore Temple, Muttukadu Boat House, and MERRC at Muttukadu. Educational tour gave them the opportunities to visit prestigious places that helped them to visualize what they have learnt in their classroom. Every student acquired more knowledge through actual exposure to the different places of visit.

Provide the weblink of the institution
https://mestoncollege.edu.in/wp-content/uploads/2020/10/7.3.-Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year: 1. A research colloquium will be organized. 2. Preparation of proposal to ICSSR for financial assistance for the National Seminar to be held January, 2021. 3. Organisation of All India Educational Tour to Delhi and Agra for II year B.Ed. students. 4. Conduct of Subject Association Meetings Department-wise by inviting experts from outside in the respective fields. 5. Organisation of special sessions for the Preparation of TET exams. 6. Organisation of guest lectures on suitable themes by Counselling Cell, Women's Cell and Placement Cell. 7. A separate building for the college is to be constructed.