



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MESTON COLLEGE OF EDUCATION
• Name of the Head of the institution	DR.S.DEVASAHAYAM SELVAKUMAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9444879904
• Alternate phone No.	04428419284
• Mobile No. (Principal)	9444879904
• Registered e-mail ID (Principal)	mestoncollegeofeducation@gmail.com
• Address	10/33, WESTCOTT ROAD, ROYAPETTAH, CHENNAI-600014
• City/Town	CHENNAI
• State/UT	TAMIL NADU
• Pin Code	600014
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	01/06/2006
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)
• Name of the IQAC Co-ordinator/Director	DR. (MRS.) C. SHERINE VINOCA SNEHALATHA
• Phone No.	04428419284
• Mobile No:	9445184235
• IQAC e-mail ID	mestoncollegeofeducation@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	https://mestoncollege.edu.in/wp-content/uploads/2021/07/AQAR-2019-2020-05.01.2021.pdf
4. Was the Academic Calendar prepared for that year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://mestoncollege.edu.in/wp-content/uploads/2021/12/HAND-BOOK-2020-2021-pdf.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Four Star	-	2001	21/05/2001	20/05/2006
Cycle 2	B	2.87	2009	29/01/2009	28/01/2014
Cycle 3	A	3.02	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC

20/02/2004

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

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
MESTON COLLEGE OF EDUCATION	POST GRADUATE INSTITUTION	-	21/02/1980	-

8. Provide details regarding the composition of the IQAC:	
<ul style="list-style-type: none"> Upload the latest notification regarding the composition of the IQAC by the HEI 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>? A one-day National webinar on 'Enhancing Efficiency in Office Management' organized by IQAC of our college on 03rd August 2020 in collaboration with Department of Educational Planning and Administration, Tamil Nadu Teachers Education University, Chennai -98 for the non-teaching staff. Dr. Ranjana Ruhela, Principal, S.O.S. J.N. Kaul Institute of Education, Nainital, Uttarakhand served as the Resource person.</p>	
12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:	

Plan of Action	Achievements/Outcomes
1.Establishment of Curriculum Development Cell and Research & Development Cell .	1.Curriculum Development Cell & Research and Development Cell have been established. "Research Tool Book" Consisting of all the tools constructed by M.Ed., M.Phil and Ph.D. students of our college has been prepared by R&D Cell of our college and kept in our library.
2.Introduction of Consumer club and EK Bharat Shreshtha Bharat Club (EBSB).	2.Consumer Club and Ek Bharat Shreshtha Bharat Club (EBSB) have been started.
3. Planning of Sanitation and Hygiene, Waste Management and Water Management, Energy Management and Greenery under Swachta Action Plan	3.Staff-in-charge for promotion of Sanitation & Hygiene, Greenery, management of waste and management of water have been appointed, under Swachta Action Plan
4.Organization of a research colloquium.	4.A National Level Virtual Research Colloquium had been organized on the theme " Experimental Research in Education" by Research and Development Cell of our college on 17.02.2021
5. Conduct of Subject Association Meetings, Department-wise by inviting experts from outside in the respective fields.	5.Department wise Subject Association Meetings were organized
6. Organization of guest lectures on suitable themes by various units of our college.	6.Guest Lectures on suitable themes relevant to the present context have been organized by Red Ribbon Club, Health and Fitness Club and Women's Cell.
13.Was the AQAR placed before the statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name of the statutory body	Date of meeting(s)
INTERNAL QUALITY ASSURANCE CELL	19/08/2021
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
19/02/2020	19/02/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

04

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student2.1 136

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 69

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 133

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic3.1 04

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 11

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	04
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	136
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	69
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	133
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	04
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	11
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	11
Number of sanctioned posts for the year:	
4.Institution	
4.1	50
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	08
Total number of Classrooms and Seminar halls	
4.3	42
Total number of computers on campus for academic purposes	
4.4	781483
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.

1.1.1.1

- Digitization of Library
- Online Meeting to get Feedback on Online Teaching
- National level Virtual Research Colloquium
- Self-development Orientation Programmes
- Academic Success Webinars

- Students Exposure Programs
- Student Power Innovative Courses / Classes
- Meetings of Departmental Societies
- ExtraCurricular: OperationalExcellence
- Extension Services Department
- Induction Programme 2020-2021
- Preparation of a magazine by the English department.
- Guest lectures during the academic year.
- Hands-on training in the language laboratory.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/1.1.1.%20Curriculum%20%20Relavants%20doc.docx

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

05

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Curriculum / Syllabus of such courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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)	No File Uploaded

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

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.3 - Curriculum Enrichment

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

ATTACHED FILE

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

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

1

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

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

69

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

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

70

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is **D. Any 1 of the above**

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

File Description	Documents
Provide the URL for stakeholders' feedback report	https://mestoncollege.edu.in/wp-content/uploads/2022/05/1.4.1.Structured%20Feedback.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following E. Feedback not collected

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

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

136

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

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)

33

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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.

? Computer Knowledge Test ? English Language Proficiency Test ? Handwriting Assessment ? Entry Behavior Assessment

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.2.1.%20Assessing%20Students'%20Learning%20Levels%20docx.docx

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
08/03/2021	133	11

File Description	Documents
Upload any additional information	No File Uploaded

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:

Brainstorming sessions

- Students are encouraged to evolve or generate number of ideas by adopting this method in all the classes for developing higher order cognitive abilities like reflective thinking, creative imagination problem solving etc..

Mind mapping

Mind mapping is used as an innovative and powerful graphic technique. Students are given training to prepare mind maps for each lesson.

Video Reflective Learning

In Video Reflective Lessons, the students can pay more attention and notice the aspects to focus on during the video. After the video is completed, the students are divided either in groups for discussion

- Internship
- The teacher educators / mentors assess their teaching competency including the preparation of lesson plans and teaching aids.
- Computer Aided Instruction
- TELL ME MORE software is installed in each system for the purpose to learn/improve English language for our teacher trainees..
- Visits
- Field visits to special schools and model schools are arranged, often to know more about the nature and functioning of such schools.
- Outreach programmes like field trip, tour, special school visits, book show, exhibition, guest lectures on various topics, seminars, workshops and group discussions on both curricular and co-curricular topics are organized to cater to the diverse learning needs of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.3.1.-Students-Centric-Methods.docx

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

Smart boards are setup for effective teaching learning process.

- Technology enhanced classrooms foster opportunities for students to improve the level of communication in English by using a specialized software (Tell me more- photo image -language lab)
- In micro-teaching sessions, a video graphed feedback is given to all the students every year.

Our College has 9 ICT enabled Classrooms (Smart Class) for B.Ed. and M.Ed. namely (i). Biological Science Education, (ii). English Education, (iii). History Education, (iv). Mathematics Education, (v). Physical Science Education, (vi). M.Ed. (vii). Seminar Hall, (viii). Media Centre.

We have Media Centre / Conference Room embedded with Interactive White Board with devices like Professional HD Video Cameras for Capturing HD videos during Micro/Mini Teaching Sessions. Professional HD Still Camera for Capturing HD photos during functions and Celebrations.

Our College provides Laptop to all permanent teaching staff for effective teaching learning process. Our College has digitalized Library enabled with Auto Lib Software consists of e-books, e-journals, e-reference books, e-encyclopedias and e-dissertations and audio books; it has reprographic facility and Computers with Internet Facility. ICT based Learning Resources prepared by staff members to be used by students during pandemic days.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

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

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

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

ATTACHED FILE

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

2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

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

11

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

FILE ATTACHED

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

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

NIL

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

ATTACHED FILE

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.6.2-Attainment-of-Programme-Outcomes-and-Course-Outcomes-.docx

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

69

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[NIL](#)

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

NIL

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	NIL
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

NIL

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

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

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

NIL

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.

A National level Virtual Research Colloquium on the topic "Experimental Research in Education" was organized by our college Research and Development Cell on 17th February, 2021. Prof. Dr. Umme Kulsum, Former Dean, Faculty of Education, Bangalore University, Bangalore served as the Resource person.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/3.3.1-Transfer-of-Knowledge-through-Research-.docx

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

10

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

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

B. Any 3 of the above

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

0

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

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

NIL

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

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
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

- To promote social commitment, social service is undertaken at Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/3.6.1.-Extension-Activities-.docx

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	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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)

1

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

133

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

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

2

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

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)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	No File Uploaded

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.

ATTACHED FILE2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.1.1.-Infrastructure-and-Physical-Facilities-.docx

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

Our institution provides priority to physical education sessions too. A spacious ground with volleyball court (2 numbers), Shuttle cock / Tennikoit court (2 numbers), throw ball courts (2 numbers) and football field together with sports equipment such as javelin, discus, shot put, etc. are available to motivate our teacher trainees to excel in sports and games also. Indoor games such as chess, carom, etc. are also available. Meston gymnastic center functions effectively with modern gadgets such as parallel bar, beat board, roman rings, etc. to make our trainees physically fit.

An open auditorium is \utilized for conducting celebrations such as sports day, college day, etc.

A) Infra structure facilities for co-curricular programmes

1. Department of Physical Education - 225 sq. feet
2. Football field - 100 m x 55m
3. Hockey / Cricket field - 91.4 m x 55m
4. Tennis court - 36' x 78' Feet
5. Volleyball court (2 numbers) - 60' x 30' Feet
6. Shuttle cock / Tennikoit court (2 numbers) - 44' x 20' Feet
7. Throwball court (2 numbers) - 60' x 40' Feet
8. James Cooling Indoor sports stadium - 9,296 sq. feet

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

11

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

2,62,052

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	No File Uploaded
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.2.1%20%20.%20Library%20-%200Learning%20Resource-docx.docx

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

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

Rs.11,606/-

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

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

In addition to the traditional method of teaching along with modern methodology our classroom infuses digital learning tools such as Laptops, Computers, LED/DLP projectors, Smart Boards, Internet Connectivity with Wi Fi facility and Public Address System.

Well-furnished Classrooms accelerate the rate of learning and build 21st Century techno-pedagogy skills. Our College and Technology are blending in educational system with ICT facilities. The use of technological devices in the classroom is explored to create meaningful learning experiences for students. The staff avail the ICT facilities to enhance their teaching and learning with Internet bandwidth available in our institution

Plan Name : ACT Blast Promo

Speed : 200Mbps

FUP per Month: Unlimited Data

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
133	30

File Description	Documents
Upload any additional information	No File Uploaded

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

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

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)**2,62,052**

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.4.2.-Established-systems-and-Procedures-.docx

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****52**

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	No File Uploaded
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**1**

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

D. Any 1 of the above

through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

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

12

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

15

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

8

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	NIL

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

FILE ATTACHED

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

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

NIL

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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.

FILE ATTACHED

NAAC

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

D. Any one of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

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.)

5

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/6.4.3%20Mobilization%20of%20Funds.docx

6.5 - Internal Quality Assurance System

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

The IQAC meeting for the sustainable quality enhancement of our institution was held on 21st January, 2021 and 30th April, 2021 through online mode.

A one-day National webinar on 'Enhancing Efficiency in Office

Management' organized by IQAC of our college on 03rd August, 2020 in collaboration with Department of Educational Planning and Administration, Tamil Nadu Teachers Education University, Chennai -600 097 for the non-teaching staff. Dr. Ranjana Ruhela, Principal, S.O.S.J.N. Kaul Institute of Education, Nainital, Uttarakhand served as the Resource person.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/6.5.1.%20Quality%20Strategies%20and%20Processes.docx

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.3.1.%20%20Institutional%20Distinctiveness.docx

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)

D. Any 1 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

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

- To inculcate the dignity of labour among our students, community work had been arranged. The B.Ed. teacher trainees have been given an exposure to community work periodically.
- To promote social commitment, social service is undertaken at Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.
- The Extension Services Department of our college proudly participated in the Assist World Record Mega International Virtual Programme, organized by Center for Capacity Building Programmes for School Teachers, Tamil Nadu Teachers Education University on the theme 'Vision 2030: Importance of Enhancing Life Skills for Reaching Higher Heights' which was lively telecasted through Tamil America channel from 18th to 20th June, 2021. Our Staff and Students gave performance like Special talks, Poems and Dance on the sub theme '21st century Life Skills - Sine Qua Non for Teachers' on 20-06-2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.1.1.%20Social%20Responsibilities.docx

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

D. Any 1of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	View File

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

Policy Statement

Our College adopt the principles of the maximum sustainable waste management in the delivery of its waste management services. The College needs all the teaching and non-teaching staff, students and making use of the premises to comply with this Policy. Any waste generated in the campus has been overseen and taken care.

Our college waste management Policy articulates commitment to reduce its environmental impacts through effective waste management and sustainable practices in converting waste to resource. The Campus strives to work for obtaining a Zero waste plan thus obtaining its eco - friendly status through the policy of "reduce, reuse and recycle".

Implementation Procedure

Our college requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy. Red and green coloured waste bins are placed at several locations in the campus to collect dry and wet waste, respectively. Plastic bottles and other recyclable waste is

collected in the red - coloured dust bins, while biodegradable and paper waste is collected in the green - coloured dust bins. The labels on the bins have pictorial representations of the kind of waste to be disposed of into each bin. These labels have been made by students, thus involving them in the waste segregation process.

Procedure / Practices:

- Minimal use of water consumption.
- Turn off the computers when not in use.
- Turn off all the electrical equipment before leaving the class room.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

C. Any 2 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	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

E. None of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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,

E. None of the above

mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

FILE ATTACHED

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

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

The contributions to the community through core activities in Education, Meston faculty and students have also contributed through a myriad of initiatives such as Guest lectures, Seminars, etc.

- Red Ribbon Club of our college organized a guest lecture on the topic "Role of youth in HIV and AIDS prevention activities". Mr. Selvan, District Programme Manager TANSACS, DAPCU, Chennai District spoke about Role of Youth in HIV and AIDS and Ms. Anushya spoke about the Prevention Activities on 23.01.2021
- A Guest Lecture was organized by the Greenery Unit under Swachhta Bharat action plan, on the topic "Green for Environmental Protection". Dr. J. Udhayakumar, Associate Professor and Head, Department of Economics, Government Arts

College, Nandanam, Chennai - 600 035 served as the Resource Person on 30th January, 2021.

- In observance of International Internet Safety Day, a Guest Lecture was organized on 06th February, 2021. A guest lecture on 'Cyber Safety' was organized on 06.02.2021. Dr. (Mrs.) J. Johnsi Priya, Assistant Professor of Psychology of our college acted as the resource person.

Mrs. J. Rubina, Assistant Professor of Psychology, Stella Matutina College of Education, Ashok Nagar, Chennai - 600 083 served as the Resource Person during the Guest lecture on "Mental Health for Adolescent and School Children" on 27.02.2021.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of Ethics - policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

FILE ATTACHED

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

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

To keep pace with the competitive world and to challenge the global 21st century scenario our Institution has to strive hard to achieve its excellence in different fields over the years. From the date of establishment, to till date, the college has successfully achieved its excellence in teaching -learning process student support facilities etc. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work.

To promote social commitment, social service is undertaken at

Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.

File Description	Documents
Best practices in the Institutional website	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.2.1.%20Best%20Practices.docx
Any other relevant information	Nil

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)

To keep pace with the competitive world and to challenge the global 21st century scenario our Institution has to strive hard to achieve its excellence in different fields over the years. From the date of establishment, to till date, the college has successfully achieved its excellence in teaching -learning process student support facilities etc. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work.

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.

1.1.1

- Digitization of Library
- Online Meeting to get Feedback on Online Teaching
- National level Virtual Research Colloquium
- Self-development Orientation Programmes
- Academic Success Webinars
- Students Exposure Programs
- Student Power Innovative Courses / Classes
- Meetings of Departmental Societies
- ExtraCurricular: Operational Excellence
- Extension Services Department
- Induction Programme 2020-2021
- Preparation of a magazine by the English department.
- Guest lectures during the academic year.
- Hands-on training in the language laboratory.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/1.1.1.%20Curriculum%20%20Relavants%20doc.docx

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

05

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Curriculum / Syllabus of such courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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)	No File Uploaded

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

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.3 - Curriculum Enrichment

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

ATTACHED FILE

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

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

1

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

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

69

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects	
70	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded
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	D. Any 1 of the above
File Description	Documents
Provide the URL for stakeholders' feedback report	https://mestoncollege.edu.in/wp-content/uploads/2022/05/1.4.1.Structured%20Feedback.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - The feedback system of the Institution comprises the following	E. Feedback not collected
File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded
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

136

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

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)

33

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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.

? Computer Knowledge Test ? English Language Proficiency Test ? Handwriting Assessment ? Entry Behavior Assessment

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.2.1.%20Assessing%20Students'%20Learning%20Levels%20docx.docx

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
08/03/2021	133	11

File Description	Documents
Upload any additional information	No File Uploaded

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:

Brainstorming sessions

- Students are encouraged to evolve or generate number of ideas by adopting this method in all the classes for developing higher order cognitive abilities like reflective thinking, creative imagination problem solving etc..

Mind mapping

Mind mapping is used as an innovative and powerful graphic technique. Students are given training to prepare mind maps for each lesson.

Video Reflective Learning

In Video Reflective Lessons, the students can pay more attention and notice the aspects to focus on during the video. After the video is completed, the students are divided either in groups for discussion

- Internship
- The teacher educators / mentors assess their teaching competency including the preparation of lesson plans and teaching aids.
- Computer Aided Instruction
- TELL ME MORE software is installed in each system for the purpose to learn/improve English language for our teacher trainees..
- Visits
- Field visits to special schools and model schools are arranged, often to know more about the nature and functioning of such schools.
- Outreach programmes like field trip, tour, special school visits, book show, exhibition, guest lectures on various topics, seminars, workshops and group discussions on both curricular and co-curricular topics are organized to cater to the diverse learning needs of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.3.1.-Students-Centric-Methods.docx

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

Smart boards are setup for effective teaching learning process.

- Technology enhanced classrooms foster opportunities for students to improve the level of communication in English by using a specialized software (Tell me more- photo image -language lab)
- In micro-teaching sessions, a video graphed feedback is given to all the students every year.

Our College has 9 ICT enabled Classrooms (Smart Class) for B.Ed. and M.Ed. namely (i). Biological Science Education, (ii). English Education, (iii). History Education, (iv). Mathematics Education, (v). Physical Science Education, (vi). M.Ed. (vii). Seminar Hall, (viii). Media Centre.

We have Media Centre / Conference Room embedded with Interactive White Board with devices like Professional HD Video Cameras for Capturing HD videos during Micro/Mini Teaching Sessions. Professional HD Still Camera for Capturing HD photos during functions and Celebrations.

Our College provides Laptop to all permanent teaching staff for effective teaching learning process. Our College has digitalized Library enabled with Auto Lib Software consists of e-books, e-journals, e-reference books, e-encyclopedias and e-dissertations and audio books; it has reprographic facility and Computers with Internet Facility. ICT based Learning Resources prepared by staff members to be used by students during pandemic days.

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File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

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

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

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

ATTACHED FILE

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

2.4 - Teacher Profile and Quality

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

11	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded
2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year	
5	
File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded
2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)	
11	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
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	
FILE ATTACHED	

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

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

NIL

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

ATTACHED FILE

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/2.6.2-Attainment-of-Programme-Outcomes-and-Course-Outcomes-.docx

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

69

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[NIL](#)

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

NIL

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	NIL
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**NIL**

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**2**

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

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

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.

A National level Virtual Research Colloquium on the topic "Experimental Research in Education" was organized by our college Research and Development Cell on 17th February, 2021.

Prof. Dr. Umme Kulsum, Former Dean, Faculty of Education, Bangalore University, Bangalore served as the Resource person.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/3.3.1-Transfer-of-Knowledge-through-Research-.docx

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

10

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

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

B. Any 3 of the above

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

0

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

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

NIL

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

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
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

- To promote social commitment, social service is undertaken at Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/3.6.1.-Extension-Activities-.docx

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	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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)

1

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

133

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

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

2

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

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)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	No File Uploaded
Any additional information	No File Uploaded

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.

ATTACHED FILE2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.1.1.-Infrastructure-and-Physical-Facilities-.docx

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

Our institution provides priority to physical education sessions too. A spacious ground with volleyball court (2 numbers), Shuttle cock / Tennikoit court (2 numbers), throw ball courts (2 numbers) and football field together with sports equipment such as javelin, discus, shot put, etc. are available to motivate our teacher trainees to excel in sports and games also. Indoor games such as chess, carom, etc. are also available. Meston gymnastic center functions effectively with modern gadgets such as parallel bar, beat board, roman rings, etc. to make our trainees physically fit.

An open auditorium is \utilized for conducting celebrations such as sports day, college day, etc.

A) Infra structure facilities for co-curricular programmes

1. Department of Physical Education - 225 sq. feet
2. Football field - 100 m x 55m
3. Hockey / Cricket field - 91.4 m x 55m
4. Tennis court - 36' x 78' Feet
5. Volleyball court (2 numbers) - 60' x 30' Feet
6. Shuttle cock / Tennikoit court (2 numbers) - 44' x 20' Feet
7. Throwball court (2 numbers) - 60' x 40' Feet
8. James Cooling Indoor sports stadium - 9,296 sq. feet

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

11

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

2,62,052

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	No File Uploaded
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.2.1%20%20.%20Library%20-%20Learning%20Resource-docx.docx

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

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

Rs.11,606/-

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

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

In addition to the traditional method of teaching along with modern methodology our classroom infuses digital learning tools such as Laptops, Computers, LED/DLP projectors, Smart Boards, Internet Connectivity with Wi Fi facility and Public Address System.

Well-furnished Classrooms accelerate the rate of learning and build 21st Century techno-pedagogy skills. Our College and Technology are blending in educational system with ICT facilities. The use of technological devices in the classroom is explored to create meaningful learning experiences for students. The staff avail the ICT facilities to enhance their teaching and learning with Internet bandwidth available in our institution

Plan Name : ACT Blast Promo

Speed : 200Mbps

FUP per Month: Unlimited Data

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
133	30

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

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)**2,62,052**

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/4.4.2.-Established-systems-and-Procedures-.docx

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****52**

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	No File Uploaded
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**1**

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

D. Any 1 of the above

through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

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

12

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

15

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

8

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	NIL

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

FILE ATTACHED

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

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

NIL

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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.

FILE ATTACHED

NAAC

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	Nil

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

D. Any one of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

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

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

7

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

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.)

5

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

FILE ATTACHED

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/6.4.3%20Mobilization%20of%20Funds.docx

6.5 - Internal Quality Assurance System

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

The IQAC meeting for the sustainable quality enhancement of our institution was held on 21st January, 2021 and 30th April, 2021 through online mode.

A one-day National webinar on 'Enhancing Efficiency in Office

Management' organized by IQAC of our college on 03rd August, 2020 in collaboration with Department of Educational Planning and Administration, Tamil Nadu Teachers Education University, Chennai -600 097 for the non-teaching staff. Dr. Ranjana Ruhela, Principal, S.O.S.J.N. Kaul Institute of Education, Nainital, Uttarakhand served as the Resource person.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/6.5.1.%20Quality%20Strategies%20and%20Processes.docx

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

ATTACHED FILE

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.3.1.%20%20Institutional%20Distinctiveness.docx

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)

D. Any 1 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

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

- To inculcate the dignity of labour among our students, community work had been arranged. The B.Ed. teacher trainees have been given an exposure to community work periodically.
- To promote social commitment, social service is undertaken at Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.
- The Extension Services Department of our college proudly participated in the Assist World Record Mega International Virtual Programme, organized by Center for Capacity Building Programmes for School Teachers, Tamil Nadu Teachers Education University on the theme 'Vision 2030: Importance of Enhancing Life Skills for Reaching Higher Heights' which was lively telecasted through Tamil America channel from 18th to 20th June, 2021. Our Staff and Students gave performance like Special talks, Poems and Dance on the sub theme '21st century Life Skills - Sine Qua Non for Teachers' on 20-06-2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.1.1.%20Social%20Responsibilities.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	D. Any 1of the above
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File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	View File

<p>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)</p> <p>Policy Statement</p> <p>Our College adopt the principles of the maximum sustainable waste management in the delivery of its waste management services. The College needs all the teaching and non-teaching staff, students and making use of the premises to comply with this Policy. Any waste generated in the campus has been overseen and taken care.</p> <p>Our college waste management Policy articulates commitment to reduce its environmental impacts through effective waste management and sustainable practices in converting waste to resource. The Campus strives to work for obtaining a Zero waste plan thus obtaining its eco - friendly status through the policy of "reduce, reuse and recycle".</p> <p>Implementation Procedure</p> <p>Our college requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy. Red and green coloured waste bins are placed at several locations in the campus to collect dry and</p>
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wet waste, respectively. Plastic bottles and other recyclable waste is collected in the red - coloured dust bins, while biodegradable and paper waste is collected in the green - coloured dust bins. The labels on the bins have pictorial representations of the kind of waste to be disposed of into each bin. These labels have been made by students, thus involving them in the waste segregation process.

Procedure / Practices:

- Minimal use of water consumption.
- Turn off the computers when not in use.
- Turn off all the electrical equipment before leaving the class room.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

C. Any 2 of the above

vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	
File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
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,	E. None of the above

display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

FILE ATTACHED

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

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

The contributions to the community through core activities in Education, Meston faculty and students have also contributed through a myriad of initiatives such as Guest lectures, Seminars, etc.

- **Red Ribbon Club of our college organized a guest lecture on the topic "Role of youth in HIV and AIDS prevention activities". Mr. Selvan, District Programme Manager TANSACS, DAPCU, Chennai District spoke about Role of**

Youth in HIV and AIDS and Ms. Anushya spoke about the Prevention Activities on 23.01.2021

- A Guest Lecture was organized by the Greenery Unit under Swachhta Bharat action plan, on the topic "Green for Environmental Protection". Dr. J. Udhayakumar, Associate Professor and Head, Department of Economics, Government Arts College, Nandanam, Chennai - 600 035 served as the Resource Person on 30th January, 2021.
- In observance of International Internet Safety Day, a Guest Lecture was organized on 06th February, 2021. A guest lecture on 'Cyber Safety' was organized on 06.02.2021. Dr. (Mrs.) J. Johnsi Priya, Assistant Professor of Psychology of our college acted as the resource person.

Mrs. J. Rubina, Assistant Professor of Psychology, Stella Matutina College of Education, Ashok Nagar, Chennai - 600 083 served as the Resource Person during the Guest lecture on "Mental Health for Adolescent and School Children" on 27.02.2021.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of Ethics - policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

FILE ATTACHED

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

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

To keep pace with the competitive world and to challenge the global 21st century scenario our Institution has to strive hard to achieve its excellence in different fields over the years. From the date of establishment, to till date, the college has successfully achieved its excellence in teaching -learning process student support facilities etc. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work.

To promote social commitment, social service is undertaken at

Meston Educational Rehabilitation and Research Centre (MERRC) for the mentally challenged children in Muttukadu by our B.Ed. students on every weekend, under the supervision of Extension Services Department.

File Description	Documents
Best practices in the Institutional website	https://mestoncollege.edu.in/wp-content/uploads/2022/05/7.2.1.%20Best%20Practices.docx
Any other relevant information	Nil

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)

To keep pace with the competitive world and to challenge the global 21st century scenario our Institution has to strive hard to achieve its excellence in different fields over the years. From the date of establishment, to till date, the college has successfully achieved its excellence in teaching -learning process student support facilities etc. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. A separate new building for the college is to be constructed.
2. Conduct of 80th Graduation Ceremony
3. Organisation of Health checkup camp by health and fitness club of our college for the wellness of staff and students.
4. Conduct of Educational Tour

5. Conduct of Science Exhibition to develop Scientific attitude away students.

NAAC