Yearly Status Report - 2018-2019

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mestoncollege.edu.in/wp-content/uploads/2020/08/MESTON-COLLEGE-OF-EDUCATION-AQAR-2017-2018.docx

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mestoncollege.edu.in/wp-content/uploads/2020/09/MESTON-COLLEGE-OF-EDUCATION-ACADEMIC-CALENDAR-2018-2019.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC

20-Feb-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC-24	27-Apr-2019 1	16
Regular Meeting of IQAC-23	25-Oct-2018 1	14
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8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
EDUCATION- Mr.Arnold Robinson	Travel grant	UGC	2017 1	65033
MESTON COLLEGE OF EDUCATION	AUTONOMOUS GRANT	UGC	2018 1	800000
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Two workshops on "Preparation of Question Bank" were organized from 13th to 16th November, 2018 and 09th, 10th May, 2019.

National Seminar was organised on Instructional Efficiency to prepare the post millenials for 2025 on 30th and 31st January, 2019.

Maintenance of Entry Register for usage of Journals by researchers in library.

All India Educational Tour to Delhi, Agra and Nainital from 4th to 12th January, 2019

Annual Citizenship Training Camp was organised from 13-11-2018 to 17-11-2019

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

Plan of Action	Achivements/Outcomes
Annual reports on various activities of the college will be submitted in May 2019.	REPORTS WERE SUBMITTED
A workshop on 'Preparation of Question Bank' will be organized on 10th May, 2019.	As per the observations of the UGC Autonomy Review Committee, a workshop on "Preparation of Question Bank" had been organized from 13th to 16th November, 2018 by the IQAC of our college, by inviting experienced teacher educators from all over Tamil Nadu.
A Research Colloquium will be organized.	COLLOQUIUM WAS ORGANISED on 30-10-2019
A Programme on "Effective teaching of Social Science" is to be organized by Extension Services Department.	INSERVICE PROGRAMMME WAS ORGANISED on 01-11-2018
Citizenship training camp from 13.11.2018 to 17.11.2018 is to be organized.	Annual Citizenship Training Camp was organized for the I year B.Ed. students from 13.11.2018 to 17.11.2018
To maintain entry register with regard to the usage of library journals by the staff and research scholars.	The entry register regarding the usage of Journals by our staff and Research Scholars is maintained in the Library.
New building of our college is to be constructed.	A new building for the college will be built with the financial assistance from RUSA
All India Educational Tour has been planned to Delhi, Agra and Nainital in January, 2019	Our second year B.Ed. students had their Annual All India Educational Tour to Delhi, Agra and Nainital from 04th to 12th January, 2019.
ICSSR sponsored National Seminar on the theme "Instructional efficiency to prepare the post millenials for 2025" is to be organized on 30th and 31st January, 2019.	National Seminar on the theme "Instructional Efficiency to prepare the Post Millennials for 2025" was organized on 30th and 31st January, 2019.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**10-Aug-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**05-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**A well coordinated Management Information system (MIS) is present in our all the necessary information related to students, Staff, Salary accounts, Official records, etc. The management has formulated the following committees: Admission committee, Finance Appointment, Advisory. If needed, the Management formulates subcommittees to enable the smooth functioning of the institution. All the activities of the college are presented before the Governing Board Meeting.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

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

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BEd	**PEC 21**	**Learner differences in cognitive aspects**	**02/11/2018**
BEd	**EPC 22**	**Information and Communication technology in education**	**02/11/2018**
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

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

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teaching Practice	68
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The college gathers feedback and communication from the stake holders on curriculum. Some of the sources of feedback are: Students: The students furnish feedback about curriculum, teaching and teacher educators through questionnaires at the end of each academic session. Informal discussions are also held from time to time to derive their response on the curriculum use. The Principal also interacts with the students to collect their opinion on the curriculum, the methods and extent of implementation. Alumni: The Alumni acts as a rich source of updating the curriculum. Our Faculty conducts informal interviews to elicit feedback about the relevance of the course content, coverage, etc. Interaction with them provides feedback on the relevance of the course content, methods of teaching and use of teaching aids based on the needs in the community. Employers: Employer's appraisal of the curriculum is obtained through formal (or) informal feedback on content relevance, teaching

competency, classroom management, students' participation, course duration, curricular and other activities. Community: Input from parents of the students and interaction with the neighborhood schools provide general feedback about the related curricular / co-curricular activities. Academic peers: The Academic Council meet provides an opportunity to elicit the feedback from the experts. Faculty members of the college interact with faculty members of other institutions to update on curricular developments. Feedback from peers is gathered during formal meeting of Principals / Head of the departments. Informal interaction of faculty members during workshop and other meetings are also utilized for the same purpose. Departmental meetings are organized once in a term for analyzing the feedback on curriculum. A good number of staff members are the part and parcel of Board of Studies conveying suggestions to be considered in the Board of Studies. Some faculty members of the college framed the syllabi of the newly introduced subjects at the parent university. Paper setters and examiners do highlight the areas of upgradation in the curriculum which are taken into account during curriculum revision. Parents: They too are active participants in almost all the activities of the college. A healthy interaction with the parents is facilitated and encouraged. The meetings of the parent teachers association held on 01-12-2018 provide suggestions on academic engagements. Other stake holders: Tamil Nadu Teachers Education University and National Council for Teacher Education are the other stake holders. Active interaction with them is achieved through submission of information / data asked, meeting on agenda like examination reforms, setting of question papers, student details, etc. Conferences and meetings are constantly organized and feedback is obtained.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MPhil	Education	16	2	2
MEd	Education	35	1	0
BEd	Education	100	125	89
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	89	2	14	4	4

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

12	12	1	8	8	1

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
159	14	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	11	0	3	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	Second Year	Fourth	21/05/2019	07/06/2019
BEd	First Year	Second	21/05/2019	07/06/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
No Data Entered/Not Applicable !!!		

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Second Semester	MPhil	Education	2	2	100
Second Year	BEd	Education	68	68	100
First Year	BEd	Education	89	81	91
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2.7 – Student Satisfaction Survey

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

N/A

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

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

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

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

No Data Entered/Not Applicable !!!	

3.3 – Innovation Ecosystem

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Education	**2**

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	**Education**	**5**	**5**
International	**Education**	**10**	**6**
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations

				mentioned in the publication	excluding self citation

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	1	1	2
Presented papers	2	13	0	0
Resource persons	0	2	2	9

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Social Service	Meston Educational Rehabilitation and Research Centre (MERRC)	1	157

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

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Student Leadership Programme	Best Mentor Award	Indian Development Foundation	6

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Resource Mobilisation for humanitarian causes	Indian Development Foundation (NGO)	Student Leadership Programme	1	40

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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Teaching Practice	13 schools	02/08/2018	23/11/2018	69

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

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

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

700000	334852

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Autolib Integrated Library Management Softeare Web based software	Partially	Web based	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	43	30	2	0	0	5	1	0	7
Added	0	0	0	0	0	0	0	0	1
Total	43	30	2	0	0	5	1	0	8

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

512 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1631500	1882000	845000	521764

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

Physical Science Lab : Our Physical Science laboratory is well stocked with sufficient chemicals and apparatus so that every student gets an opportunity to carry out the experiments individually. A well planned schedule of practical classes, one period per week, had been carried out. The aim of having separate time allotment for practical class is to provide ample time and adequate equipment for every student to get hands on learning experience, by performing various experiments on his own. Biological Science lab : Biology students were involved in the practical work and carried out the following work during practical hours. 1. Maintenance of department Aquarium, 2. Training in Operation of Smart Board, 3. Cleaning specimens and refilling Formaldehyde for proper preservation, 4. Laboratory Works: a) Microscope Usage b) Measuring Blood Pressure c) Specimens arrangements – Taxonomical Study d) Identification of cells from human saliva e) Onion Root tip – cell identification f) Slide identification, 5) Teaching Learning Materials of Laboratory such as Chart, Equipment, Models, Photographs, OHP Sheets, Dissection Kits, Microscopes, Specimens were utilized in demo lessons of teacher educators, Experts and trainee teachers, 6. Maintaining Department Notice Board. Psychology lab : In this academic year 2018-2019, psychological apparatus / tools have been procured to a tune of Rs. 40,900. Computer lab : Our computer lab is fully equipped with 30 latest version computers along with LAN facility and High Speed broad band facility for the benefit of our students. In computer centre, 12 periods per week, out of which 6 periods per week are allotted for language lab for promoting communication skills among students teachers and the remaining for promoting computer literacy. Mathematics lab : It is used to concretise the abstract principles of mathematics in the minds of the learners. Weekly once mathematics laboratory work was included in the regular time table. Activities referred in the current NCERT mathematics text book were also taken for discussion. Sports : The following expenses have been incurred for sports and games in the academic year 2018-2019. Sports equipments Rs.6,395/-, Indoor Stadium maintenance Rs.1,28,852/- sports day cups medals and certificate Rs.7,855/- All the laboratories are well maintained by the staff-in-charge, in the purview of the Principal. In the Computer cum Language Laboratory, the computers and their accessories are maintained through annual maintenance schemes. Stock registers of these laboratories are subjected to verification every year. Servicing the equipments, periodically by the staff concerned, for their unrelenting usage. As proper maintenance of infrastructure remains the prime concern of the management, our management allocates sufficient funds for the maintenance of laboratories, with the approval of the college Governing

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	BC, ADI DRAVIDAR TRIBAL WELFARE	70	725353
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentor System	01/08/2018	157	Meston College of Education
Remedial Coaching	01/08/2018	157	Meston College of Education
3) Bridge Course	01/08/2018	157	Meston College of Education
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof	Number of	Number of	Nameof	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
1. Anita Methodist Matriculation Higher Secondary school, Chennai-600 007 2. Zion Group of Ins titutions, Tambaram, Chennai-600 073 3. R.M.K. Residential School, Gumm idipoondi, C hennai-60120 6 4. SRM Nightingale Matriculatio n Higher Secondary school	68	44			25

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	M.Ed.	Education	Meston College of Education	M.Phil.

No file uploaded.

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the	National/	Number of	Number of	Student ID	Name of the

	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
No Data Entered/Not Applicable !!!					
	No file uploaded.					

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

Our College Fellowship was inaugurated on 27th September, 2018. The members of the management, The President, Major E.S.Daniel Gunanithi, I.A.S. (Retd.) and Secretary, Rev.Fr.Lourdusamy Susai SDB joined hands together to bless the leaders. The Oath was administered by Dr.G.Arivoli, Director, SCERT, Chennai-6 who delivered the Inaugural address as well. Mr.P.Suraj Kannan and Ms.S.Jenifer were elected as the General Secretary and Assistant General Secretary for this academic year. List enclose

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

No Data Entered/Not Applicable !!!

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Deliver Guest Lectures

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization of administrative system for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty is carried out successfully. The college practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Dean, Principal and faculty members at all levels. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas. The culture of participative management is promoted by the college by including Meston fraternity from all the departments involved in decision making at various levels. The college has a well laid down structure supported by qualified and competent teams. The administrative and academic responsibilities are decentralized to provide effective educational leadership for effective implementation monitoring of various policies, regulations guidelines at various levels. The head of the institution ensures that responsibilities are defined and communicated to the staff. The management is kept informed about various activities of the college by the Principal. The management and the head of the institution communicate the clearly defined responsibilities to the staff through the following means: • Before the commencement of every academic year, staff meeting is held for detailed planning and work distribution. • The college designs a work plan for the whole academic year and assigns specific duties to each member of the faculty and administrative staff. • Staff meetings

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

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Revising the curriculum with a focus on need based courses and current trends. ? Introduction of Inter disciplinary courses and Skill based courses. ? Introducing extension programmes with social relevance. ? Continuous Internal Assessment. ? Students' feedback and suggestions. ? Self appraisal by teachers. ?

		Availability of suggestion box. ? Important topics such as web-based education, e-learning, e-tutoring, SITE, video-conferencing are included. ? Weightage to information of emerging technologies in the syllabus. ? few innovative techniques like group discussion, powerpoint presentation, debate, quiz, web-based assignments by the students. ? Guest lectures during the academic year. ? Practical orientation in the syllabus to develop the student teachers' social intelligence. ? Hands-on training in the language laboratory. ? Preparation of a magazine by the English department.
Teaching and Learning		Teacher trainees are expected to submit the reports/records pertaining to teaching practice, school based and community based activities at the time of practical examination. student teachers are supposed to engage themselves in preparing the practical activities suggested at the end of each syllabus. The practicum component of the B.Ed. course makes each trainee to be intelligently alert and active in the teaching learning process. All our faculty members take extra efforts to realize the goals of the learning process through experiential and a joyful one. The following innovative student-centred teaching of both individual and group techniques are adapted: ? Computer Aided Instruction. ? Panel Discussion. ? Debate. ? Seminars / Peer teaching. ? School Visits. ? Collaborative learning. ? Mini-teaching. ? Observation sessions. ? Preparation of teaching aids. ? Concept mapping. ? NLP (Neuro-Linguistic Programming) techniques. ? Mind mapping. ? Self Regulated Learning. ? Team teaching. ? Learning – on location programmes. ? Practical oriented exposures.
Examination and Evaluation		Promotion of awareness of the evaluation processes is operative in the college. The process of the evaluation is made known fully to the students during the orientation programme. The faculty inform the students regarding the process of internal assessment, which is mentioned in the regulations of the courses kept in the library for reference. Students

are also informed about the process of evaluation of semester examination, projects and viva-voce throughout the period of study. The schedule for Internal tests and dates of submission of assignments are informed to the students well in advance. The allotment of equivalent division for the marks in the semester examination is made known to the students. A detailed time-table for internal tests and semester examinations is put up on the notice board. Semester Pattern: Being an autonomous college, semester pattern of examination/ evaluation is practised in our college. The evaluation process is one of the most important components in maintaining the authenticity of an autonomous curriculum. Therefore, utmost care is taken in the conduct of both formative / internal assessment and summative / semester examinations which are required for a student to complete the courses of study. External Examination: Off-campus question paper setting is adopted for all the semester examinations. External examiners have been asked to set question papers unit-wise to have justification of distribution of questions. Transparency of answer scripts, re-valuation and re-totalling mechanisms are introduced as a part of the evaluation reforms. Continuous Internal Assessment: Continuous Internal Assessment system is adopted as a part of the formative evaluation. In each subject of study and practicum, the students have been continually assessed under the internal assessment scheme to ensure immediate feedback and develop suitable mechanism for remedial measures as specified below. Every time at the end of each process of internal assessment, teachers provide suitable suggestions for further progress and improved performance in the successive process of internal assessment. Course Internal Marks Per Paper Percentage Mode of Assessment B.Ed. 30 33 Test 17 Assignment M.Ed. 17 Seminar M.Phil. 33 Practicals One-fourth (25) of total (100) marks of each theory subject has been earmarked for continuous internal assessment. The schedule of continuous assessment including the revision examination is stated in the academic calendar. The internal assessment

(theory) scheme is implemented with the adoption of Test 33 (10 out of 30), Seminar 17 (5 out of 30), assignment(s) 17 (5 out of 30) and Practicals 33 (10 out of 33) for the B.Ed., M.Ed. and M.Phil. courses in all subjects. As soon as the internal assessment in the form of tests, assignments, seminars, projects, etc. is done, the faculty members inform the students about their performance in the internal assessment and the overall internal assessment marks are scrutinized by the head of institution. The final internal assessment marks are displayed on the student's notice board before the commencement of term-end / semester examinations. Publication of Results: As soon as the term-end /semester examination is over, the term-end / semester examination results are published through the website www.mestoncollege.in exclusively created by the examination unit of the college. Dates of publication results were 31.01.2019 and 07.06.2019. Practical Examination: The internal evaluation of practical work is based on practical assignments, performance of school and community activities and evaluation of teaching practice including submission of reports, records Work book. The final reports / records / workbooks were made available to the board of supervising examiners whose decision on the marks to be awarded is final. The practical examinations for I year and II year B.Ed. students were conducted on 15th March, 2019. M.Phil. Viva-Voce Examination: M.Phil. students were allotted 50 marks for viva-voce by the external examiners which was conducted on 15th April, 2019. Double valuation system is followed for PG courses. Instant supplementary examinations were conducted for the students who fail in the respective subjects in order to complete the programme within the scheduled duration. The answer scripts of the Internal papers of the students were valued by the concerned teacher educators. Based on the outcome of the formative evaluation, low achievers were identified for whom special care and attention were given by the faculty through remedial coaching and peer group tutoring. High achievers were

	encouraged for higher order of creativity, originality and innovative trends in the learning process. Average learners were also motivated further to improve their performance to a greater height. The reflective suggestions of internal examiners and the constructive criticism provided by the external examiners pave a way for due weightage in the curriculum transaction in the form of revision of teaching strategies, innovative trends and practices in evaluation procedure inclusive of recent developments in the field of education.
Research and Development	The total number of Ph.D. guides in our college for the academic year 2018-2019 is 02. Two Ph.D. scholars have been awarded the Doctorate degree in Education under the guidance of Dr. K. Saraladevi, Associate Professor of Physical Science, of our college Dr. S. Mani, Professor Head, Department of Educational Planning and Administration, Tamil Nadu Teachers Education University, Chennai-97.
Library, ICT and Physical Infrastructure / Instrumentation	The library functions under the supervision of a qualified and well-experienced librarian. All functions in the library such as Acquisition, Circulation, Reference and Maintenance are carried out by the librarian. The library of our college has adequate holdings in terms of Books, Journals and other learning materials. Facilities for technology aided learning enable students to acquire information, knowledge and skills for their career. The library extends its services to about 130 users comprising teacher trainees, research scholars, teaching and non-teaching faculty of this college. It fulfils not only the academic needs, but also the overall needs of the students and faculty. The open access system is followed where users of the library have the liberty to enter into the stack area and search for the required books and necessary references. The college library has both general reference books and specific reference books. The library maintains a good reference collection. It includes valuable reference sources like Encyclopaedia, Multi-lingual Dictionaries, Thesaurus, Yearbooks, Theses, etc. Bound Volumes of Journals

and Yearbooks are arranged in the reference section. Current volumes of periodicals are displayed in the periodical rack and its back volumes are kept stocked in the cupboards for reference. There is a property counter outside the library to keep the personal belongings of the students. Only five books to each B.Ed., M.Ed., M.Phil. and Ph.D. students are issued. Each book is issued for 14 days. Books in reference section and journals are issued for overnight use. The previous years' question papers of the B.Ed., M.Ed. and M.Phil. courses are kept for reference. Regulations and syllabi of the above mentioned courses are available in this section. Our College library is further equipped with 632 new books and 26 Journals to a tune of Rs.3, 10, 795. Two departmental libraries namely Mathematics and Biological Science have been established with 44 books in the budget of Rs. 10,817. ? ICT A well-equipped computer cum language laboratory with all the necessary hardware and software equipments, functions on all working days from 9 a.m. to 5 p.m. Six periods per week are allotted for giving hands-on training to make our students computer literates. The computer laboratory also serves as a digitized language laboratory. Six periods per week are allotted for language laboratory which helps our students to improve their proficiency in speaking the International language 'English'. ? Hardware and Software: Our college computer laboratory has 3013(other departments) computers with all the accessories, speakers, headsets, high capacity UPS with battery bank of 20 batteries, 4 printers and software such as JAWS for visually challenged students. 'Tell Me More English' software in each system fulfills the purpose of learning and improving the English language. DIGITALLY software is installed in all smart boards. ? Internet Connectivity: Unlimited broadband Internet facility is available for the students to collect the necessary information for their studies, to send e-mail, to read various articles, etc. It is also beneficial for the staff to collect more information for teaching and

research. ? Audio-visual aids: A smart 3D Television, LCD Television, Over Head Projectors, LCD/DLP projectors, smart boards and professional video cameras with projector play a massive role for the enhancement of the teaching-learning process. The students and the faculty use projectors to present their subject content for every presentation. Television and video cameras are used by the staff and students, during the microteaching sessions to get constructive feedback which zeroes in on perfect self evaluation. ? Physical Infrastructure / Instrumentation: The college has Computer cum Language Laboratory, Educational Technology Laboratory, Psychology Laboratory, Physical Science and Biological Science Laboratories which are utilized by the students to the maximum, the details of which are given below: a) Computer laboratory is utilized by both faculty and students in the form of getting learning material from various sources through net facility, preparation of power point presentation, construction of achievement tests and other profiles related to evaluation, The research scholars also use the computer laboratory to get relevant related literature and theoretical framework of their investigation, to prepare research tools, to apply statistical analysis of the data collected and to prepare the dissertation of their research work. b) Language laboratory is used for 6 periods per week to improve the English speaking skills among the student teachers in batches. c) The purpose of Educational Technology laboratory is to train, prepare and use audio-visual equipments by the students in the teaching learning process for an effective outcome. d) Psychology laboratory extends its facility to the student teachers to acquire knowledge about administration of psychological tools in the classroom. The teacher educators demonstrate minimum six psychological experiments, keeping the teacher trainees as subjects, explaining the theoretical background and inference of each experiment. Research scholars also get an opportunity to go through different types of Standardized

	Research tools (Questionnaires, Inventories, Assessment Scales) and utilize the same in their research study. e) Mathematics laboratory, Physical Science laboratory and Biological Science laboratory are appropriately utilized by the students. One period per week is allotted for carrying out practical work in these laboratories. ? The institution has two spacious, highly ventilated multipurpose halls attached with smart board facilities. The main hall is well utilized for morning assembly, guest lectures, state level / national seminars and inter / intra-collegiate programmes. The seminar hall is highly beneficial for viva-voce examination for the research scholars. ? SUPW demonstrations were conducted in the seminar hall. ? Students who have exceptional talents in playing musical instruments are given voluminous opportunities to play in the assembly. Our college choir plays an active role in all the functions and celebrations. ? Our college uses the vehicle owned by our management, in need. ? The open air stage is used for various programmes like College Day, Graduation Day or any sort of cultural and educational related activities. ? To develop the spirituality among student teachers, a chapel is situated for a quiet meditation for all the people, irrespective of caste, creed and gender.
Human Resource Management	? Human Resource Management Meston College of Education functions under the management of Meston Education and Development Association (MEDA) comprising, The President, Vice-President, Secretary, Academic Dean and Treasurer. The Management members monitor everyday activities of the college in the administration, teaching learning process and the evaluation on a regular basis. The human resource i.e., the teachers and the teaching faculty are encouraged and managed in the following ways. ? Guest lectures (Awareness programmes) by our staff. ? Deputation of teaching staff to other colleges (Conference, Workshop). ? Acting as experts in various NCTE visits, University practicals, Board of Studies, Academic Council, Examinations etc. ? Encouraging Training programmes

	for our staff. ? Conduct of Regular staff meetings. ? Organisation of Committee meetings during college programmes. ? Guiding Ph.D. scholars. ? Provision for separate laptops for preparation of class works. ? Motivating staff to serve as Ph.D. guides. ? Teachers' day gift. ? Family – Excursion. ? Get together (Christmas). ? Provision to enrich their professional careers. ? Books / Lab materials / Regular updating. ? Infrastructure facilities – improvement. ? Salary hike and incentives for management staff. ? Faculty and Staff recruitment The total member of teaching faculty on roll during the Academic year 2018 – 2019 is 14 Permanent Staff : 11 (Including Principal) Management Staff : 03 The recruitment of staff is done by advertising in leading newspapers. Once the applications are scrutinised, an Interview is conducted and selection is processed.
Industry Interaction / Collaboration	? Industry Interaction / Collaboration Collaboration is done mainly with the teaching practice schools. Campus Interviews are conducted and thus collaboration with the schools in need of teachers are invited. ? Our staff share their expertise as chair persons in the research sessions / resource persons in the conferences / workshops organized by various educational agencies such as National Testing Services, Central Institute of Indian Languages, Mysore, Tamilaga Institute of Educational Research and Advancement, etc. and various renowned universities and colleges of education in the country. ? Our faculty serves as members in various committees like NCTE spot assessment team, university inspection committee, board of studies, academic council, IQAC, governing body and editorial board of research journals of various educational institutions of learning. They have served in the preparation of question banks, curriculum revision, paper setting and also acted as evaluators of autonomous colleges and universities. ? Bharathiar University study centre had been successfully functioning in our college for the last 5 years respectively in conducting B.Ed. distant mode programmes for the benefit

	of teachers working in the state.
Admission of Students	? Admission of Students Admission for the academic year 2018-2019 was done as follows: 50 of admission is done by the management and 50 percent by the single window system, based on admission guidelines prepared by the Government of Tamil Nadu.

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

E-governace area	Details
Planning and Development	? Planning and Development 1. Attendance software has been in use for monitoring students' attendance. After every class hour the concerned course teacher will be marking the absentees in the software system. 2. The Class teacher marks leave, OD and also the continuous internal assessment marks in the software system. 3. It helps the class teacher to keep track of his/her batch of students' attendance, CIA performance etc. 4. Proper counseling is given for poor performers.
Administration	? Administration 1. Preparation of monthly salary statement for teaching and Non-teaching staff has been done using software system. 2. Helping the students to apply for various scholarships under different schemes. 3. Preparation of Semester Planner which includes all activities such as invited talks, seminars, conferences etc.
Finance and Accounts	? Finance and Accounts The administrative office maintains the Books of Accounts properly which helps in auditing procedure. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for.
Student Admission and Support	? Student Admission and Support The software is also used for student support like issuing Transfer Certificate, Bonafide certificates, Admission Forms, Issue of ID Cards, Library cards 10 classrooms are equipped with smart TV. New BSNL connection to facilitate faster LAN communication for the students.
Examination	? Examination In the office of the controller of Examinations, MS Excel is used in the preparation of individual

mark sheets, for the entry of marks by all staff members for each paper. The date of submission of each and every activity is predetermined in our college hand book for the Theory and Practical – internal marks, well in advance. In the main excel sheet, the marks sent from different staff are fed as soon as we receive. At the time of practical examination, the external examiners, the separate sheets for their valuation is also prepared using the computer. At the time of semester examination also, the marks given by the external examiners, for different papers is fed in the computer. In the preparation of final mark statement also, computer is used, by taking the already fed marks for the practical theory examination, which is there in the computer memory. In the publication of results also, the computer is used to upload the marks for online publishing.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mr. D.Arnold Robinson	Participated – "Training of Teachers (ToT) for Student Induction Programme (SIP)" Organized by University Grants Commission, South Eastern Region Office.	Meston College of Education – Curricular Activities A/c	7450
2019	Mrs.J.Beulah Kiruba	presented a paper on the to pic"Expediting Exploratory Approaches in Teaching and Learning" during the National Conference on "Applied Education and	Meston College of Education – Curricular Activities A/c	750

2019	Dr.P.Eugene Michael	attended a workshop on "Production, Adoption Promotion of MOOC'S on SWAYAM" organised by UGC, SERO, Hyderabad at DDE Auditorium, Maulana Azad National Urdu University, Hyderabad.	Meston College of Education – Curricular Activities A/c	14126
2019	Mrs. G.Jemima and Dr.(Mrs.) A. Jeyantha Mary	START 9th International Symposium on "Education, Change and Development" at The Schram Academy.	Meston College of Education – Curricular Activities A/c	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
[View File]()						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	24/05/2018	20/06/2018	28
Refresher	1	01/03/2019	21/03/2019	21

course in Teacher Education				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Staff members are encouraged to participate in the annual Education tour along with their families. 2. Teacher's day gift to the staff is given 3. Coffee Tea are provided to the staff. 4. Teachers who produce their first Ph.D., are given a laptop by the management. Fourteen of our Staff took part in the trip to Hyderabad, arranged by our Management from 17th September to 21st September, 2018.	1. Refreshment by the management are provided. 2. Teachers' Day gift is given	Meston is vitally engaged with its community and above all dedicated to student success. ? Meston believes in imparting quality education to the under privileged sections of the society. Seventy students applied for Tamil Nadu Government Scholarships in this academic year. ? Bus pass and Train pass facilities were also made available. ? The Placement Cell of our College remains a boon to the Final Year Students who go out with a job in their hands after their graduation. The excellent academic records of our students do not end with the results. They get translated into fruitful career in several reputed schools. On-Campus recruiting centre of our College organized Campus Interviews. The following are some of the noteworthy schools, that visited our College this year: 1. Anita Methodist Matriculation Higher Secondary school, Vepery, Chennai-600 007 on 18th March, 2019. 2. Zion Group of Institutions, Tambaram, Chennai-600 073 on 19th March, 2019. 3. R.M.K. Residential School, Gummidipoondi, Chennai-601206 on 20th

March, 2019. 4. SRM Nightingale Matriculation Higher Secondary school, West Mambalam, Chennai-33 on 21st March, 2019. 5. Sushil Hari International Residential School, Kelambakkam, Chennai-60103 on 22nd March, 2019. 6. Selvam Matriculation Higher Secondary school, Arakkonam-631003 on 1st April, 2019. 7. Doveton Boys' Higher Secondary School, Vepery, Chennai-600007 on 2nd April, 2019. 8. B.V.M. Global Group of Schools, Chennai on 05th April, 2019. 9. Dhrona Placement organization, Chennai on 08th April, 2019. ? Grievances Redressal Cell, Anti-Ragging Committee and Anti-Ragging Squad have been functioning in our College. ? Boys and Girls are given separate hostel accommodation within the campus in order to promote social skills and community life. Students from different states, districts, culture and religions are flocked together as one Meston family. Daily prayer from 7.00 p.m. to 7.40 p.m. enriches the student's spirituality and moral value system in their behaviour. Celebrating the Birthdays of our students and Talents Day are the happiest moments of hostel life. Special talks and debates are conducted by hostel inmates. TET coaching for B.Ed. students

6.4 – Financial Management and Resource Mobilization

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

Meston college of Education regularly conducts internal and external finnancial audits. It has a full-time Treasurer and Accounts manager since inception to

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

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

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

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Up to 2013-2014 (Accountant General)	Yes	2017-2018 (Regional Joint Director of Collegiate Education
Administrative	Yes	Up to 2013-2014 (Accountant General)	Yes	2017-2018 (Regional Joint Director of Collegiate Education

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

• The college convenes the PTA general body meeting regularly, gathers feedback and tries to implement the suggestions given by them. • PTA supports the salary grant of the management teaching staff. • Frequent meetings conduction with stakeholders and inviting suggestions on various panoramic views of the college. • Interacting with Principal and faculty frequently. • Delivering

guest lectures to keep abreast with the latest and the best innovative practices in Education. • Providing financial assistance for the developmental programmes. • Giving critical feedback on the curriculum, delivery of instructions and evaluation procedures which is used for curriculum revision. • Inviting our faculty to serve as resource persons/juries/guests for their institution. • Extending support for the grant of permission of schools for block teaching. • Furnishing information about job opportunities in their schools. • Representing Autonomous Committees like Board of Studies.

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

Computer training

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

. Submission of Data for AISHE portal : (Yes)

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"Women: The Beacon of Light"	08/03/2019	08/03/2019	25	7

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

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

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
CHRISTMAS	**25/12/2019**	**workshop on 'Integrating constitutional Duties (values) in the Academics' in collaboration with Tamil Nadu Teachers Education University, Chennai-97 Thayullam Foundation, Chennai-34 on 18th August, 2018**

7.1.6 – Activities conducted for promotion of universal Values and Ethics

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Conducting bridge course for English and communicative English classes for students coming from village background. 2. Enriching students' experiential skills by organizing all India Educational Tour. 3. Organizing mentor system for the benefit of students' community. 4. Practical orientation in the syllabus develops the student teachers' social intelligence. 5. Hands-on training in the language laboratory is provided. 6. Module preparation by staff 7. Mentor mentee system

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

7.3 – Institutional Distinctiveness

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

Title of the practice: 'Learn through travel' is the strategy adopted for

student support and progression. The context that required the initiation of the practice: In order to make learning more meaningful, various innovative strategies are implemented in our college, one such initiative is learning through travel which is considered to be an educationally rewarding trip. Objectives of the practice: • To enrich the skill of organizing an educational tour. • To observe various practices of region, culture, languages through travel. • To acquire knowledge about the functioning of educational institutions in other states of India. • To develop socialization behaviour among teacher trainees. The practice: Our college organizes learning-on location programme since 2000. Our second-year students of B.Ed. programme participated in the All India Tour to Delhi, Agra and Nainital from 4th January to 12th January, 2019. Educational tour gave them the opportunities to visit prestigious places that helped them to visualize what they have learnt in their classroom. Every student acquired more knowledge through actual exposure to the different places of visit. The places of visit were Taj mahal, Agra Fort, Cave Garden, Snow view point, Suicide Point, High attitude Zoo, Red fort, Birla Mandir, Qutab Minar, Lotus Temple, Teen Murthi Bhavan, Indra Gandhi Museum, Birla House, India Gate and SOS Kaul College of Education, Nainital. Various committees are formed to run this strategy in an effective manner. Students Security System during travel helps a lot in the safety of the students. Obstacles faced, if any and strategies adopted to overcome them: As the food habit in other states is different, a separate cooking team accompanies the tour members. The impact of the practice: The student teachers understand the basic unity underlying the diversities in the Indian culture. Co-operation and adjustment nature is being developed among teacher trainees. Our student teachers acquire knowledge about places of historical importance, ecological centres, normal and special schools and arts/cultural places of importance. Resources required: Permission from parents, Support of the families of the faculty and Co-operation of the students during the tour are very much solicited. Citizenship Training Camp To execute the fundamental requirements of the curriculum, Citizenship Training Camp was held from 13th to 17th November, 2018. Dr.T.Sekar, Headmaster, Government Higher Secondary School, MMDA Colony, Arumbakkam, Chennai-106, delivered the inaugural address. In the first session, Mr.A.D.Solomonraj, Founder and Director, Shelter Trust (Home for HIV/AIDS positive children), Vichoor, Chennai-52, delivered a lecture on 'Health Awareness: HIV'. In the second session, Dr.K.Chitra, Indian Acupuncturist, Vandalur, Chennai-600 048, delivered a lecture on 'czNt kUeJ'. In the third session, Mr.T.Baskar, Soft skill Trainer, Indira Consultant, Chennai-19, delivered a lecture on 'Joyful Teaching'. In the fourth session, Ms.Olga B. Aaron, Consultant, UN Women, Founder, BRAVOH Movement, Chennai, shared her expertise on 'Rights of Trans-people from the perception of Human Rights'. In session five, a team of people, from Fire and Rescue Services Department, Government of Tamil Nadu, Chennai-10 gave an enthralling demonstration on 'Fire Safety'. In session six, Mr.Surya Narayanan, St.John's Ambulance, Indian Red Cross Society, Egmore, Chennai-94 brought out the curiosity of students by presenting a demonstration on 'First Aid'. Mr.Jothi Arumugan, Yoga and Life Skill Trainer, Mind Zone, Chennai, gave a spectacular show on 'Yoga'. In session seven, Dr.A.Sylvia Daisy, Assistant Professor, School of Social Work, Madras Chrsitian College, Tambaram, Chennai-59 delivered an enticing lecture on 'Pre-marital Counselling'. In session eight Dr.R.Asir Julius, Assistant Professor, State Council of Education Research and Training (SCERT), DPI Campus, Chennai-6 gave an informative speech on 'Inclusion of ICT in present textbooks'. In between, the students had fun and frolic, by participating in culturals and community work. Our beloved Principal, Dr.S.Devasahayam Selvakumar served as the Guest of Honor at the evening Camp Fire. Dr.(Mrs.)M.S.Thillainayaki, Principal in-charge, Lady Willington Institute of Advanced Study in Education, Triplicane, Chennai-5 delivered the valedictory address.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Plan of Action The following plan of action has been proposed 1. ICSSR sponsored National Seminar on the theme "Instructional efficiency to prepare the post millenials for 2025" is to be organized on 30th and 31st January, 2019. 2. All India Educational Tour has been planned to Delhi, Agra and Nainital in January, 2019 3. New building of our college is to be constructed. 4. Test week – 2 is scheduled from 31st October, 2018 onwards. 5. Citizenship training camp from 13.11.2018 to 17.11.2018 is to be organized. 6. A Programme on "Effective teaching of Social Science" is to be organized by Extension Services Department. 7. A Research Colloquium will be organized. 8. A workshop on 'Preparation of Question Bank' will be organized on 10th May, 2019. 9. Annual reports on various activities of the college will be submitted in May 2019. 10. Stock checking will be completed before vacation starts. 11. A new building for the college will be built with the financial assistance from RUSA