

**Internal Quality Assurance Cell (IQAC)
and
Submission of Annual Quality Assurance Report (AQAR)**

For the Period 01st July 2017 to 30th June 2018

Submitted to
National Assessment and Accreditation Council (NAAC)

By



Meston College of Education

Chennai – 600 014.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

MESTON COLLEGE OF ECATION

1.2 Address Line 1

No. 10/33, Westcott Road

Address Line 2

Royapettah

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 014.

Institution e-mail address

mestoncollegeofeducation@gmail.com

Contact Nos.

044 – 284 19 284

Name of the Head of the Institution:

Dr. S. DEVASAHAYAM SELVAKUMAR

Tel. No. with STD Code:

044 – 284 19 284

Mobile:

94448 79904

Dr. (Mrs.) C. SHERINE VINOCA SNEHALATHA

Name of the IQAC Co-ordinator:

Mobile:

94451 84235

IQAC e-mail address:

mestoncollegeofeducation@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOTE10108

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/05/RAR/139 Date:03.03.2015

1.5 Website address:

Mestoncollege.edu.in

Web-link of the AQAR:

<http://www.mestoncollege.edu.in/AQAR201718DOC>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	21.05.2001	5 Years
2	2 nd Cycle	B	2.87	29.01.2009	5 Years
3	3 rd Cycle	A	3.02	03.03.2015	5 Years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

20.02.2004

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR - 2015 - 2016 - 30.10.2017

ii. AQAR - 2016 - 2017 - 22.11.2017

1.10 Institutional Status

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University	State	Central	Deemed	Private
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Affiliated College	Yes	No		
Constituent College	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous college of UGC	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type of Institution	Co-education	Men	Women	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Urban	Rural	Tribal	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Status	Grant-in-aid	UGC 2(f)	UGC 12B	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Grant-in-aid + Self Financing	Totally Self-financing		
	<input type="checkbox"/>	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input checked="" type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		<input type="checkbox"/>
Others (Specify)	<input type="text" value="-"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

Tamil Nadu Teachers Education University
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1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input checked="" type="checkbox"/>
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University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	Yes	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	11		
2.2 No. of Administrative/Technical staff	1		
2.3 No. of students	-		
2.4 No. of Management representatives	5		
2.5 No. of Alumni	-		
2.6 No. of any other stakeholder and community representatives	2		
2.7 No. of Employers/ Industrialists	-		
2.8 No. of other External Experts	-		
2.9 Total No. of members	19		
2.10 No. of IQAC meetings held	3		
2.11 No. of meetings with various stakeholders:	No.	Faculty	11
	1	0	7
Non-Teaching Staff	Students	Alumni	Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

National Seminar:

1. "EDUCATIONAL NEUROSCIENCE – A QUANTUM LEAP TOWARDS RESHAPING GLOBAL KNOWLEDGE AND SKILLS",

Workshop:

1. "Woman: A Fortune Creator"
2. "Art of Painting"

2.14 Significant Activities and contributions made by IQAC

- ✦ Lecture on 'Prevention and Control of Dengue'
- ✦ Guest Lecture 'Awareness on Conservation of Petroleum Products'
- ✦ Subject Association Meetings.
- ✦ Add on courses.
- ✦ Our students visited the St. Louis Institute for the Deaf and the Blind, The Schram Academy, Maduravoyal, SFS Foundation (International School), Electronic City, Bangalore.
- ✦ Nature Club Members visited Arignar Anna Zoological Park.
- ✦ Fine Arts Members visited Dakshinachitra Museum.
- ✦ Electronic Club Members visited Rane Brake Lining Limited.
- ✦ Literary Club Members visited Anna Centenary Library.
- ✦ Our second year students of B.Ed. and M.Ed. programmes departed for their All India Educational Tour to Mysore and Bangalore from 19th to 23rd February, 2018.
- ✦ Republic Day celebrated.
- ✦ 80th Annual Sports Meet was conducted
- ✦ Chennai District Level Sports and Cultural Meet – 2018.
- ✦ Our 80th College Day was celebrated.
- ✦ Placement of our last year students.
- ✦ The National Voters' Day was observed.
- ✦ Extension Services Department of our college organized a seminar on 'Techniques of Teaching English Grammar'
- ✦ MOU had entered between our College and Smt. Addepalli Mahalakshmi Devi College of Education for women, Rajamundry, Andhra Pradesh - 533103 on 19th February, 2018 in order to improve the quality of instruction in the form of teachers' as well as students' exchange programmes which will be in effect from the next academic year.
- ✦ Mock Viva-Voce was conducted for M.Ed. second year students.

- ⤴ Our research scholars have been awarded with Ph.D. degree on 05.02.2018 and 09.02.2018 respectively.
- ⤴ Our College Celebrated Christmas Function.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action

- a) Water leakage due to rain in the college building has to be given proper attention.
- b) Maintenance of roof in the college varandha has to be carried out.
- c) More library books for the preparation of competitive examinations like UPSC, TNPSC, TET, SLET etc are to be procured.
- d) A electrician (Part-time) and a marker for the sports auditorium are to be appointed.
- e) Revision of regulations and curricula for B.Ed. and M.Ed. courses are to be undertaken.
- f) An UGC sponsored National Seminar on the broad area "Educational Neuroscience" is to be conducted.
- g) Inter-collegiate cultural programme is to be organized on the eve of Women's day.
- h) Annual Education Tour for the second year students to Bangalore and Mysore has to be carried out.
- i) Christmas celebration is to be held during the third week of December, 2017.
- j) Preparation of necessary documents by the staff to be placed during the visit by UGC inspection panel for the extension of autonomy from the academic year 2018-2019 for a further period of six years is to be carried out.
- k) Distribution of brochure of our College to the nearby Arts and Science Colleges in Chennai city, towards the admission of students in our college for the academic year 2018-2019 is to be undertaken.
- l) Sports day and College day are to be organized in April, 2018.
- m) Books on General Knowledge, Gender Studies, Biographies of poets and Mathematicians and books on Knowledge and Curriculum are to be added in the library. Braille books / Educational audio devices are to be purchased for the use of visually challenged students. More Tamil Medium books are also to be procured.

- n) M.Ed. Viva-Voce examination, Revision examinations and semester examinations are to be conducted in April / May 2018.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- a) Pest Control in the office of the Controller of Examinations and the Computer lab had been carried out successfully.
- b) The electrification of the Indoor Sports Auditorium was completed to a tune of 14.5 lakhs.
- c) Water leakage in the College building was repaired.
- d) Maintenance of the roof in the College verandha was carried out.
- e) Books for various competitive examinations were purchased.
- f) Revision of regulations and curriculum for B.Ed. and M.Ed. courses have been carried out by the staff, which were approved by autonomous bodies.
- g. Our College organized a two day UGC sponsored National Seminar on 30th and 31st January, 2018 on "Educational Neuro Science – A Quantum Leap Towards Reshaping Global Knowledge and Skills". The Inaugural address was delivered by Thiru. T. Anbalagan, I.A.S. Director of Archives and Historical Research and Member Secretary (FAC), Tamil Nadu State Council for Higher Education (TANSCH), Government of Tamil Nadu, Chennai. The technical sessions were handled by Dr. Manju Gupta, Associate Professor, Department of Education, Meerut College, Meerut on the sub theme 'Neuro Scientific bases on Cognition and Meta Cognition in Learning', Dr. K. Chellamani, Associate Professor, School of Education, Pondicherry University, Pondicherry on the sub theme 'Designing Brain Compatible Learning Environment', Mr. S. Yogesh Kanna, CSIR, Senior Research Fellow, Department of Anatomy, PG Institute of Basic Medical Science, University of Madras, Chennai on the sub theme 'Brain – Based Constructive Learning Approaches in Teaching', Dr. Ranjana Ruhela, Principal, SOS, J.N. Kaul Institute of Education, Nainital on the sub theme 'Integration of Neuropsychology in Educational Planning' and Prof. D. Kumaran, Former Head, Department of Education, University of Madras, Chennai and Dean, School of Education, Vel's University, Chennai on the sub

theme 'The Role of Neuropsychology in Learning Disability'. The Valedictory address was delivered by Dr. S. Kishore, Regional Director, Chennai Region, IGNOU, Chennai.

- h. The Women's Cell of Meston College of Education organized a State Level Workshop on the theme "Woman: A Fortune Creator" on 8th March, 2018. Ms. S. Vandhana, Consultant Clinical Psychologist, Chennai delivered the Inaugural address and handled a session on "Women's health and fitness". Various events like Bridal Makeup, Flower arrangement, Fancy dress using News Paper, Cooking without Fire and Solo Dance were conducted. The Chief Guest, Mrs. Vijila Sathyananth, Member of Parliament of Rajya Sabha delivered the Valedictory Address and spoke on the topic "Women Empowerment".
- i. Annual Educational Tour for the second year students to Bangalore and Mysore had been carried out successfully.
- j. Christmas celebration was held on 23rd December, 2017.
- k. The details of the conference attended by the teaching faculty of our college has been placed in the college library for future reference, as per the instruction of the President, MEDA.
- l. **Dr. C. Rajamanickam, Ph.D.**, Vector Borne Disease Consultant, Public Health and Preventive Medicine, Teynampet, Chennai – 600 018 delivered a lecture on '**Prevention and Control of Dengue**' on 1st March, 2018. Our College organized a guest lecture on the topic '**Awareness on Conservation of Petroleum Products**' by **Prof. B. Ravichandran**, External Faculty – (PCRA) Petroleum Conservation Research Association, Ministry of Petroleum & Natural Gas, Government of India, Southern Region, Chennai on 2nd March, 2018.
- m. **Republic Day was celebrated** with great involvement and enthusiasm by our students and staff on 26-01-2018. **80th Annual Sports Meet** was declared open by Shri. Md. Shakeel Akhter, I.P.S., Additional Director General of Police, Chennai on 3rd April, 2018. **Chennai District Level Sports and Cultural Meet – 2018**. Our College hosted the Chennai District Level Sports and Cultural Meet, organised by Tamil Nadu Teachers Education University, in our College Campus on 30th and 31st January, 2018. Our President Major E. S. Daniel Gunanithi I.A.S. (Retd.) declared the Chennai District Level Sports and Cultural Meet open. **Our 80th College Day was celebrated** on 10th April, 2018. Dr. (Mrs.) S. Nirmala Devi, Joint Director (P&D), Department of Higher Education, Government of Tamil Nadu, Chennai - 600 006 served as the guest of the day.
- n. **The National Voters' Day Pledge** had been administered in our College on 25th January, 2018 which inspired our students, a sense of citizenship, pride and participation in the election process.

* *Attach the Academic Calendar of the year as Annexure.*

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	✓	-	-	-
PG	✓	-	-	-
UG	✓	-	-	-
PG Diploma		-	-	-
Advanced Diploma		-	-	-
Diploma		-	-	-
Certificate		-	-	-
Others		-	-	-
Total	3	-	-	-
Interdisciplinary				

Innovative				
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- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes	
Semester	4	
Trimester		-
Annual		-

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	7	2	0	1

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	1	2	0	0	0	1	0	10	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	7	0
Seminars/ Presented papers	7	7	0
Resource Persons	0	0	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

(i) **Spectrum of teacher preparation experiences**

To acquaint the new teacher trainees with the ethos of the college, orientation sessions like curriculum and goal setting, college regulations, extra-curricular activities, club events, community service initiatives, etc. made the induction program, an ideal introductory session, during the fresher's week.

In our efforts towards academic excellence and growth, we have initiated action to bridge the gap between the institution and industry. We assess the students' strength and weakness in academics and aptitude and address their needs through Bridge course, add on course, etc. To enrich the students with good communication and English Language Proficiency, Bridge Course was conducted during the first week of September 2016. Special classes on Communicative English classes were organised by the senior faculty of our college.

Reflective Learning Through Mini Teaching

In order to mould the students to be competent in teaching, video-graphed micro teaching sessions, observation, demonstration and lesson plan classes were organized. An orientation on Micro Teaching was given by Dr. P. Eugene Michael The Mini-Teaching skill practice sessions were video graphed and replayed in the afternoons of 28th August to 08th September, 2017 to improve individual teaching skills.

Mock Viva-Voce was conducted for M.Ed. second year students on **26-03-2018** to know in advance exactly what the examiners will ask and it's a rehearsal of the questions examiners will ask. It is an opportunity to become comfortable fielding questions, under pressure that are designed to test their knowledge.

Self-development Orientation Programmes

To bestow our student teachers with the 'just-in-time' information towards teaching profession, the following self-development programmes have been arranged:

- Our College organized a guest lecture on the topic **"How to be an effective teacher"** by **Mr. J. Yohan**, Member, IQAC of our College on 25th November, 2017.
- **Prof. Ashtosh Biswal**, Professor, Department of Education, The Maharaja Sayajirao University of Baroda, Gujarat – 390002 delivered a lecture on 08th December, 2017 on the topic **"Development of Thinking"**.
- The Women's Cell of our college organized a programme on the topic **"bgz;fs; md;Wk; nd;Wk;"**, by **Dr. (Mrs.) Lilly Thiyanamani Stuart**, Former Principal, Nazareth College of Education, Avadi, Chennai – 62 on 24th November, 2017.

- Our College organized a one day workshop on “**Art of Painting**” by **Dr. Selvaraj**, Former Prof & Head, Department of Botany, Madras Christian College, Chennai-59 on 12th February, 2018.
- **Dr. C. Rajamanickam, Ph.D.**, Vector Borne Disease Consultant, Public Health and Preventive Medicine, Teynampet, Chennai – 600 018 delivered a lecture on ‘**Prevention and Control of Dengue**’ on 1st March, 2018.
- Our College organized a guest lecture on the topic ‘**Awareness on Conservation of Petroleum Products**’ by **Prof. B. Ravichandran**, External Faculty – PCRA- Petroleum Conservation Research Association, Ministry of Petroleum & Natural Gas, Government of India, Southern Region, Chennai on 2nd March, 2018.

2.7 Total No. of actual teaching days during this academic year

190 days,
1230 Hours

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double valuation
for PG Courses

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-

-

10

2.10 Average percentage of attendance of students

85 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed. (I Year)	71	23.95	76.05	-	-	100%
B.Ed. (II Year)	22	77.27%	18.18%	4.55 %	-	100%
M.Ed. (II Year)	3	66.67	33.33	-	-	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	05	-	-
Technical Staff	1	01 (Film Operator)	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encourages teaching faculty to guide M.Ed., M.Phil. and Ph.D. research scholars and part of the promotion of Research climate in the institute.

Dr. (Mrs.) K. Saraladevi, Associate Professor in Physical Science and **Mr. D. Arnold Robinson**, Assistant Professor of Biological Science presented papers in STAR 2017, held at Hong Kong from 05th to 07th July, 2017 on the topic 'CBT on Anterior and Posterior Regions of the Brain among Test Anxious Students' and 'Attribution Styles and Psychological well Being among Higher Secondary Students' respectively.

The Research Awardees in our college

S. No.	Name of the Student	Name of the Guide	Month & Year
1	Mrs. K. Geetha	Dr. S. Devasahayam Selvakumar , Principal, Meston College of Education, Chennai – 14.	14.07.2017
2	Mr. G. Parthiban	Dr. (Mrs.) Doreen Gnanam Associate Professor of EMH, Meston College of Education, Chennai – 14.	15.09.2017
3	Mrs. H. Emilda Josephine	Dr. S. Devasahayam Selvakumar , Principal, Meston College of Education, Chennai – 14.	19.09.2017
4	Mr. V. Palani	Dr. S. Mani , Professor, Department of Educational Planning and Administration, Tamil Nadu Teachers Education University, Chennai – 97.	12.10.2017
5	Mr. R. Appadurai	Dr. (Mrs.) K. Saraladevi , Associate Professor of Physical Science, Meston College of Education, Chennai – 14.	25.10.2017
6	Mr. M. Murali	Dr. (Mrs.) Doreen Gnanam Associate Professor of EMH, Meston College of Education, Chennai – 14.	13.11.2017
7	Mrs. V. Nalini	Dr. S. Devasahayam Selvakumar , Principal, Meston College of Education, Chennai – 14.	08.12.2017
8		Dr. S. Mani , Professor, Department of Educational	

	Mrs.V. Girija	Planning and Administration, Tamil Nadu Teachers Education University, Chennai – 97.	05.02.2018
9	Mrs. Rizwana Banu	Dr. S. Devasahayam Selvakumar, Principal, Meston College of Education, Chennai – 14.	09.02.2018

Number of M.Ed. thesis submitted & Awarded 2

The ‘Meston Research Journal’ is a half yearly Publication providing opportunities for researchers to publish their research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	7	7	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	1	-	-
Sponsoring agencies	-	1	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2	-	2	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4

3

3.19 No. of Ph.D. awarded by faculty from the Institution

9

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

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.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	62793.43 Sq. Mts.	-	-	-
Class rooms	5406 Sq. Mts.	-	-	-
Laboratories	1256 Sq. Mts.	-	-	-
Seminar Halls	756 Sq. Mts.	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

The Library of our college uses Auto Lib Library software which supports all in - house operations of the library. The software consists of modules on acquisition, cataloguing, circulation, serials, article indexing and OPAC.

The database of books available in the library is being updated with details of recently acquired books. This year our college is updated with 258 books, 30 journals, 9 Reference Books including 64 Reference Books. Theses and previous year question papers are also updated in the library software. These resources can be accessed in the library as well as in the college computer lab. Renewal of Books by the students using user ID and password in the library as well as in the computer lab is provided this year. Library provides Internet facility for the staff and students. This year our college library is updated with Digital Library Software. Students and Staff members can access e-resources through this Digital Library Software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	800	54,175	258	57,941	1058	1,12,116
Reference Books	64	45366	9	10,112	73	55,448
e-Books	-	-	-	-	-	-
Journals	35	1,76,213	30	1,28,735	65	3,04,948
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	n-list	5,750	n-list		n-list	5,750

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	29	1+1	-	-	5	1	6
Added	02	01	-	-	-	-	-	01
Total	43	30	2	-	-	5	1	7

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Our institution provides Information and Communication Technology (ICT) classrooms equipped with LCD / DLP and Interactive white-board.

A well-equipped computer cum language laboratory with all the necessary hardware and software equipments, functions on all working days from 9.15 a.m. to 4.30 p.m. Five 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. Five periods per week are allotted for language laboratory which helps our students to improve their proficiency in speaking the International language 'English'.

Use of ICT in Evaluation

- Preparation of Internal mark list by the faculty
- Preparation of question papers
- Preparation of hall tickets
- Tabulation of statement of marks
- Preparation of consolidated mark sheets with photographs of the students
- Preparation of pass certificates
- Maintenance of hard and soft copies of the examination results year after year

Technology Upgradation

- Necessary Technical Support
- The Computer cum Language Laboratory is Refurnished with 30 Computers
- Internet Facilities are provided in the laboratory and the net connections are extended to the Library, Principal's Room and the College Office. Free Internet Service is provided to the teachers and students.

4.6 Amount spent on maintenance in lakhs :

58,850

i) ICT	
ii) Campus Infrastructure and facilities	4,34,985
iii) Equipments	-
iv) Others	-
Total :	4,93,835

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Spoken English Classes
2. Communicative English
3. Citizenship Training Camp
4. Add on Courses
5. Club Activities
6. Participation in Cultural Programmes and Observing Significant Days
7. Value Added Education classes.

5.2 Efforts made by the institution for tracking the progression

1. Class tests
2. Scrutinizing Students Assignments & Seminar
3. Question Answer Sessions
4. Informal talks
5. Revision Examinations
6. Involving students in subject related activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
71	-	3	-

(b) No. of students outside the state 4

(c) No. of international students -

Men	No	%		Women		%
	16	21.63%			58	78.37%

Last Year – 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	9	1	28	0	39	38	20	1	15	0	74

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NET Coaching and TET Coaching

No. of students beneficiaries

26

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- i. Personal Guidance and Counselling:** The guidance and counselling cell of our college under the guidance of a staff-in-charge involves in personal guidance and counselling to the student teachers, facing problems on various areas such as educational, emotional, social and personal problems. The problems are diagnosed and counseled through Talk Therapy.

- ii. Group Counselling:** Group counselling has been given to the students with educational and emotional issues during their college days. Students facing domestic and interpersonal

issues have been counselled properly. Through mentor system, students are benefited by getting better guidance to deal with their problems.

iii. Career Guidance / Counselling: Career counselling has been provided in our college by organizing campus interviews through placement cell under the headship of the staff-in-charge. Our college Notice Board updates with call letters, pamphlets, posters, etc. from schools, notification regarding Government Examinations (NET / SET / TET/ PG-TRB) and other Competitive Exams.

iv. Guidance and Counselling through Women’s Cell: Women’s cell, functioning under the guidance of a women faculty of our college offers instructions at the beginning of the academic year to the girls self protection. Extra care has been taken in the part of dress code which is strictly monitored. Separate lunch room facility is given to the students. Special programmes have been organized by women’s cell to guide our students and also students from other colleges of education to lead a moral, safe and secured life.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	22	07	0

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government (2017-2018)	55	6,06,450
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Nil**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

“Excellence in Education”, fosters professional values, developing learning and research skills among students and scholars who have a flair for the ideals of Education.

Mission

To achieve excellence in education through holistic development incorporating academic excellence, professional competence, social sensitivity, ethical principles and spirituality.

6.2 Does the Institution has a management Information System

YES

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Introduction of Semester Pattern.
- Revising the curriculum with a focus on need based courses and current trends.
- Introduction of Inter disciplinary courses.
- Skill based courses.
- Introducing extension programmes with social relevance.
- Introduction of Credit Based System.
- Continuous Internal Assessment.
- Students' feedback and suggestions.
- Self appraisal by teachers.
- Availability of suggestion box.
- M.Ed. project review by peer teams among faculty.
- Important topics such as web-based education, e-learning, e-tutoring, SITE, video-conferencing are included.
- Weightage to information of emerging technologies in the syllabus.

- few innovative techniques like group discussion, powerpoint presentation, debate, quiz, web-based assignments by the students.
- Guest lectures during the academic year.
- Practical orientation in the syllabus to develop the student teachers' social intelligence.
- Hands-on training in the language laboratory.
- Preparation of a magazine by the English department.

6.3.2 Teaching and Learning

Teacher trainees are expected to submit the reports/records pertaining to teaching practice, school based and community based activities at the time of practical examination.

In addition to this, student teachers are supposed to engage themselves in preparing the practical activities suggested at the end of each syllabus. This practicum component of the B.Ed. course makes each trainee to be intelligently alert and active in the teaching learning process.

All our faculty members take extra efforts to realize the goals of the learning process through experiential and a joyful one. This is done by adapting the following innovative student centred teaching of both individual and group techniques.

- Computer Aided Instruction.
- Panel Discussion.
- Debate.

- Seminars / Peer teaching.
- Visits.
- Collaborative learning.
- Miniteaching.
- Observation sessions.
- Preparation of teaching aids.
- Concept mapping.
- NLP (Neuro-Linguistic Programming) techniques.
- Mind mapping.
- Self Regulated Learning.
- Team teaching.
- Learning – on location programmes.
- Practical oriented exposures.

6.3.3 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 test and semester examination 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. The percentage of pass and increase in performance by students has been noticed due to these evaluation/examination reforms, in the past.

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.		33 %	Test
		17 %	Assignment

M.Ed.	30	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 Practical 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.

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 are made available to the board of supervising examiners whose decision on the marks to be awarded is final.

M.Ed. / M.Phil. Viva-Voce Examination: M.Ed. and M.Phil. students are allotted 50 marks for viva-voce by the external examiners. Double valuation system is followed for PG courses.

Instant supplementary examinations are 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 students are valued and distributed by the concerned teacher educators in the class.

Based on the outcome of the formative evaluation, low achievers are identified for whom special care and attention are given by the faculty through remedial coaching and peer group tutoring. High achievers are encouraged for higher order of creativity, originality and innovative trends in the learning process. Average learners are also motivated further to improve their performance to a greater height.

Internal marks are displayed on the notice board before the semester examination.

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.

6.3.4 Research and Development

The total number of Ph.D. guides in our institute for the academic year 2017-2018 is 4

Nine Ph.D. scholars have been awarded the Doctorate degree in Education under the guidance of Principal and Professor of our college.

6.3.5 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 plays a prominent functionary role in supporting the academic activities of the institution by establishing, maintaining and promoting library and information services. It upholds the teaching and research programme of the college by maximizing access to information.

The library extends its services to about 130 users comprising teacher trainees, research scholars, teaching and non-teaching faculty of this college. It fulfills not only the academic needs, but also the overall needs of the students and faculty. The open access system is followed where users of the library have the liberty to enter into the stack area and search for the required books and necessary references.

There is a property counter outside the library to keep the personal belongings of the students. five books to each B.Ed., M.Ed., M.Phil. and Ph.D. students are issued. Each book is issued for 14 days. Books in reference section and journals are issued for overnight use.

The 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.

The previous years' question papers of the B.Ed., M.Ed. and M.Phil. courses are kept for reference. Regulations and syllabi of the above mentioned courses are available in this section.

ICT

A well-equipped computer cum language laboratory with all the necessary hardware and software equipments, functions on all working days from 9 a.m. to 5 p.m. Five 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. Five 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 30 computers with all the accessories, speakers, headsets, high capacity UPS with battery bank of 20 batteries, 3 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 5 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.

All the laboratories are well maintained by the staff-in-charge, in purview of the Principal. In the Computer cum Language Laboratory, the computers and their accessories are maintained through annual maintenance schemes. Stock registers of these laboratories are subjected to verification every year. Servicing the equipments, periodically by the staff concerned, for their unrelenting usage.

As proper maintenance of infrastructure remains the prime concern of the management, our management allocates sufficient funds for the maintenance of laboratories with the approval of the college Governing Board.

- 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 are 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.

6.3.6 Human Resource Management

Meston College of Education functions under the management of Meston Education and Development Association (MEDA) comprising, The President, Secretary and Treasurer. The Management members monitor everyday activities of the college in the administration, teaching learning process and the evaluation on a regular basis. The human resource i.e., the teachers and the teaching faculty are encouraged and managed in the following ways.

- Guest lectures (Awareness programmes) by our staff.
- Deputing 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.
- Organising Committee meetings during college programmes.
- Guiding Ph.D. scholars.
- Providing separate laptops for preparation of class works.
- Motivating Ph.D. guides.
- Teachers' day gift.
- Family – Excursion.

- Get together (Christmas).
- Giving provision to enrich their professional careers.
- Books / Lab materials / Regular updating.
- Infrastructure facilities – improvement.
- Salary hike and incentives.

6.3.7 Faculty and Staff recruitment

The total member of teaching faculty on roll during the Academic year 2017 – 2018 is 14

Permanent Staff : 10 (Including Principal)

Management Staff : 05

The recruitment of staff is done by advertising in leading newspapers. Once the applications are scrutinised, an Interview is conducted and selection is processed.

6.3.8 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 4 years respectively in conducting B.Ed. distant mode programmes for the benefit of teachers working in the state.

6.3.9 Admission of Students

Admission for the academic year 2017-2018 is done through single window system 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.

6.4 Welfare schemes for

Teaching:

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 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	AG	YES up to 2014-2015	RJDCE
Administrative	YES up to 2013-2014	AG	YES up to 2014-2015	RJDCE

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The following efforts have been taken in the examination division of our college: (a) Scrutinization of question papers by experts, (b) Publication of semester examination results through an exclusive website, (c) Provision for Revaluation, (d) Provision for Re – totaling, (e) Transparency of answer scripts on demand, (f) Mark Statements based on Credit Based System, (g) Consolidated Statement of Marks, (h) Statement of Marks embossed with photographs

Display of answer scripts of previous year toppers in all the core papers of B.Ed., M.Ed. and M.Phil. courses in the library.

Photographs embossed Statement of Marks, publication of examination results through an exclusive website, etc. are some of the recent measures taken to improve the quality of evaluation.

Credit based system is followed in the evaluation process.

Transparency in the evaluation system is implemented.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent Colleges?

University allows college to frame curriculum and conduct the examinations, University has sent its nominees during Board of Studies, Academic Council and Governing Board meetings.

6.11 Activities and support from the Alumni Association

Some of the alumni act as resource persons for Seminars, Conferences arranged in our Institution / They also deliver Guest lectures on significant topics

6.12 Activities and support from the Parent – Teacher Association

- 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 are conducted with stakeholders and suggestions are invited 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.

6.13 Development programmes for support staff

Computer Training

6.14 Initiatives taken by the institution to make the campus eco-friendly

The surrounding of the Indoor Sports facilities building was embellished by the students of **Nature Club** by planting 20 ornamental plants, as a token of preserving nature on 18th November, 2017.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Important topics such as web-based education, e-learning, e-tutoring, SITE, video-conferencing are included.
- Information of emerging technologies is given weightage in the syllabus.
- Group discussion, power point presentation, debate, quiz, web-based assignments by the students are a few innovative techniques practiced
- Practical orientation in the syllabus develops the student teachers' social intelligence.
- Hands-on training in the language laboratory is provided.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- 1) Revision of regulations and curriculum for B.Ed. and M.Ed. courses have been carried out by the staff, which is to be approved by autonomous bodies.
- 2) A UGC sponsored National Seminar on the broad area "Educational Neuroscience" was conducted.
- 3) State Level Workshop on "Woman: A Fortune Creator" organized in commemoration of Women's day on 08.03.2018. Inter-Collegiate cultural competitions were also conducted.
- 4) Annual Educational Tour for the second year students to Bangalore and Mysore had been carried out successfully.
- 5) The details of the conference attended by the teaching faculty of our college has been placed in the college library for future reference, as per the instruction of the President, MEDA.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

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.

7.4 Contribution to environmental awareness / protection

The Nature club of the college organises various programmes related to environmental awareness and protection.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

-

8. Plans of institution for next year

- (i) Construction of a separate building for the college.
- (ii) Preparation of necessary documents by the staff to be placed during the visit by UGC inspection panel for the extension of autonomy from the academic year 2018-2019 for a further period of six years is to be carried out.
- (iii) Distribution of brochure of our College in the nearby Arts and Science Colleges in Chennai city towards the admission of students in our college for the academic year 2018-2019 is to be undertaken.

Dr. (Mrs.) C. SHERINE VINOCA SNEHALATHA)
Signature of the Coordinator, IQAC

Dr. S. DEVASAHAYAM SELVAKUMAR
Signature of the Chairperson, IQAC
