Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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

St.Justin's College of Education

1.2 Address Line 1

161-A, Kamarajar Salai

Address Line 2

Madurai

City/Town

City

State

Tamil Nadu

Pin Code

625009

Institution e-mail address

St_justinedc@yahoo.com

Contact Nos.

7373741012, 0452-2311012

Name of the Head of the Institution:

Rev. Dr. A. Mary Delphine

Tel. No. with STD Code:

0452-2311012

Mobile: 8300151012

Name of the IQAC Co-ordinator: A.Sasikala

Mobile: 9790572814

IQAC e-mail address: Naac.aqar@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)_____

1.4 Website address: http://www.naac.gov.in

Web-link of the AQAR: http:://www,naac.gov.in/AQAR.htm/

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	81.75%	2005	5
2	2nd Cycle	A	3.11	2011	5
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   **08/07/2005**

1.7 AQAR for the year (*for example 2010-11*)   **2016 - 17**

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

   i. AQAR _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐   ☐ ate

Affiliated College   Yes ☑*   No ☐

Constituent College   ☑* Yes ☐   No

Autonomous college of UGC   Yes ☐   No ☑*

Regulatory Agency approved Institution   Yes ☑*   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women ☑*

                    Urban ☑*   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☑*   UGC 2(f) ☑*   UGC 12B ☑*

                 Grant-in-aid + Self Financing ☑*   Totally Self-financing ☐

1.10 Type of Faculty/Programme

      Arts ☐   Science ☐   Commerce ☐   Law ☐ PEI (Phys Edu) ☐

       TEI (Edu) ☑*   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)

> ✓ B.Ed. and M.Ed. Education

1.11 Name of the Affiliating University (*for the College*   Tamilnadu Teacher Education University.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | – | UGC-CPE | – |

DST Star Scheme | – | UGC-CE | – |

UGC-Special Assistance Programme | – | DST-FIST | – |

UGC-Innovative PG programmes | – | Any other (*Specify* | – |

UGC-COP Programmes | – |

2. IQAC Composition and Activities

2.1 No. of Teachers | 3 |

2.2 No. of Administrative/Technical staff | 1 | Mr. Justin Robinson

2.3 No. of students | 2 | Mrs. Prasanna, Miss. Leoni Rose

2.4 No. of Management representatives | 2 | Secretary, Principal

2.5 No. of Alumni | - |

2. 6 No. of any other stakeholder and | 2 | PTA President,Vice President

community representatives

2.7 No. of Employers/ Industrialists | 4 |

(Mr. Thangavel, Sr.Maria Ranjitham, Sr. Angel Mary and Sr. Micheal)

2.8 No. of other External Experts

> 3

Dr.N.Jeevanandhan,   Mr. Uma Sankar, Dr.R. Srinivasan,

2.9 Total No. of members

> 17

2.10 No. of IQAC meetings held

> 4

2.11 No. of meetings with various stakeholders:

> 1

No.   Faculty

> 5

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

> 3 Lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [   ] International

> 1

National [   ] State

> 2

Institution Level

> 3

(ii) Themes

〕 A two day International Seminar on "Digital Literacy, Information Security and Trending Media in Academic Cubicles" was conducted for Teacher Educators, M.Ed and B .Ed students on 4th and 5th November 2016.

〕 One day workshop for B. Ed. students on Hand-writing and Chart Writing on 08.11.2016 for English and 10.11.2016 for Tamil.

〕 One day Seminar for school Students was conducted entitled "Social Media" on 30.01.2017.

〕 One day Seminar for school teachers on "Technology enabled Teaching – A Hands on Experience" on 30.01.2017.

〕 One day Seminar on "Life coping Skill" conducted on 04.02.2017.

- One day Seminar on "Placement – How to face Interview" given by Mr. Iyengar and Mrs. Alima Banu on 04.03.2017.

2.14 Significant Activities and contributions made by IQAC

I: Curricular Aspects

- Four certificate Courses in

  1. Microsoft Office by Sr. Sasikala
  2. Gandhian Thought by Mr. Natarajan
  3. Preparation of Household Articles by Mr. Natarajan
  4. Jewel Making and Doll Making by Mrs. Uma & Suashini were provided to all the B.ED students in August 2016.

- The Annual and Academic calendars of the Institution were prepared by the Teacher Educators before the commencement of the courses.

- Writing Feed-back about the courses were obtained at the end of the Academic year from the stake holders and analysed.

II: Teaching-Learning and Evaluation encouraged

- Many learner centered methods were used in the class. A minimum of three Innovative methods were identified by each Teacher Educator.

- A Self Instructional Material for a Topic was developed in each major subject by the Staff.

- Gifted and Slow learners were identified from their test performances. Suitable Enrichment Programmes and Remedial Instructional Programmes were offered to them.

- Study Material was prepared for a single unit by all the Staff in their subjects.

- One Model Practical Examination and Model Viva-voce were conducted before University Practical Examination.

- Many new type tests such as Open-Book Examination, Objective-Type Tests, Viva-voce were conducted in the class.

- Educational Technology workshop was conducted for the B.Ed students in their respective major classes.

III: Research, Consultancy and Extension:

⏀ Mrs Vani Maheswari and Sr. Marthal are pursuing their Ph.D.

⏀ An Action Research Programme by the Staff members Mrs. Vinnarasi and Sr. Sasikala at the B. Ed. Level on the topic 'Giving Legal Awareness for the Safety of Women.

⏀ Our staff members had attended various International and National level seminars, presented 54 papers and some papers were published in the proceedings.

⏀ Many Informal Discussions were carried out to offer Research Guidance to the M.Ed. students.

⏀ One seminar for School Teachers and School Students were conducted.

⏀ One small research project work was undertaken by B.Ed. students on the topic 'Gender, School and Society'.

⏀ Many Socially valuable Awareness Programmes such as Environmental Awareness Programmes, Dengu Awareness, Drug Awareness, Plastic Free Environment Programmes, Respect of Senior Citizens, Electricity Awareness Programmes, Masatra Madurai (Cleaning Virahanur Dam) and Crackers Awareness were successfully carried out for the student teachers. Also provided to the school students during school intensive teaching practice of B.Ed students.

IV: Infrastructure and Learning Resources

⏀ Usage of student resources in cleaning the Classrooms, Laboratories, Library, Gardens and College campus under the guidance of Staff members.

⏀ Maintaining a neat, polythene free environment of the College.

⏀ Optimum utilization of all the classrooms, laboratories and learning resources.

⏀ In our college Library, 39 volumes are added newly in this academic year. The total cost is Rs.14571/-. At present there are 16425 volumes of books, 38 journals and 43 CD's are available in our library.

V: Student Support and Progression

⏀ Totally five seminars and two workshops on 'Handwriting' and 'Chart Writing' were conducted for all the B. Ed. Students.

⏀ Majorwise Magazine was published.

⏀ Fourteen interesting clubs for the B.Ed. students functioning effectvely. Each teacher Educator is in-charge of one Club.

- Weekly Counselling to all the B.Ed. and M.Ed. students by the Staff and a trained Counsellor. The counseling cell is functioning to solve the problems of students with Mrs. Rexy Corera trained by the Ministry of Education.

- Moral Education was provided to all the students on all Wednesdays. It is a kind of Value based Education carried out every Wednesday when a staff member presents a theme and later each staff goes to classes to share with the students.

- One Inter Departmental News Letter in each Major subject was developed by the respective Staff and students.

- One Magazine per Major was created by the B.Ed. students under the guidance of the respective staff.

- Placement Cell, Grievance and Redressal Cell and Career and Guidance Cell Anti-Ragging Cell, Sexual Harassment Cell and Women's Cell are functioning well for the welfare of the students.

- A seminar on "How to face Interview" was conducted by the Placement Cell on 04th March 2017.

- All the B. Ed and M. Ed students were engaged in various games activities daily for maintaining physical health and mental relaxation.

- Intramural competitions were held for M. Ed and B. Ed students separately.

- Computer Course (Ms-office) was offered in the month of August.

- Bridge Course in English both Structure and Communicative by Dr. Sr. A. Mary Delphine, Computer Course by Sr. Sasikala and another Course in Gandhian Thought by Mr. Natarajan were offered to the B.Ed. students at the beginning of the Academic year.

- Project Visit: Our B.Ed and M.Ed., students visited Aavin project on 19th December, 2016 to get knowledge about production and preservation of milk products as well as Gandhi museum to get a historical view of Gandhi's Life and Achievements.

- Educational Tour was arranged to Courtallam as well as Tuticorin and all major subject students visited Kodaikannal on 12th and 19th August 2016.

- The M.Ed. students visited the TPM Library, Centre for Research and the Library of Department of Education of Madurai Kamaraj University for their review of literature collection.

- To develop the sense of team spirit and the ability to organize and carry out any responsible activity among students, the associations of various disciplines functioned as under the guidance of concerned teacher educator.

⟩ This year, Fine Arts Competitions were held on 1st March 2017. Various competitions such as Rangoli, Group Song, Essay writing – Tamil and English, Solo Dance – Classical, Group Dance – Folk, Elocution – Tamil and English, Essay Writing – Tamil and English, Collage, Art from waste and Mime were conducted and prizes were awarded in the College Day celebration.

⟩ The college joined hand with the plan 'Swachh Bharat' – Clean India by cleaning Virahanoor Dam.

VI: Governance, Leadership and Management

⟩ A Spiritual Programme was conducted for the Teaching and Non-Teaching staff of St. Justin's College of Education on 02.09.2016.

⟩ One new staff was appointed by the Staff Selection Committee of the College for Mathematics Education. Three non teaching staff also appointed for various posts.

⟩ Peer Evaluation was promoted by the 'Peer Evaluation Panel' consisting of the Principal and Senior Lecturers. They assessed the teaching performance of the newly appointed and Junior Lecturers in order to provide professional guidance.

⟩ The previous AQAR were uploaded in the College Website.

⟩ The Non-Teaching staff were given freedom to utilize the Computer Centre and the Technical Staff of the College to enhance their computer skills.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Criterion – I: Curricular Aspects	
1. To provide bridge course in English for a month for the student teachers.	Bridge course in English for the student teachers were conducted in the month of August 2016.
2. To introduce four Certificate Courses – Computer, Gandhian Thought, House Hold Articles, Doll Making and Jewel Making to all the B. Ed. students.	Four Certificate Courses one in Computer, Gandhian Thought, House Hold Articles, Doll Making and Jewel Making were provided to all the B. Ed. Students in August, 2016.
3. To offer flexibility to all the B.Ed. students in selecting their Medium of Instruction and Club activities.	Flexibility was offered in selecting their Medium of Instruction and Club activities.
4. To offer flexibility to the M.Ed. students in selecting their Thesis Title.	The M.Ed. students selected their Thesis Title as per their area of interest under the Teacher Educators' guidance.
5. To prepare the Annual and Academic Calendars of the Institution just prior to the commencement of the B.Ed. and M.Ed. courses.	The Annual and Academic Calendars of the Institution were prepared by the Teacher Educators before the commencement of the courses.
6. To obtain feed-back from the Stake Holders regarding the curricular practices and courses.	Feed-back about the courses were obtained at the end of the Academic Year from the Stake Holders.
7. To participate as experts in the Curricular Board Meetings.	The Principal is acting as an expert in the Board Meetings of Autonomous Colleges.

Criterion – II: Teaching, Learning and Evaluation	
8. To create and use innovative learner-centred methods in the class for total involvement of the students.	Many learner-centered methods were used in the class. More than three innovative methods of learning were initiated by each Teacher Educator.
9. To use Power Point Presentation in the class by the teacher Educators	All the teacher educators presented their lessons using Power points.
10. To identify the Gifted and Slow learners to offer Enrichment Programmes and Remedial Instruction respectively.	Gifted and Slow learners were identified from their test performances. Suitable Enrichment Programmes and Remedial Instructional Programmes were offered to them.
11. To carry out an Educational Technology Workshop for the preparation of slides, filmstrips and OHP transparencies.	Educational Technology Workshop for the preparation of slides, filmstrips and OHP transparencies was conducted to all the B.Ed. students major subject wise.
12. To prepare Syllabus based Theory Study Material by all the Staff in their subjects for a single unit.	Study Material was prepared by all the Staff in their subjects.
13. To conduct Model Practical Examination and Model Viva before External University Practical Examination.	A Model Practical Examination and Model Viva-voce was conducted before University Practical Examination.

14. To introduce Examination Reforms in assessing the performance of the students.	Many new type tests such as Open-Book Examination, Objective –Type Tests, Viva-voce were conducted in the class.
Criterion – III: Research, Consultancy and Extension	
15. To conduct one seminar for School Teachers and one for School Students.	One seminar for School Teachers and One seminar for school students were conducted.
16. To undertake one Action Research Programme by the Staff at the B. Ed. and M.Ed. Level.	One Action Research Programme by the Staff at the B. Ed. Level was carried out by two staff members.
17. Doing major-wise small research project work by B.Ed. students.	One project is carried out for the B.Ed students.
18. To organize one National Level Seminar for the Teacher Educators.	One Inter National Seminar was conducted.
19. To encourage the M.Ed. students to Present Papers in seminars.	M.Ed. and B.Ed students were provided an opportunity to present papers in the National Seminar conducted in our institution.
20. To provide research guidance to the M.Ed. students through Colloquiums.	Many Informal Discussions were carried out to offer research guidance to the M.Ed. students.
21. To accomplish socially valuable Awareness Programmes in the Intensive Teaching Schools by the B.Ed. students.	Many Socially valuable Awareness Programmes such as Crackers Awareness Programmes, Environmental Awareness Programmes, Dengue Awareness Programmes, Health Awareness (through Yoga) were successfully carried out in the

	Intensive Teaching Schools by the II year B.Ed. students.
	Also the first year students went to give awareness on Drug, Dengue and Environment for Andarkottaram village by distributing the pamphlets and house visit.
Criterion – IV: Infrastructure and Learning Resources 22. To maintain College Building and Laboratories regularly by using the student Resources.	Every day evening the students clean their respective major class by organizing groups within themselves. A separate leader was assigned to look after the work and the students took the entire responsibility of their class cleanliness.
23. To bring about polythene free college campus.	On Friday evening one hour is allotted in the Time-Table for the students to clean the laboratories, gardens and College campus under the guidance of Staff members. The Eco Club of the College took the responsibility of maintaining a neat, polythene free environment of the College.
Criterion – V: **Student Support and Progression** 24. To conduct five seminars and one workshop to all the B. Ed. Students to enhance their Life Skills.	Totally three life skill seminars and two workshops on 'Hand Writing, Chart Writing and Test and Measurement' were conducted for all the B. Ed. Students.

	Also 'AZAAD – 70' was celebrated from 09.08.2016 to 15.08.2016 as per the UGC rules to make the students to have awareness on freedom struggle and movements by conducting competitions and field trip.
25. To establish Thatha Patti Manavar Khuzhu and collaboration with DHAN Foundation.	Thatha Patti Manavar Khuzhu was established and functioning well. In celebration of 'AZAAD – 70' by History Department the elderly people (Sr. Sophia Theres, Miss. Packiam and Miss. Rajammal - whose birth date took place in 1947) invited and honoured through Flag Hosting and candle light freedom March.
26. To provide training to the M.Ed. students by supervising B.Ed. student teachers during their Intensive Teaching Practice.	M.Ed. students observed the B.Ed student teachers during their Intensive Teaching Practice.
27. To continue with the club activities for the B.Ed. students.	Fourteen interesting clubs on different titles are functioning for the B.Ed. students. Each teacher Educator is in-charge of one Club.
28. To provide weekly Counselling to all the B.Ed. and M.Ed. students by the Staff and a trained Counsellor.	Weekly Counselling to all the B.Ed. and M.Ed. students by the Staff as a trained Counsellor.
29. To provide Moral Education to all the students on all Wednesdays.	Moral Education was provided to all the students on all Wednesdays.

30. To develop one Departmental News Letter in each Major by the respective Staff and students.	One Departmental News Letter in each Major was developed by the respective Staff and students.
31. To allocate one day to conduct Placement Interview and providing opportunity for schools in and around Madurai to conduct the same.	One day was allocated for Placement Interview and Thirteen schools participated in it. Students got an exposure to the terms and conditions of all the schools and they appeared for the interview.
32. To see to the effective functioning of Anti Ragging and Anti Sexual Harassment Cell& arranging programmes for the same	Anti-Ragging squad has been formed. Seminar was conducted on Anti Sexual Harassment and Anti Ragging during this academic year.
33. To get a multifaceted Feed-back regarding the Teaching efficiency of the Student Teachers during Intensive Teaching Practice.	Feedback from the class students, mentors, H.M's of the respective schools from M.Ed students of the institution as well as teacher Educators.
Criterion – VI: Governance, Leadership and Management	
34. To conduct one Spiritual Programme for the Teaching and Non-Teaching staff of SJCE.	One Spiritual Programme was conducted for the Teaching and Non-Teaching staff of SJCE on September 2th 2016. Fr.Wilson SJ was the chief speaker.
35. To appoint new staff members.	New staff members were appointed by the Staff Selection Committee of the College for Mathematics Education and four Non teaching staff.
36. To improve the infrastructure	

facilities in the college and Hostel.	
37. To upload the previous AQAR in the College Website.	The Management has spent Rupees 574664/- towards improvement of college facilities and Rupees 68900/- towards Hostel.

The previous AQAR was uploaded in the College Website. |
| 38. To enhance the computer skills of the Non-Teaching staff. | The Non-Teaching staff were given the freedom to utilize the Computer Centre and the Technical Staff of the College to enhance their computer skills. |
| **Criterion – VII:**

Innovations and Best Practices

39. To carry out all the already introduced Innovative Programmes during this academic year to create a positive impact on the functioning of the institution.
40. To establish Thatha Patti Manavar Khuzhu and collaboration with DHAN Foundation.

41. To contribute for environment related Programmes. | All the existing innovative programmes were carried out during this academic year 2016-2017.

An awareness to take care of the elders and the aged at home is made through lectures and programmes by this kuzhu for the B.Ed students.

Many environmental Awareness Programmes were undertaken in the College and Intensive Teaching Schools. Also participating in 'SWACCH BHARAT' by cleaning Virahanur Dam and planting trees. |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [*]   No [ ]

Management [*]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The AQAR was presented to the Management of the College to have an overall glimpse of the College's Qualitative enhancement and achievements.

- Financial strain of the College was shared by the Management by releasing the amount for the Qualitative Programmes of the ensuing year.

- Permissions were given to continue the essential Quality programmes.

- Appreciation of socially valuable, service oriented programmes.

- Suggestions were made to add more Social and Spiritual programmes.

- New programmes were listed by the Management based on their principles.

- Management Visit was held to discuss about the financial matters and Qualitative Programmes.

- Staff Members were encouraged to bring out their best talents and potentials to the maximum level possible through personal meetings.

- Staff Enrichment Programmes such as Ph.D. Registration, Organising Seminars, Attending Seminars and Conferences, Participating in Refresher Courses were given due consideration.

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	1	---	1	---
UG	1	---	8	---
PG Diploma	---	---	----	----
Advanced Diploma	---	---	---	----
Diploma	---	---	---	
Certificate	5	---	---	1
Others	---	---	---	---
Total	7	---	9	1

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

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

Pattern	Number of programmes
Semester	_
Trimester	_
Annual	Yes

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

   Mode of feedback   : Online ☐   Manual Y   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.

> The syllabus was revised as per the NCTE norms through Tamilnadu Teachers Education University.

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
6	4	-	-	2

2.2 No. of permanent faculty with Ph.D.

1

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
3	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-		7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	32	5
Presented	13	32	5
Resource Persons		1	

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

ʃ Teacher Educators took ICT mediated or supported classes for M.Ed and B.Ed programmes. Teacher Educators prepared power points and multimedia packages for taking classes. They also motivated the students to prepare Digital Lesson plans and to send soft copy of Assignment and Seminar topics to the Educators.

ʃ Teacher Educators adopted various Innovative methods in teaching and learning like preparing materials for some subjects, Cooperative learning by groups consisting of all

types of students, Cornell Note-taking system, Space Repetition System, Debate, Symposium, Panel Discussion cum Quiz and Activity Method. Open Book Tests and online Test also helped them learn a lot about single unit.

2.7 Total No. of actual teaching days

during this academic year (2016-2017)   I Year | 212 |

II Years | 212 |

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

1. Evaluation through e-mail 2. Open book examinations initiated by the Institution. 3. Objective type test 4. Model Viva-voce 5. Preparation of question papers by team examiners. 6. Assignment correction through email.

2.9 No. of faculty members involved in curriculum | 1 | | |

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 96.81 |

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Ed I Year	2	100				100
B.Ed I Year	84					96.8

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Ed II Year	3	100				100
B.Ed II Year	94	100				96.8

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

) IQAC had meetings with members and functionaries and discussed about the progression towards quality education in the entire academic year.

) Teacher Educators get valuable suggestions related to teaching learning from IQAC

) IQAC also insists on compartmentalization of work towards students' progression and introducing innovative methods and strategies in reaching the students and society.

) IQAC supported the staff members and students by giving details about ICT enhanced teacher Education as well as Techno oriented Classrooms.

) Peer Evaluation is done under the guidance of IQAC Coordinator.

) IQAC guides the staff in preparing, collecting and analyzing the feedback from various stakeholders to track the progression.

) Teaching faculties as well as students were motivated to do Research works.

) The results secured in M.Ed and B.Ed in every year are scrutinized and the pattern of progression is tracked.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
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	5	1	3	2
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC has encouraged and directed the teacher educators to undertake Action researches department wise.

2. Teacher Educators are encouraged to publish research papers in journals.

3. IQAC has encouraged the teaching staff to present research papers in International and National Conferences.

4. Research projects are carried out by the student teachers.

5. The Research and Publication committee is urged to monitor the work.

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	5	0	0
Non-Peer Review Journals	0	0	0

e-Journals	-	0	0
Conference proceedings	1	2	0

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 *(other than compulsory by the University)*	-	-	-	-
Any other(P.G.Diplomo Project)	-	-	-	-
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 [0]   CAS [0]   DST-FIST [_0]

DPE [0]   DBT Scheme/funds [_0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [0]   CE [0]   Any Other (specify) [0]

Level	International	National	State	University	College

| 3.10 | Number | 1 | - | - | - | 5 |
| | Sponsoring agencies | UGC | - | - | - | St. Justin's College |

Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons   10

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
	-	-	-	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   `0`
    and students registered under them   `0`

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

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 ` `

NCC `-`   NSS `-`   Any other `-`

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

⟩ Student teachers visited the OLR Home for Autism Children run by Arputha trust – Madurai on 09.11.2016. The instruction about the Autism and its causes, Symptoms explained by Mrs. Mary Bhuvana Rani and Sr. Soosaiammal. The student teachers eagerly participated in this programme and benifited a lot.

⟩ Student teachers visited KMR International School which is situated at Achampathu, Madurai on 14.12.2016. The student teachers observed the method of teaching in CBSE Syllabus, abacus class for Mathematics using smart board for various subjects.

⟩ In order to participate in 'SWACHH BHARAT', the student teachers cleaned the Virahanoor Dam on 16.12.2016. Also they met the people of Andarkottaram village and distributed the pamphlets for Drug, Smoking and Dengue Awareness.

⟩ The student Teachers visited the Leonard School for the Hearing Impaired on 16.12.2016. They interacted with the students as a group and spent their time with them. It helped the student teachers to understand the attitudes and talents of disabled children.

⟩ The college arranged a visit to 'Avin Milk Depot' on 19.12.2016. The student teachers were enlightened on pasteurized milk, preparation of butter, ghee and milk powder. Also the student teachers visited Gandhi Museum. Mr. Devadass, Research Asst., Department of Philosophy, Madurai Kamaraj University gave a seminar on 'Educational Philosophy of Gandhiji'. Then, the student teachers visited the Historical events of Gandhiji's life.

⟩ The student teachers celebrated the Christmas on 22.12.2016 at OLR home for Autism Children. They shared their joy with those children by presenting various cultural programmes. They directed a small amount of Money to the trust. The Autism children enjoyed and also participated in cultural activities.

⟩ The Justin's College of education arranged a field trip to Rameshwaram on 17.08.2016. The following places were visited by the student teachers: Pamban Bridge, Abdul Kalam's cemetery, Abdul Kalam's house and Museum, Dhanushkodi Beach and Rameshwaram temple. This trip enhanced their spirit of Patriotism.

⟩ AIDS Awareness and environmental awareness were conducted by the student teachers during their internship teaching practice. Also emphasized the causes of Pollution and its remedies.

⟩ In order to create awareness among the public on the importance of ground water, a rally was conducted on 25.02.2017. The student teachers held placards in their hands and raised slogans on destroying the Seemai Karuvalam trees.

⟩ Women's day was celebrated for "Empowering Women" on 08.03.2017. Mrs.Revathy Sundaram, Associate Professor, Sentamil College, Madurai was the resource person. She emphasized the importance of discipline for women and the role of women in society.

⟩ Our student teachers participated in the 'Sarva Samaya Prarthanai' on 10.03.2017 in Gandhi Museum.

⟩ B.Ed Student teachers are taking tuition for 40 weak students of Fatima Middle school.

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	3.36 acres			-
Class rooms	15			-
Laboratories	6			-
Seminar Halls	2			-
No. of important equipments purchased (1-0 lakh) during the current year.		6		-
Value of the equipment purchased during the year (Rs. in Lakhs)				-
Others				-

4.2 Computerization of administration and library

The Library is Fully Automated with Rovan LMS Software. All the books in the library are Barcoded. Books are issued to the students and Faculty Members through computer. OPAC, Reprography and INFLIBNET Facility are available.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12940	-	90	15874	13030	
Reference Books	1537	-				
e-Books	-	-	-	-	-	-
Journals	34	13535	2	10500	36	24035
e-Journals			N-List	5000	N-List	5000
Digital Database	1	25000	1		2	
CD & Video	43	-			43	-
Others (specify) BLOG			1	-	1	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	40	1 (26)	-	-	-	7		7
Added	3+3	-	-	-	-	3		3
Total	46	26				10		10

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

Computer Course in M.S.Office is given to the B.Ed students

4.6 Amount spent on maintenance in lakhs :

i) ICT 68900

ii) Campus Infrastructure and facilities 574664

iii) Equipments -

iv) Others -

Total : 643564/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

⟩ Information about Student Support Services is put up in notice boards. Timely announcements in the daily assembly are made by the principal and also made by the coordinators of various cells and committees. The information of the functioning of Grievance and Redressal cell is disseminated to the students by the members of the Grievance redressal cell. They are encouraged to use the Grievance boxes that are kept in the college premise and hostel.

⟩ The students are advised to make use of the personal and group counselling programmes offered by the trained counsellors and teacher educators.

⟩ Names and phone numbers of the Co-ordinator and members of Anti Ragging Cell are put up in the Notice Board. Police Helpline is also provided to the student teachers. The same is announced in the general assembly.

⟩ Placement Cell is offering an excellent service in the in the college. Details about vacancies and interviews are announced to the student teachers. Campus Interviews are also arranged for them.

⟩ Anti-Sexual Harassment Cell is functioning effectively in the institution. Programmes of Anti-Sexual Harassment Cell are announced through General Assembly and students' notice board.

⟩ Book Bank facility in the Library is made open and available to the needs of the poor students by the encouragement of class teachers and the Librarian.

⟩ All the college related programmes for the Staff and students are announced during the assembly. They encouraged other members of the college to support the IQAC activities by collecting the data of college activities, to create and enhance research culture, and to establish social friendly and eco-friendly environment. Staff and students were encouraged to use ICT tools and innovative methods for their teaching and learning. IQAC members insisted on higher order thinking for the staff and students. Proper instructions are given about various scholarships and educational loans department wise.

5.2 Efforts made by the institution for tracking the progression

IQAC is following the development through the results secured in M.Ed and B.Ed in each and every year. Various college activities were evaluated by analyzing the feedback of staff, students and participants. The progress in the Demand ratio and drop out ratio is carefully analysed.

5.3 (a) Total Number of students – II Year

UG	PG	Ph. D.	Others
94	2	-	-

Total Number of students – I year

UG	PG	Ph. D.	Others
74	2	-	-

(b) No. of students outside the state

0

0

(c) No. of international students

No	%
-	0

Men

No	%
	100

Women

B.Ed Last Year (II Year)						B.Ed This Year (I Year)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	09	-	88	-	98	-	10	-	67	-	77

M.Ed Last Year (II Year)						M.Ed This Year (I Year)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
-	-	-	03	-	03	-	-	-	03	-	03

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

Teachers Eligibility Test (TET) conducted by the Teachers Recruitment Board of Tamil Nadu State Government. This academic year, the II year students were given TET Coaching by our staff for various subjects in order to meet the challenges in their exams.

No. of students beneficiaries

94

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	3

5.6 Details of student counselling and career guidance

⟩ A well organised Career guidance and Counselling Cell is functioning in the college for the welfare of the students. One hour per week is exclusively allotted for Group Counselling and a minimum of 6-7 students are allotted to every teacher educator and the students are given academic, personal examination oriented counselling as per the need of the students. Totally five Group counselling sessions were provided for all the B.Ed. students. Individual counselling is given to the students from different departments based on their need and also based on the referral forms by their respective lecturers.

⟩ In order to provide counselling scientifically, two Assistant Professors were deputed by the college to the "Training Programme on Psycho-Educational skills for College Teachers" conducted by the Government. Individual Counselling was also given and Mrs.Rexy Corera was assigned the duty for the same. Individual Counselling with special problems offered by the Principal, Rev.Sr.Dr.Mary Delphine, the secretary, Rev.Sr.Amalorpavam, and Mrs.Rexy Corera.

⟩ An International seminar entitled, "Digital Literacy Information Security and Trending Media in Academic Cubicles" was organised by the Library department of the institution on 4th and 5th November 2016. Digital Literacy, Information Security and Trending Media were the sub themes. Dr. B. Jeyaprakash, Assistant Professor, Bharathidasan University delivered speech on aforementioned theme. Librarian Mrs. Rethi was the convener of the Seminar.

- Individual one-to-one counselling was given to four student teachers. They are Ms. Disona (Slow Learner), Ms. Solai Meena (Too Talkative), Ms. Karthigai Selvi (Not Able to Concentrate) and Ms. S. Nandhini (Family Problem).

- A seminar on Life Coping skills was conducted on 4th February 2017. Fr. Richard S.J was the resource person. The topic entitled, 'Stress and Time Management'.

- Dr. Sr. Mary Delphine, the Principal and Mrs. Rexy Corera, the Co-ordinator and members of Career and Counselling Cell felt the need to extend the service of giving counsel to the students of Government Hr. Sec. School, Puliangulam which is one of our cooperative schools for teaching practice. As per the information of the School Headmaster, some of the students are undergoing physical torture and psychological trauma due to their background. Mrs. Rexy Corera, the Co-ordinator of Career and Counselling Cell gave academic counselling to XII standard students.

- Training on both Tamil and English Handwriting was given to B.Ed. students on 10th and 11th November 2016 by Rev.Sr.Soosaiammal, Former Assistant Professor of History, St.Justin's College of Education and Rev. Sr. Amalorpavam, Secretary to get a neat and legible handwriting.

- One-day seminar on 'Placement – How to Face Interview' was organized by Mrs. Meenakshi, placement cell coordinator on 3rd March 2017. Mrs. Alima Banu, (Palakarangal Trust), and Iyenkar (Placement Trainer) were the guest speakers.

- A placement interview was organized by the Placement Cell for 10 different schools situated in and around Madurai City. 80 students participated in the campus interview with confidence. All were placed on that day.

5.7 Details of campus placement

On campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed
10	80	80

5.8 Details of gender sensitization programmes

) Programmes of Anti-Sexual Harassment Cell are announced in General Assembly and students' notice board. An awareness talk was given on Sexual Harassment by Mrs. Rexy Corera, Associate Professor in Education. A programme was arranged to highlight UNESCO guidelines for protecting self from sexual harassments. Short films are shown to the students to make them aware of it.

) Apart from this Anti-Ragging Cell, an Anti-Ragging squad has been formed as per the instruction from the Directorate of Collegiate Education, Chennai which includes staff members and hostel warden as members.

) In the hostel, the warden is staying with students and goes on rounds to check the students regarding ragging. Special lecture was given by the staff to become aware of Ragging. She elaborately explained the drastic consequences of ragging among the college students. Police Help Line Number and Mobile numbers of Anti Ragging Cell members are given to all the students so as to raise complaints at any time. Periodical reports are sent to the Joint Directorate of Collegiate Education, Madurai.

) On 07.03.2017 Women's Day was celebrated in the presence of Mrs. Revathy Subbulakshmi, Professor in Senthamil College Madurai. Students' cultural programme presented a picture of the problem related to gender discrimination for women in the society.

) There is a titled 'Gender, School and Society' in their curriculum. In order to understand the Gender and its issues, students did a group project under the guidance of their respective staff. They submitted their results. Also an Action research was carried out on the topic 'Giving Legal Awareness for the Safety of Women' by two teacher educators.

5.9 Students Activities

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

Six students participated in Sports and Games

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 | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	42	2,83,062
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 |

5.13 Major grievances of students (if any) redressed:

S.No	Grievances	Redressed
1.	Water facility to be improved for dayscholars.	Necessary actions were taken by renovating the water plants and drinking water facility is made available.
2.	Class after 5 p.m makes the students to reach home very late. So Next day work is affected.	It was stated to all the college working hours to close by 5 p.m
3.	Water facility to be improved in hostel.	Efforts taken and talked to the hostel management to buy water from outside.

4.	The last hour in the forenoon not is tarrying even after the bell. So Hostel students face some difficulties.	The grievance was expressed to all staff members and they were instructed to leave the class without delay as soon as the bell goes.
5.	Returning of the library books is delay (in the time schedule) due to many activities.	Library services were checked and lunch time – the service is fully availed.
6.	More Time allotment for library references.	Morning one hour, major students provided for library references.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Holistic Development of Women teachers to be committed in their profession as world class researchers to serve God and Nation.

The formation of teachers with the values embarking on an adventurous and creative career of technologically modern and experimentally research oriented to meet the emerging needs and challenges of our Nation.

6.2 Does the Institution has a management Information System

NO

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

6.3.1   Curriculum Development

According to NCERT the B.Ed duration was introduced as two years. So the new syllabus, was introduced by our University TNTEU for II Year B.Ed students. According to the syllabus the curriculum was carried out the whole Year.

6.3.2   Teaching and Learning

Every year our teacher educators introduced some innovative methods which are very useful to the students for their learning. By using tutorial mode of teaching, special attention is given to the slow learners.

6.3.3   Examination and Evaluation

For both B.Ed and M.Ed students the following tests were conducted. They are Class tests, Unit tests, Revision test and Model test. Low achievers in subjects are given daily test after class hours. Feedback was given to the students and marks were also recorded.

6.3.4 Research and Development

Rev.Sr.Amalorpavam, Assisstant Professor in Tamil finished her Ph.D Viva Voce Exam . Mrs.Meenakshi, Mrs. Vani Maheswari and Sr. Marthal are pursuing their Ph.D studies in different Universities. Mrs. Soorya in Biology and Sr. Sasikala in education have registered Ph.D this year. Dissertations were submitted by our P.G. students for the partial fulfillment of their M.Ed Degree course. B.Ed students are directed to undertake some projects in core subject. Mrs.Soorya and Sr. Sasikala had cleared SET exam in Education. Mrs. Rethi had cleared NET Exam in Library Science.

6.3.5 Library, ICT and physical infrastructure / instrumentation

INFLIBNET Facility is very useful for the students to gain more knowledge. The bar-coding system enhances the accessing of books. Computer Lab is used by the students for their learning, preparing PPTs, creating Multimedia packages and Browsing. Smart class room is also provided for better learning.

6.3.6 Human Resource Management

The Management appointed temporary staff to compensate the vacancy positions and the works are judiciously distributed among the staff members both the teaching and the administrative staff. It is established that two or three staff members should not take casual leave on the same day and they should see to the fact that their taking of leave should not collide with the work of other staff members. All the staff are strictly expected to be punctual to classes. Staff members are prohibited to use cell phones in the class or during common programmes. Time duration for carrying out every work is stipulated and the dates of completion are decided and accepted by the staff in the staff meeting.

6.3.7 Faculty and Staff recruitment

During the academic year 2016 – 2017 Mrs.Amala Arul Selvi was recruited for Tamil, Mrs. Vinnarasi for Mathematics, Sr. Sasikala for Education and Mrs. Rethi as Librarian.

6.3.8 Industry Interaction / Collaboration

The institution established close co-operation and collaboration and carryout various programmes as follows:

- Awareness on 'Not to Fire Crackers' and 'Dengu Fever' were given to the school students through distribution of pamphlets.
- Both Individual and group Counselling Programme for students of Government Higher Secondary School, Puliangulum was offered by our trained staff during this academic year.
- Our institution permitted ten schools to conduct campus interview and 80 students participated in the interview and all students accepted the offer.
- The hostel student teachers conducted remedial programs for weak students of R.C. Fatima Middle School.
- Twenty One schools in and around Madurai accepted our B.Ed students for the intensive teaching programme for 15 weeks of working days as per the instructions of University.
- A group of teachers from model school gave demonstration in teaching of different subjects.

6.3.9 Admission of Students

Fifty Two students were admitted for B.Ed Degree course and three students for M.Ed Degree course. Twenty Five students out of 77 are from TNTEU counselling recruitments.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

Both Teaching and Nonteaching staff are permitted to avail loan facilities provided by the Government. Purified water facility is provided for the whole campus. Inverter facility was available both for staff and class room. Gifts offered and dinner is hosted on special occasions for the staff.

Arrangements are made for the students to avail the scholarships from the Government. Required Certificates are provided to enable the students to avail educational loans by students.

NO

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   - Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done? - Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TNTEU	Yes	Congregation /IQAC
Administrative	yes	J.D Office and A.G Audit	Yes	Congregation

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

                For UG Programmes   No

                For PG Programmes   No

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

Preparing Mini Teaching plan was included as one of the criteria in the practical evaluation system Maximum marks for B.Ed. both Theory and Practical as 650. Theory Examination commenced in the last week of May itself.

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

University permits autonomous status.

6.11 Activities and support from the Alumni Association

Alumni Association supported the Fine Arts Committee to conducted 'Justratia - 2016' – Intercollegiate meet by contributing Rs. 5000/- for the year 2015-2016. For the year 2016-2017 they organized an alumni function and distributed the prizes for the Overall toppers, Class Toppers and Subject Toppers for both B.Ed and M.Ed students.

6.12 Activities and support from the Parent-Teacher Association

PTA Chairperson Mr.Veerachami, provided a seminar on Acupuncture for student teachers. Mr. Nehru (Secretary) and Mr. Thalamuthu (Vice President) contributed their valuable suggestions for the development of student teachers.

6.13 Development programmes for support staff

For the Spiritual well- being Retreat was arranged and Fr. Irudhayaraj,S.J. was the resource person.

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

This year the institution joined hands with Central Government 'Swachh Bharat Abhiyan' and cleaned Virahanur Dam. Eco club and Garden club are actively functioning. Eco club members went for campus walk and identified the Flora inside campus. We placed environmental slogans on the board near outdoor auditorium. This creates environmental awareness among the student teachers. The college celebrated World Water day and World Forest day in the assembly by conducting skit, quiz, talk and etc. Rain water harvesting system is in existence. During the intensive teaching practice B.Ed students created awareness on environmental issues among school students. This was created by issuing pamphlets to the school students and public. The importance of alternative energy like Solar energy and Wind energy were insisted among students. Plastic usage in the campus was banned. More than 50 herbal plants and 5 trees were planted in the college campus during this academic year.

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.

⟩ Continues the active functioning of THATHA PAATY MANAVAR KUZHU during this academic year 2016- 2017.

⟩ The Institution had collaboration with the nearby rural Government High School. Both group counseling (Academic) and Individual Counselling (Personal) were given by our trained staff members in the High School Campus.

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

beginning of the year

Criterion – I: Curricular Aspects

) Certificate Courses one in Computer another in Gandhian Thought, Jewel making , Doll Making and Household Articles were provided to all the B.Ed. Students in August, 2016.

) Flexible opportunities were given to all the B.Ed. students to select their own language during their course. The day-scholars were allowed to select their Intensive Teaching Practice Schools. Flexibility was offered in selecting their Medium of Instruction and Club activities. The M.Ed. students selected their Thesis Title as per their area of interest under the Teacher Educators' guidance.

) The Annual and Academic Calendars of the Institution were prepared by the Teacher Educators before the commencement of the courses.

) Feed-backs about the courses were obtained at the end of the Academic Year from the Stake Holders.

) The Principal is acting as an expert in the Board Meetings of Autonomous Colleges.

Criterion – II: Teaching, Learning and Evaluation

) Many learner-centred methods were used in the class. Five innovative methods of learning were identified by each Teacher Educator.

) Gifted and Slow learners were identified from their test performances. Suitable Enrichment Programmes and Remedial Instructional Programmes were offered to them.

) One Educational Technology Workshop for the preparation of presentations, Video and Text downloading and Internet Browsing was conducted to all the B.Ed. Students. Material was prepared for their subjects according to their syllabus by the allotted staff members.

) Many new type tests were conducted in the class.

) Class tests, Unit tests, revision exams and Model Exams were conducted for the B.Ed as well as the M.Ed students.

Criterion – III: Research, Consultancy and Extension

) One seminar for School Teachers was conducted.

) One seminar for school students was also conducted.

) One International Seminar was conducted and both B.Ed and M.Ed. students were allowed to attend the Seminar to get the training in Paper Presentation.

- One Action Research Programme by the Staff at the B. Ed. Level.
- Many Socially valuable Awareness Programmes such as Crackers Awareness Programmes, Environmental Awareness Programmes and Dengue Awareness Programmes were successfully carried out in the Intensive Teaching Schools by the B.Ed. students.

Criterion – IV: Infrastructure and Learning Resources

- Every day evening the students clean their respective major class by organising groups within themselves. A separate leader was assigned to look after the work and the students took the entire responsibility of their class cleanliness.
- On Friday evening one hour is allotted in the Time-Table for the students to clean college campus.
- The Eco Club of the College took the responsibility of maintaining a neat, polythene free environment of the College.
- Bar Coding system and subscription of INFLIBNET continued this year.

Criterion – V: Student Support and Progression

- Life skill seminars and workshops conducted for all the B. Ed. Students.
- Anti-Ragging Cell and Sexual Harassment Cell those were established in the year 2013-2014 are functioning well.
- Placement Interview was conducted and opportunity was provided for the students to attend the interviews.
- M.Ed. students were provided an opportunity to supervise the B.Ed student teachers in during the Intensive Teaching Practice.
- Major wise Magazine was published.
- Fourteen interesting clubs on different titles for the B.Ed. students functioned well. Each teacher Educator is in-charge of one Club.
- Weekly Counselling to all the B.Ed. and M.Ed. students was given by the Staff and trained Counsellor.
- Moral Education was provided to all the students on all Wednesdays.
- News Letter in each Major was developed by the respective Staff and students.
- One Major Circulation Magazine was created by the B.Ed. students under the guidance of the respective staff.

Criterion – VI: Governance, Leadership and Management

⟩ One Spiritual Programme was conducted for the Teaching and Non-Teaching staff of SJCE.

⟩ New staff members were appointed by the Staff Selection Committee of the College for Mathematics Education, Tamil Education, Education and Library.

⟩ Peer Evaluation was promoted through the questionnaire. They assessed the teaching performance of each other in order to offer professional guidance and questionnaire.

⟩ The updating of MIS is done regularly

⟩ The previous AQAR was uploaded in the College Website.

⟩ The Non-Teaching staff were given the freedom to utilise the Computer Centre and the Technical Staff of the College to enhance their computer skills.

Criterion – VII: Innovations and Best Practices

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

Best Practices - I

1. Title of the practice: Positive Industry Institution Collaboration.

2. The context that required initiation of the practice: This year the institution sends 94 student teachers for Intensive teaching Practice. These students are sent to nearly 12 - 15 schools in and around Madurai City. The schools are highly cooperative and accommodate the student teachers sent to them and enable them to get proper training. Moreover the mentors and the Heads of the Institution take care of them, train them and provide appropriate continuous feedback. The Institution in turn with the idea of maintaining this cordial relationship with them as well as enrich the human resources of the schools and extend cooperation and help in all possible ways planned to arrange certain programmes.

3. Objectives of the practice:

➢ To contribute for the enrichment of the school teachers so that they can mould and contribute for the all-round development of the school students.

➢ To arrange seminar for the school students in topics of high relevancy in the present personal and social context.

➢ To provide opportunities through campus interview to schools for selecting the needed suitable candidates.

➢ To extend Counseling service (both Individual and Group) to the students of Intensive teaching schools.

4. The Practice:

i) Seminar for School Teachers:

⌡   The institution organized a seminar for school teachers as enrichment programme so that they may better contribute for the welfare and development of their students. This seminar entitled, "Technology enabled Teaching – A Hands on Experience" on 30.01.2017. It was conducted in one particular school – Kandasamy Kothanar High School. All the teachers participated in that seminar The Chief speaker was Dr. Muthupandi, Asst. Professor in Education, Madurai Kamaraj University gave an inspiring interesting and thought provoking presentation on the importance of ICT in Class room and easy handling on them.

ii) Seminar for School Students:

⌡   In the like manner a seminar for school students entitled One day Seminar for school Students was conducted entitled "Social Media" on 30.01.2017. Hundred students belonging to VIII & IX and Standards from Kandasamy Kothanar High School, Madurai, Fr. Irudhaya Raj s.j. clearly explained to the younger generation on What is Media? The various social media most popularly used by youngsters. He presented a lively clippings on the usage of these media positively for educational and communication purpose. Also through these video clippings he made the students to realize the evil effects and impact of over usage of Mass as well as Social Media. Competitions were conducted for the participants and prizes were distributed to the winners.

iii) Campus Interview:

     Campus Interview programme was conducted and 11 schools availed the opportunity to meet the students and conduct interview and select the needed candidates. More than 70 students participated in the interview. The schools were very much pleased with the arrangement.

iv) Counselling Programme:

     Counselling Programme for students of Government Higher Secondary School, Puliankulum was extended by the Institution. Mrs. Vanimaheswari, Asst. Prof. in Mathematics Education who had undergone training in Counselling through Government programme provided group as well as Individual Counselling to the Students. Utilising Exam holidays in a

Fruitful Manner and Facing Exams was the theme for Counselling to the Board Exam appearing XII Std students of the school.

5. Obstacles faced:

) Getting Permission from the CEO's to organize seminars for school students and teachers is really a problem.

) Even though the pamphlets sent to the schools prior well ahead of the programme, gathering the school students is a problem. It is same with the teachers .

) Finding time to reach the school and provide Counselling of both types without affecting the class time- table of the school students to be counseled is a problem**.**

) There is difficulty in gathering the students to campus interview.

Strategies adopted to overcome the obstacles:

1. One School, Kandasamy Kothanar High School was identified to be the venue of the Seminar programme for the school teachers.

2. Sending the students to the programme were given to the options of the schools and those who took interest in it were cordially welcomed and the programme was conducted successfully .

3. One day was allotted exclusively for Campus Interview Porgramme and the schools presented themselves before the gathering of all the B. Ed students which was followed by Individual face to face interview by the willing and interested students before the panel.

4. Either Last hour Physical Education Classes with the prior permission of the Headmaster and the Physical Education Master, or after class hours, individual counselling to the school students was conducted.

Impact of the practice:

) The school teachers greatly benefitted from the seminar programme and the institution is able to establish a cordial and smooth relationship with those schools. A sense of satisfaction is felt by the institution for it is able to contribute indirectly towards the welfare of the school teachers and students.

) A very important issue troubling the youngsters, Parents, School authorities today is the usage of mass and social media. This has been greatly vividly and exhaustively dealt so that the students are greatly touched and has a definite positive impact on the life and behaviour of the students.

) The school authorities who availed the campus Interview programme had their satisfaction of selecting the needed right candidate which suits their environment and salary package.

) The Headmaster and staff of Government School, Puliankulum felt a great sigh of relief when the students were eagerly listening to the tips given by our staff in the group counselling. The oral feed back received form the teachers of the school states that the Problematic students dealt by in the individual counselling session also shows improvement and progress in their behaviour, attitude, adaptability and problem solving ability.

7.4 Contribution to environmental awareness / protection

- The college celebrated world water day, World Forest day in the assembly and also conducted small drama, skit, quiz and talk on that occasion. Rain water harvesting system is in existence.

- B.Ed student teachers provide environmental awareness through various programmes like skit, drama, talk, quiz programme to the school students during their intensive teaching programme. By these methods nearly 16,000 school students in Madurai District is given awareness on environmental issues.

- During Deepavali season, Pamphlets on 'Crackers Awareness' were distributed by the student teachers to the school students. Slogans related to environmental protection are displayed in the Board so that all the students gather the idea.

- This year the institution joined hands with central Government Swash Bharath Abhiyan and cleaned Kamarajar salai and Teppakulam Road.

- We have an Eco club and Garden club. Eco club members went for camp walk and identified the Flora inside campus. The importance of alternative energy like solar

energy, Wind energy was insisted among students. The gardening club motivates the students to grow plants in their home sand also take of the garden in the campus.

- Plastic usage is restricted in the campus. More than 50 herbs and 5 trees are planted in the college campus during this academic year. Greens and vegetables are grown in the college garden.

7.5 Whether environmental audit was conducted?   Yes   No

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

Strengths:

- Continuous sustenance of quality programmes
- Dedicated, Resourceful, cooperative staff members
- Conducive Learning Environment with good infrastructure
- Optimum utilisation of learning resources.
- Good relationship and mutual understanding with the Management
- Freedom to the staff to organise innovative programmes
- Admirable Administration
- Development of good Research Culture among the students
- Good linkage with Tamil Nadu Teachers Education University

Weaknesses:

- Lack of minor/major research projects among staff
- No linkages with International Institutions

Opportunities:

- Opportunity to undertake Research projects
- Opportunity to start M.Phil. course

Threats:

- Very difficult to cover all quality programmes planned within short duration
- Difficulty in training the majority of the rural students to communicate in English
- Difficulty in persuading the students to attend the campus interviews

- Decline in admission of the students due to lengthening of the duration of B.Ed Course and M.Ed course from one to two years .

8. Plans of institution for next year

Future Plans for the Academic Year 2017-2018

1. Starting an Educational Research Journal.

2. Conducting

- International Seminar/ for Teacher Educators and College Lecturers with the collaboration of Universities like Mother Theresa Women's University.

- One seminar/workshop for the school teachers.

- One day seminar for the High School students.

- Seminars to the student teachers to improve their personality and Life Skills.

- Inter Collegiate Competitions.

3. Doing major-wise small research project work by B.Ed students

4. Learner Centered methods by staff members.

5. More ICT based Teaching.

6. Publishing more books more articles in Journals by Staff Members.

7. Undertaking a minor project.

8. Undertaking Action Research programmes by staff.

9. Preparation of self-learning and E-Content materials by staff.

10. Offering a short-term course in Spoken English and Computer Literacy to B.Ed. students.

11. Providing a minimum of four certificate courses to B.Ed. students.

12. Equipping the library with additional books and Online Journals.

13. Conducting Training Programme for the non-teaching staff for their Professional development.

14. Conducting Spiritual Programmes to Staff and Students.

15. Extension of Counselling Services to students in Intensive Teaching Practice schools

16. Awareness Programmes to school students.

17. Contributing to Environmental Awareness of the Students and Public.

Name _____   Name

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme

SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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