

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*

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

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 (capuaqar@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 or EC_32_A&A_143 dated 3-5-2004-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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

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, 2016 to June 30, 2017)

Part – A

AQAR for the Year

2017-2018

I. Details of the Institution

Name of the Institution

Dr. Sivanthi Aditanar College of Education

Address Line 1

Tirunelveli Road

Address Line 2

Tiruchendur

City/Town

Thoothukudi

State

Tamilnadu

Pin Code

628 215

Institution e-mail address

drsace.edu@gmail.com

saceteacher@gmail.com

Contact Nos.

04639-242181

Name of the Head of the Institution:

Dr. P. Swamydhas

Tel. No. with STD Code:

04639-242181

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

NAAC Track ID (For ex. MHC0GN 18879)

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)

Website address:

Web-link of the AQAR:

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

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.49	2008	5
2	2 nd Cycle	B ⁺	2.74	2016	5
3	3 rd Cycle				
4	4 th Cycle				

Date of Establishment of IQAC : DD/MM/YYYY

AQAR for the year (for example 2010-11)

2014-2017

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 28.03.2013 (DD/MM/YYYY)
- ii. AQAR 29.12.2014 (DD/MM/YYYY)
- iii. AQAR 21.11.2015 (DD/MM/YYYY)
- iv. AQAR 07.01.2017 (DD/MM/YYYY)

Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

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"/>		
Others (Specify)	<div>-</div>								

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

Tamilnadu Teachers Education
University, Chennai.

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

No. of Teachers

21

No. of Administrative/Technical staff

3

No. of students

50

No. of Management representatives

2

No. of Alumni

30

No. of any other stakeholder and community
representatives

2

No. of Employers/ Industrialists

2

No. of other External Experts

2

Total No. of members

112

No. of IQAC meetings held

3

No. of meetings with various stakeholders:

No.

1

Faculty

5

Non-Teaching Staff Students

2

Alumni

2

Others

1

Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

–

Seminars and Conferences (only quality related)

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

Total Nos.

1

International

–

National

–

State

–

Institution Level

1

(ii) Themes

Head Masters seminar for Achievement in Public Examination

Significant Activities and contributions made by IQAC

1. ICT Based Education.
2. ERP Plan to be executed for our Institution.
3. NET / SET Coaching.

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	Achievements
1. Plan to Conduct High / Higher Secondary Level Headmasters Seminar.	Planned On September 2017
2. Plan to Conduct One Day National level Workshop	Planned On February 2018

* 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

ERP Plan is to be digitalised as a part of automation to retrieve information related with profiles of Students and Faculty.

Part – B

Criterion – I

I. Curricular Aspects

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	-	-	-
UG	1	-	-	3
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Art & Craft Certificate Vivekananda thought	2	-	-	-
Others	-	-	-	-
Total	4	-	-	3
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	1

Feedback from stakeholders*
(On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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

**Please provide an analysis of the feedback in the Annexure*

Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects. **No**

Yes (Syllabus revised by the Tamilnadu Teacher Education University as per NCTE norms (2 yrs B. Ed and M.Ed.)

Any new Department/Centre introduced during the year. If yes, give details. **No**

Planned to introduce M. Phil. Degree course during the academic year 2016-2017
Planned to introduce Tamil optional course during this academic year

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	17	1	1	2

No. of permanent faculty with Ph.D.

6

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
1	-	-	-	-	-	1	-	-	-

No. of Guest and Visiting faculty and Temporary faculty

-

-

-

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	13	7
Presented papers	2	25	7
Resource Persons	-	1	1

Innovative processes adopted by the institution in Teaching and Learning:

1. Web based instruction and Digitalizing Microteaching Component.
2. Power Point Presentation

Total No. of actual teaching days during this academic year

16 weeks

Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

-

Double Valuation, Photocopy, Online Multiple Choice Questions)

No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	-	-	-
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Average percentage of attendance of students	93.1%
--	-------

Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	90	-	-	-	-	100%
M.Ed	3	-	-	-	-	100%

How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : Faculty members has Presented Research Papers in various international and National Seminars

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
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.	1
Others	-

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	6	-	-	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC Promotes Paper Presentation in a Social and in National Level Conducting research colloquium etc.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

Details on research publications

	International	National	Others
Peer Review Journals	2	1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1	1	

Details on Impact factor of publications:

Range Average ☒ h-index Nos. in SCOPUS

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(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

No. of University Departments receiving funds from

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

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

Revenue generated through consultancy

No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	1	-	-	1
	Sponsoring agencies	-	-	-	-	-

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

No. of collaborations International National Any other

No. of linkages created during this year

Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	1	-

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

1

2

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

6

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

JRF - SRF - Project Fellows - Any other -

No. of students Participated in NSS events:

University level - State level -
National level - International level -

No. of students participated in NCC events:

University level - State level -
National level - International level -

No. of Awards won in NSS:

University level - State level -
National level - International level -

No. of Awards won in NCC:

University level - State level -
National level - International level -

No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="1"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="1"/>
Village adaptation	<input type="text" value="✓"/>			

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

- WIFI Connection

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	-	-	-	-
Class rooms	-	-	-	-
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	2	8350	2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

Computerization of administration and library

Computerized ERP System

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	295	Rs. 9,853	-	-	295	Rs. 9,853
Reference Books	9553	Rs. 16,51,361.03	299	Rs. 39,094.60	9852	Rs. 16,90,455.63
e-Books	359	-	-	-	359	-
Journals	42	Rs. 19,660	-	-	42	Rs. 19,660
e-Journals	35	-	-	-	35	-
Digital Database	DELNET	Rs. 11,500	-	-	DELNET	Rs. 11,500
CD & Video	42	Rs. 500	-	-	42	Rs. 500
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs		Internet	Browsing Centres	Computer Centres	Office	Departments	Others
		Lang Lab	Com Lab						
Existing	48	13	19	-	-	-	3	13	-
Added	-	-	-	-	-	-	-	-	-
Total	48	13	19	-	-	-	3	13	-

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

For Technology up Gradation Computer, Internal, Access Training was conducted for faculty and students.

Amount spent on maintenance in lakhs :

• ICT & TLM	Rs. 94,500/-
• Campus Infrastructure and facilities	Rs. 16,950/-
• Equipments	-
• Others	Rs. 16,000/-
Total:	Rs. 1,27,450/-

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

Guidance and Counseling, model panel interview, campus interview for recruitment of teachers, arranging back loan, and providing O.D for Competition and Paper Publication.

Efforts made by the institution for tracking the progression

Conducting the achievement test. Provision of effective use of lab.

(a) Total Number of students

B. Ed	M. Ed	Ph. D.	Others
147	9	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%
Men	14	7.87

Women

No	%
164	87.23

Last Year							This Year						
Courses	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
B. Ed	9	40	-	120	-	169	11	24	-	112	-	147	
M. Ed	-	5	-	3	-	8	-	7	-	2	-	9	

Demand ratio

Dropout B. Ed - Nil
M. Ed - Nil

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

1. Net coaching – (Paper-i) classes for competitive examination was conducted for the welfare of the students.
2. Model Panel interview was conducted for the benefits of our students.
3. Once month coaching classes was conducted for Teachers Eligibility Test (TET) in association with Sivanthi Academy.

No. of students beneficiaries

35

No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="3"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

Details of student counseling and career guidance

Personal Guidance and Conducting campus interview for our students.

No. of students benefitted

26

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
10	60	-	-

Details of gender sensitization programmes

Conducting Women's day – Practiced daily routine Curricular Activity.

Students Activities

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

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

Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	B.Ed-48 M.Ed-5	Rs.19,90,000.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

No. of social initiatives undertaken by the students

Major grievances of students (if any) redressed: 3

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Vision: We mould intelligent, morally upright, emotionally matured and spiritually elevated teachers from the rural segments of the society to achieve the status of excellence.

Mission: The missionary and pedagogic fervour is enshrined in our logo, $\text{fw};f, \text{fw};\beta f;f, \text{Uah};f$ means to learn, to teach and to elevate the student community, in turn the flourishing society, we aim at establishing a leading research centre of excellence to shape meritorious educationists at national and international level.

Does the Institution has a management Information System

The daily report send and evaluated through the management information system provided through active faculties.

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

Curriculum Development

It is through web-based introduction.

Teaching and Learning

ICT based teaching is adopted for improved learning

Examination and Evaluation

Periodical examination its conducted

Research and Development

M.Ed. dissertation is systematised by various experts for the institutions.

Library, ICT and physical infrastructure / instrumentation

Fully computerised library and ICT la with needful software.

Human Resource Management

The student and staff are to uplift their career impartment at National and International level

Faculty and Staff recruitment

Based on the quality profile of the faculty and staff, the requirement is done.

Industry Interaction / Collaboration

–

Admission of Students

Based on merit, stipulated by University and Govt norms.

Welfare schemes for

Teaching	EPF, CL
Non teaching	EPF, CL
Students	Educational Loan Facility

Total corpus fund generated

–

Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	-	✓	-
Administrative	-	-	-	-

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

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

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

–

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

Applied for Permanent Affiliation to the University

Activities and support from the Alumni Association

Alumini Association meeting is conducted every year 2nd October, other supportive in conducting academic events like seminar etc

Activities and support from the Parent – Teacher Association

Parents are supportive for overall academic growth of the institution.

Development programmes for support staff

Computer training on tally programme for supporting staff.

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

Project is implemented periodically to have eco-friendly campus.

Criterion – VII

7. Innovations and Best Practices

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

ERP Profile for the staff and students to retrieve the information.

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

The implement the program schedule of the year the calendar is followed.

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

Video graphed Micro Teaching and computerised data processing of our students and staff.

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

Contribution to environmental awareness / protection

The Eco club is conducting periodical meetings to create awareness

Whether environmental audit was conducted?

Yes

☒

No

☐

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

Yes, Bench Marking SWOT, FMEA, (FAILURE MODE, EFF ECT ANALYSIS)

8. Plans of institution for next year

Preparation of the institution towards 2 year courses (B.Ed and M.Ed)

Name: Mrs. T. Uma

Name : Dr. P. Swamydhas

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
