



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

1. Name of the Institution	DR SIVANTHI ADITANAR COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. P. SWAMYDHAS
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04639242181
Mobile no.	9486381123
Registered Email	saceteacher@gmail.com
Alternate Email	drsace@aei.edu.in
Address	Dr, SIVANTHI ADITANAR COLLEGE OF EDUCATION, TIRUCHENDUR-628215
City/Town	THOOTHUKUDI DISTRICT
State/UT	Tamil Nadu
Pincode	628215

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			Mr. D. JEYASEELAN SELVAKUMAR																
Phone no/Alternate Phone no.			04639220577																
Mobile no.			9894572724																
Registered Email			seelannazareth@gmail.com																
Alternate Email			saceteacher@gmail.com																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="https://www.drsacedn.com/wp-content/uploads/2022/11/IQAC_2015-2016.pdf">https://www.drsacedn.com/wp-content/uploads/2022/11/IQAC_2015-2016.pdf</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="https://www.drsacedn.com/">https://www.drsacedn.com/</a>																
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B+</td> <td>2.74</td> <td>2016</td> <td>16-Sep-2016</td> <td>16-Sep-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B+	2.74	2016	16-Sep-2016	16-Sep-2021
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				Period From	Period To														
2	B+	2.74	2016	16-Sep-2016	16-Sep-2021														
<b>6. Date of Establishment of IQAC</b>			27-Aug-2008																
<b>7. Internal Quality Assurance System</b>																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>IQAC MEETING</td> <td>23-Sep-2016 1</td> <td>16</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	IQAC MEETING	23-Sep-2016 1	16					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
IQAC MEETING	23-Sep-2016 1	16																	

SUBMISSION OF AQAR TO NAAC	07-Apr-2017 1	0
Curriculum Feedback by Students	24-Feb-2017 1	100
Staff Evaluation by Students	17-Mar-2017 1	100
Academic and Administrative Audit (AAA)	12-May-2017 1	0
Academic and Administrative Audit (AAA)	17-Aug-2017 1	0
IQAC MEETING	02-Dec-2016 1	16
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Organized World Cancer Day awareness programme was conducted on 03rd February 2017.

Orientation on revised TNTEU syllabus for Staff held on 09th September, 2016.

SPSS training programme for M.Ed. Scholars held on 01st March, 2017.

Published IQAC Newsletters for a academic year.

Conducted Entry (Oral test) and Exit behaviour (Written test) for the student trainees.

[View File](#)

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

Plan of Action	Achivements/Outcomes
To organize orientation programme for improving English communicative ability among all the student trainees.	Implemented.
To organize a training programme on Active Learning Methodology as the faculty development programme.	Training programme held.
To conduct SPSS training programme for M.Ed. scholars to orient them with research capabilities.	Conducted
To conduct varies activities and experiments concerning the syllabus frequently in the Computer and Science laboratories.	Implemented.
To organize Students' Union Council and to conduct training programme for the members to orient them with the leadership skills.	Implemented.
To make use of Learning Management System, Website and Social media for Students' Information Management System.	In process.
To conduct training programme for student trainees on Financial Planning for Young Investors.	Conducted
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Committee	16-Mar-2017

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	12-Aug-2016
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	03-May-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Students Information System is maintained in the administrative office. It consists of students' personal details namely, Date of Birth, Gender, email, Voter's ID, Aadhaar Number, Blood Group, Community, Religion, Caste, Nationality, Mother tongue, Marital Status, Details of differently abled if any and his /her achievements in X, XII and UG Degree programme, highest degree, his/her family details such as father's name, mother's name, father's occupation, mother's occupation, family income and finally his/her involvement in extracurricular and cocurricular activities. Everyday Student's attendance is taken at 9.30 am by manually. Parents would be intimated about the absence of their wards in case of absence to the college and this would help to maintain regular attendance in the college. Students' database is maintained by the coordinator of Placement Cell in which Student's name, mobile number, current position of the students and their achievements in competitive examinations are recorded. Also, the details of former students including their current occupation and places of residences are documented. Biometric attendance system is available for students and staff. While entering and leaving the college, every student and staff must register their thumb impression in the biometric system so that the name, time of entry and exit</p>

## Part B

**CRITERION I – CURRICULAR ASPECTS****1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college concerns effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the Tamilnadu Teachers Education University, Chennai, through its Boards of Studies. The curriculum delivery initiatives were effectively carried out by the Academic Committee of the institution. The well planned curriculum delivery and documentation is explained below.

01. Academic calendar • The College constitutes Academic Committee under the head of the Principal to prepare the Academic Calendar. • The college follows the Academic calendar prepared by the College following the directions of the Tamilnadu Teachers Education University, Chennai and executes it rigorously. • The Head of the Institution decides the distribution of workload, subjects to be handled, Activities to be undertaken during the entire course and to review the completed syllabus after conducting Staff Meeting. • The Principal monitors the effective implementation of the Calendar through formal meetings with faculty members and if necessary informal discussions with faculty.

02. Time- Table Committee • The college constitutes the Time Table committee under the head of the Principal to prepare the time table. • The Time Tables are displayed on the Notice Board. • The syllabus link of University is also provided to the students in the College Website.

03. Teaching Plan • Teaching plan is prepared by every faculty member at the beginning of the academic year. • Periodic assessment of Curriculum delivery is conducted by IQAC. • The faculty engages extra theory classes and Practical classes as and when necessary and maintains their records.

04. Laboratories • There is optimum utilization of well-equipped laboratories for curriculum delivery of theory and practical. • The students maintain record note books of the activities carried out duly signed by the concerned faculty.

05. Teaching Aids • The faculty uses charts, maps, models and specimens along with chalk and board. • Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum. • Guest lectures, Expert lectures and guidance are engaged. • Internet, Computer, LCD projectors and other Audio-visual aids are utilized on regular basis.

06. College Library • The College Library facilitates the students to access to latest books available in concerned subjects and topics. • The books are issued to the students on token basis. • The record of the same is maintained in the College Library and Issue register maintained.

07. Teacher support • The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. • The college takes initiative and encourages staff to attend workshops organized by the University for effectively imparting curriculum. • New recruits are given orientation regarding Curriculum and teaching methods.

08. Feedback • The college collects the feedback from the faculty, students, alumni, employers and Practice teaching schools. • The collected feedback is analyzed using different parameters and the performance of the students, faculty and institution is assessed. • Formative assessment is done to assess the continual growth of students in academics.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Vivekananda Thought	Vivekananda Thought	14/11/2016	1	Employability	21st century skills
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## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Orientation in English Grammar	29/08/2016	90
Creative Crafts	18/10/2016	188
Yoga, Education and Training	27/09/2016	90
Guidance and Counselling	19/01/2017	105
Computer Training on Basic Skills	03/11/2016	188
Life Skills Training	19/08/2016	90
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Education	188
MEd	Education	15
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

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

#### Feedback Obtained

The curriculum feedback is received from all the students orally by assembling all the students in one place along with the staff members and Principal. The feedback is received for curriculum of each and every course and the concerned staff members may interact with them to explain their doubt regarding syllabus and it is recorded and maintained by the IQAC Cell. Along with the syllabus, the general feedback on the academic and non- academic activities of the colleges would be discussed and it would be considered in the discussion during staff council meeting and in academic council. The programme evaluation per academic year would be done in which the students are asked to evaluate the programmes offered by the college using a questionnaire with five point scale and analysed. Based on their evaluation some of the programmes are strengthened and some of them are dropped. The curriculum feedback is received from all the faculty members. Each one may express the changes they want to have in the subject they are handling and that would be considered in the Staff council and Academic Council. Each and every activity conducted in our college would be evaluated in the staff meeting. Also the staff in- charge of the activity may share the difficulties they faced and the support rendered by the prospective teachers for the programme. By this discussion, the new innovative activities may be introduced or the programme which is not suitable for the students would be ignored.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	100	126	90
MEd	Education	50	10	4
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	90	4	16	8	23

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	23	53	2	0	6



[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Students Mentoring System Yes. The Students mentoring system is provided in our college in the name of tutor ward system in which all the staff members are allotted six to seven students from each year. Atleast thrice in a year there would be a formal meeting of tutor ward in the working hour itself in which the general guidance for all would be given and if they have any personal or financial problems they can meet the tutor any time in the college. A tutor ward notebook is maintained for each student separately in which the complete detail of the student such as family background, future plan, academic profile, achievement in the college, positive encouragement by teachers, mentors are entered. Based on the family background of the students the tutor may provide the academic assistance to the needy. The mark statement would be distributed to the students along with their parents through the tutor in which the tutor may interact with the parents so that there may be smooth relationship between them which helps them to mould the behaviour of the students. The following are the benefits of the tutor ward system. • The students may feel happy as they had mentor to listen their problems • They may get academic as well as personal guidance from the tutor. • It helps them to adjust with the classmates and the rules and regulations of the college • It helps to know the expectations of the college from the tutor. • It develops cordial relationship among the students, parents and teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
94	23	1 : 4

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	23	2	0	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BED	I	19/05/2016	03/09/2017
BEd	BED	II	19/05/2016	17/08/2017
MEd	MED	I	13/06/2016	03/09/2017
MEd	MED	II	19/05/2016	03/09/2017

[View File](#)

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation As an affiliated institution of Tamil Nadu Teachers Education University, Chennai, evaluation norms of the university are followed. The university has adopted major reform in evaluation from the academic year 2016-17 and the College has adopted the same. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects: The B.Ed. programme will consist of Theory courses in "Perspectives in Education" and "Curriculum and Pedagogic Studies" along with "Engagement with the Field" as practical component. • As per the TNTEU regulations, "Enhancing Professional Capacities" EPC1, EPC2 EPC3 are evaluated by Continuous Internal Assessment. Students have to undertake "Tasks and Assignments" in each course given in the syllabus. • The First year B.Ed. course Consist of 3-full theory courses and 4-half theory courses. • The Second year B.Ed. course consists of 2-full theory courses and 3-half theory courses. • The allotment of marks for full course is 100. Of which 70 marks is allotted for written examination and 30 marks is allotted for Tasks and assignments. • The allotment of marks for half-course is 50. Of which 35 marks is allotted for written examination and 15 marks is allotted for Tasks and assignments. • Half-yearly Examination and two model examinations will be conducted for continuous assessment. The better performance in either of the examinations is considered. • The sum total of marks of the internal exams, assignments and seminars will be considered for internal marks. • For First year and Second year M.Ed. Course the allotment of marks for each theory paper is 100. Of which 70 marks is allotted for written examination and 30 marks is allotted for internal assessment. The internal assessment includes class test, assignments, and seminars which comprise a total of 30 marks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar Academic calendar plays a vital role for the successful functioning of the College. Our College is affiliated to Tamil Nadu Teachers Education University, Chennai and prepares the academic calendar at the outset every year academic year following the directions of the University. The academic calendar enable the institution to function successfully by carrying out the teaching learning activities, internal assessments, club activities, functioning of committees and other co-curricular activities. The academic calendar thus prepared adhering the norm of the University is issued to all the faculty and students for smooth functioning of the college. The scholastic and non-scholastic activities of the college are carried out by the faculty members with strict adherence of the norms of the University. Completion of syllabus, conducting internal assessments, observing various occasional days of national importance, celebration of festivals, meetings of various clubs and committees etc are done with the adherence of the academic calendar of the college. Faculty members are instructed to follow the University norms for preparing and conducting class test and model examination for the students. Faculty members are guided to prepare question bank of their concerned theory courses and discuss it with the students after completion of the syllabus. Students are brought to the notice in regard to holiday is being circulated among the faculty members, support staff and students well in advance. Information regarding camp activities, skill training practices like Micro-teaching and Mini teaching, varied competitions etc will be well informed to the students by the academic calendar.

## 2.6 – Student Performance and Learning Outcomes

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

<https://www.drsacedn.com/wp-content/uploads/2022/10/Programme-Learning-Outcomes-Course-Learning-Outcomes.pdf>

## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BED I YEAR	BEd	EDUCATION	90	90	100
BED II YEAR	BEd	EDUCATION	98	98	100
MED I YEAR	Med	EDUCATION	4	4	100
MED II YEAR	Med	EDUCATION	11	11	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://www.drsacedn.com/wp-content/uploads/2022/10/Student-Satisfaction-Survey-2016-2017.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
World Cancer Day Awareness Programme	IQAC	03/02/2017
Financial Planning for Young Investors Programme	IQAC	04/02/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	6	0
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	2
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	0	5
Presented papers	1	3	1	0
Resource persons	0	2	0	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Gas Safety Demonstration	Bharat Gas Agency	1	204
Awareness on Leprosy Programme	YRC	1	204
AIDS Awareness Programme	RRC	1	204
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 3.5 – Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Intensive Teaching Practice	26 schools	07/09/2016	31/01/2017	98
Field Visit	Field Visit in Schools	5 Schools	14/11/2016	26/11/2016	3
Field Visit	Field visit in Teacher Education	3 College of Teacher Education	03/02/2017	23/02/2017	11

	College				
Innovative School Visit	Innovative School Visit and Healthy Practices	3 Schools	21/11/2016	26/11/2016	90
<a href="#">View File</a>					

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

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

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2786380	1683460

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
AROKYA LIB SOFT	Fully	16.8	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	295	9853	0	0	295	9853

Reference Books	9350	1516902	203	134459	9553	1651361
e-Books	359	0	0	0	359	0
e-Journals	35	0	0	0	35	0
Digital Database	0	0	1	16500	1	16500
CD & Video	42	500	0	0	42	500
Others(s pecify)	42	14128	0	0	42	14128
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
K. Soundara Pandiyan	Learning Management System	AdroIT Technologies	17/06/2016
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	49	36	36	0	0	5	10	50	0
Added	4	2	2	0	0	1	0	0	0
Total	53	38	38	0	0	6	10	50	0

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

50 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilities
2561050	1979758	680000	316517



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

Dr. Sivanthi Aditanar College of Education has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms, etc. Physical Facilities The faculty and staff of the College headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. We have adequate infrastructure of classrooms, laboratories, library, sports complex etc. The infrastructure of the College is being utilized for curricular, co-curricular and extracurricular activities. For maintenance of a clean campus environment, cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. I. Laboratories We have the following six laboratories in the College. The laboratory equipments, specimens, and other necessary chemicals are purchased by the office as per the requirements of the teaching departments of the college. The respective department faculty are responsible for maintenance and functioning of the laboratories and are used as part of the under graduate programme. i. Physical Science Laboratory ii. Biological Science Laboratory iii. Technology Laboratory iv. Psychology Laboratory v. Computer Laboratory II. Library The College library is computerized with the help of LIBSOFT software and provided with internet and photocopier facilities. The College library is also provided with DELNET facility. The library committee of the College headed by the Principal is responsible for assess the requirements and to suggest the management for purchase of books including Upgradation of library. We have the practice lending books on card basis as well as book bank scheme. III. Sports Complex The College has a standard ground including volley ball, throw ball, ball badminton and kho-kho courts where outdoors sports activities are held. The sports committee of the College is in-charge of the sports complex and equipments. The students are divided into four Houses for competitions and showcase of their talents. The necessary goods and sports articles are purchased by the office as per the recommendations of the Physical Directress. The college authority purchases them by calling quotations from the reputed sport outlets. IV. Computers We have two computer Laboratories in the College. The computer laboratory offers proficiency programs in information technology and supports the prospective teachers to complete the academic practical components of ICT. V. Classrooms The infrastructure is being used for conducting Seminars, workshops, and lecture sessions. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc in the classroom are done regularly. VI. Hostel The College has separate hostel facilities for male and female with 24 hours security services. Health and hygiene of the occupants are taken care of by the warden. VII. Canteen A student friendly canteen is run by the college. Hygienic food is made available at affordable rates. VIII. Water We have Reverse Osmosis Plant and Smart water dispenser for safe drinking water is available in the college campus for everyone.

<https://www.drsacedn.com/iqac-procedures-and-policies/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0



<b>Financial Support from Other Sources</b>			
<b>a) National</b>	<b>SC Scholarship</b>	<b>71</b>	<b>2665000</b>
<b>b) International</b>	<b>0</b>	<b>0</b>	<b>0</b>
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
<b>Life Skills Training</b>	<b>19/08/2016</b>	<b>90</b>	<b>Dr SACE</b>
<b>Orientation in English Grammar</b>	<b>29/08/2016</b>	<b>90</b>	<b>Dr SACE</b>
<b>Active Learning Methodology Training</b>	<b>02/09/2016</b>	<b>90</b>	<b>Dr SACE</b>
<b>Yoga Training</b>	<b>27/09/2016</b>	<b>90</b>	<b>Dr SACE</b>
<b>Community Based Engaged / Skill Development Camp</b>	<b>19/12/2016</b>	<b>90</b>	<b>Dr SACE</b>
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>2016</b>	<b>TET Coaching</b>	<b>1</b>	<b>90</b>	<b>0</b>	<b>1</b>
<b>2017</b>	<b>Campus Interview</b>	<b>9</b>	<b>90</b>	<b>1</b>	<b>10</b>
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
<b>0</b>	<b>0</b>	<b>0</b>

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>Saradha</b>	<b>15</b>	<b>9</b>	<b>Nil</b>	<b>0</b>	<b>0</b>

Higher Secondary School, Gopi chettipalaya m					
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	11	B Ed	Education	Govindammal Aditanar College for women, Tiruchendur	PG
2016	8	B Ed	Education	St. Xavier's College of Education, Tirunelveli	PG
2016	4	B Ed	Education	St. Johns College, Palayamkottai	PG
2016	2	B Ed	Education	Wavoo wajeetha College for Women, Kayal pattinam	PG
2016	1	B Ed	Education	MS University, Tirunelveli	PG
2016	13	B Ed	Education	Aditanar College of Arts and Science, Tiruchendur	PG
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#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
District Level Elocution	College Level	2
Cultural Competition	College Level	5

[View File](#)

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Elocution	National	Nill	1	MEd3	D. Rajkumar
2017	Elocution	National	Nill	1	MEd3	D. Rajkumar
2017	Verse Writing	National	Nill	1	MEd3	D. Rajkumar

[View File](#)

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

Student council Our college students elect the students council members democratically. Students' council comprises of chairman, vice chairman, Secretary, Joint Secretary, Additional Secretary and one student from each optional group form the members of the council. Activities of Students' council

- Students' council serves as the bridge between the management and students.
- The council organizes intramural cultural competitions, sports and games.
- The council plans and conducts various religious and national festivals in the College.
- The council helps to organize College Day.
- The council plays vital role in community based engagement/skill development organised in the College.
- The council regulates the students in all the programmes conducted in the College.
- The council Members are active in functioning of the various clubs and committees of the College.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

36

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

11000

5.4.4 – Meetings/activities organized by Alumni Association :

Activities organized by Alumni Association

- Alumni Association Meeting every year.
- Teacher's Day Celebration
- Off campus Placement
- Promoting Admissions
- IQAC Meeting

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

Decentralization The College had various committees and each committee is

headed by a faculty so that they had the autonomy to lead the committee. The Principal plans various activities of the College both scholastic and non-scholastic. The Physical Directress of the College is in-charge of maintaining discipline in the college under the guidance of the Principal. Participatory Management In the admission committee, all the optional subject teachers are included and are getting involved in the selection of students to the college. Staff council committee is included in the governing body so that they could be involved in planning and evaluating all the activities in the college. There is another arm of management known as participative which is exhibited in the form of membership in different committees. Thus the committees of the college include members not only from teaching, administrative staff, and students, but also the experts, community members and government nominees. This highlights the decentralized and participative management of our college.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Our College is a self-financing institution affiliated to Tamilnadu Teachers Education University, Chennai and approved by NCTE. It abides by the changes in curriculum as prescribed by the University.
Teaching and Learning	The following are the processes adopted by the institute towards Teaching Learning Process: Innovative processes • Value Added Courses • Internships • Educational projects in related area. • Content beyond the Syllabus. Pre Phase of Teaching learning Process • Departmental Academic Calendar • Lecture plan and notes • Course Learning Objectives and Course Outcomes • Soft copy of the lecture notes and question bank are shared to students. • Updating the library with appropriate books as suggested by the faculty • Modifying the laboratories to cater for the needs of revised regulation and recent trends Monitoring students performance through • Class Test, Half-yearly examination and Model examination I II • Re test for improvement and absentees • Assignments, group discussions, quiz, seminars and projects Monitoring the teaching Process through • Feedback from students • Oral feedback obtained from students in the Class • Committee Meeting • Academic Audit by peer committee • Result analysis Meeting of Internal Assessment and University Examination Addressing the Issues of

individual student • Additional classes for slow learners. • Personal guidance to the needy students • Issues related to the course are resolved by mentoring the students. • Addition periods are allocated in the time table based on the criticality of subject. • Symposium and Workshops are conducted. • Lectures are conducted on prerequisite topics.

Addressing issues of faculty • Mentoring and guidance given to the faculty for a course handled earlier by senior faculty members. Inputs from IQAC, and various feedback mechanisms are considered for improving the Teaching-Learning.

#### Examination and Evaluation

• The Institute designed the answer script for internal assessment same as that of the university answer script. • The attainment of Course outcomes pertaining to the internal assessment can be viewed from the answer script. • Internal Assessment Question Paper with Bloom's Taxonomy (knowledge level) indication. • Half-yearly examination and two model examinations are conducted per year. • Improvement test is conducted for absentees and students with low scores.

#### Research and Development

• Research and Development Cell is formed to promote Research and Development in the College. • The cell includes faculty, academicians and researchers. • The College motivates the faculty to undertake research activities through doctoral Programs. • It motivates Faculty members and scholars to publish research papers. • It motivates Faculty members to attend and present papers in conferences/seminar

#### Library, ICT and Physical Infrastructure / Instrumentation

Library • The college Library gives guidelines for improving the quality of library resource. • Aroky Lib Soft version 16.8 is being used in the library. • Suggestions from students' committee for Library are used for improvement in quality of library resource. • New books/journals are purchased every year to update the library. ICT • The College regularly increases ICT facilities for classrooms. • The university regularly enhances the Internet connectivity facility. • The university regularly enhances the power backup facility for classrooms. Physical infrastructure

Physical infrastructure is increased to meet the demand of recent trends, new regulation and increase of intake.

#### Human Resource Management

- The recruitment procedures, service rules and promotion policies are made transparent and employees are benefitted with CL, ESI and EPF.
- Employee's salary will be credited in the bank account directly.
- For professional development of the human resource, the institute delegates the faculty and staff to undergo development programs outside the institute, to undertake such development programs.
- The College organizes HR development Programmes for faculty, staff and students for skill up gradation and training.
- Faculty and students are felicitated for their academic achievements.
- The College uses performance evaluation methods for the staff members. At the end of every year, performance evaluation of the staff is done by Head of the Institution.

#### Admission of Students

Admission of students is through oral interview conducted by the College. The College maintains this reput by adopting following strategies:

- Maintaining good results in University examinations by means of recent trends of teaching learning, providing quality infrastructure and facilities, maintaining good training and placement track records.
- Encouraging extra-curricular activities like sports and other competitions.
- Maintaining Ragging-free environment

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• To use ICT in the process of planning college-events and activities, institute uses personal e-mails.</li> <li>• Important notices and reports are also circulated through e-mails.</li> <li>• E-governance is the integration of Information and Communication Technology in all the working processes of the system.</li> <li>• It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Google Drives: To keep all department wise proofs.</li> <li>• The college</li> </ul>

	<p>has Biometric attendance for teaching and non-teaching staff. • The college campus is equipped with CCTV Cameras installed at various places of need. • ICT has been introduced in the Administrative work. • WhatsApp Group helps to provide the brief notices of any event to be happened on college. • WhatsApp Groups are also used for awareness and of smooth functioning of the same.</p>
Finance and Accounts	<p>With the aim to produce immediate information in finance and Accounts Tally is used to generate various reports like Consolidated, General and Daily Cash Collection report.</p>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	ALM Training	Nil	02/09/2016	02/09/2016	23	Nil
2016	Yoga Training	Yoga Training	27/09/2016	27/09/2016	23	12
2016	Gas safety Demonstration	Gas safety Demonstration	15/12/2016	15/12/2016	23	12
2017	Financial Planning for young Investors	Nil	04/02/2017	04/02/2017	23	Nil
<a href="#">View File</a>						

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

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Residential Quarters	Residential Quarters	Government Scholarship

## 6.4 – Financial Management and Resource Mobilization

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

Our college keeps a good record of general and daily cash delivery report. All the transactions and expenditures are recorded and receipt of the same is maintained by the Accounts in charge of the college. Internal Financial Audit is done in our institution once in three months. It is done by the Aditanar Educational Institution (AEI), the trust which administers our College. It will examine financial accounts of the institution. The Accountant of the College will submit the account to the auditor and they would verify it. External Financial Audit External Financial Audit is conducted every year. The auditors from Krishnan Retna and Associates visit our college once in a year and examine the records maintained by the college such as the income and the expenditure details.
--

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

702999
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Intra Peer Team	Yes	Intra Peer Team
Administrative	Yes	Krishnan Retna and Associates, Nagercoil	Nill	AEI

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

• Parent Teachers Association meeting will be conducted in every year. •
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Parents are appointed as the member in IQAC. • Parents are invited for college programmes like college day, teacher's day and convocation day.

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

- Updating the systems with high configuration.
- Hands on experience on e filing/ documentation.
- Training in safety measures.
- Training on establishing paperless office.

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

- Faculty development programmes to be adopted.
- Facilities to be provided to differently abled students.
- Effective use of ICT in teaching - learning, evaluation, library and administration may be incorporated.

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	IQAC Meeting	23/09/2016	23/09/2016	23/09/2016	16
2016	IQAC Meeting	02/12/2016	02/12/2016	02/12/2016	16
2017	Submission of AQAR to NAAC	07/04/2017	07/04/2017	07/04/2017	0
2017	Curriculum Feedback by Students	24/02/2017	24/02/2017	24/02/2017	100
2017	Staff Evaluation by Students	17/03/2017	17/03/2017	17/03/2017	100
2017	Academic and Administrative Audit (AAA)	12/05/2017	12/05/2017	12/05/2017	0
2017	Academic and Administrative Audit (AAA)	12/05/2017	12/05/2017	17/08/2017	0

[View File](#)

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
Yoga Training	27/09/2016	27/09/2016	83	11
Skill Development Camp	19/12/2016	23/12/2016	81	9

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

Percentage of power requirement of the University met by the renewable energy sources
Generator

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	Nil	1	15/10/2016	1	World Cancer Day Awareness	Effects of Cancer	105
2016	Nil	1	15/12/2016	1	Youth Awareness	Youth Awakening	105
2017	Nil	1	03/02/2017	1	Gas safety Awareness	Gas safety Awareness	203
2017	Nil	1	13/02/2017	1	Special School visit	Special Children	98

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Calendar	05/08/2016	Rules and Regulations of the College are published in the College Calendar as well as in the College website. It was strictly followed by the Students and Teachers. Violation of these prescribed norms will lead to take the necessary actions by the Head of the institution. Students are asked to get the signature of the

parents if they take leave and if not they will not be permitted in the classroom.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2016	15/08/2016	109
National Sports Day	29/08/2016	29/08/2016	203
Teachers Day	12/09/2016	12/09/2016	203
Youth Awakening Day	15/11/2016	15/11/2016	105
Swachh Campus	21/12/2016	21/12/2016	105
Republic Day	26/01/2016	26/01/2016	203
World Cancer Day	03/02/2017	03/02/2017	203
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Motivating students to maintain a plastic free campus.
- Encouraging students to use bicycle as a green practice.
- Advised students to reduce the usage of Thermo Cole for making teaching aids.
- Encouraging the students to make use of the water properly.
- Advised not to waste food.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**TITLE OF THE PRACTICE** Headmasters' Seminar **OBJECTIVES OF THE PRACTICE** ? To enhance and organize the instructional work, Co-Curricular activities and planning administration. ? To develop the Communication skill and connectivity with other schools ? To familiarize with the modern school administration

**THE PRACTICE** National Institute of Educational Planning and Administration organizes Special Training on enhancement of competencies, Leadership and Management to all Principals, Head Masters and Senior Teachers by SSA and RMSA. In context to the above Our College also conducts one day Headmasters' Training Programme after obtaining the permission from the Chief Educational Officer, Thoothukudi. Our College Management fulfills the financial requirements of the training program such as Files, Scribbling Pads, Pen, Tea Snacks, and Memento for the Chief Guest, Lunch and other necessary support. The Headmasters' Training Program was conducted on 20th October, 2016 for the academic year 2016-2017 and included almost 247 Headmaster/Headmistress, Chief Educational Officer, Thoothukudi and District Educational Officers, Thoothukudi. At the end of the training program feedback both oral and written was obtained from the participants. After analyzing the feedback, the action need to be taken for further success of the training program would be decided for the coming years. The conference is considered as a common platform that necessitates various academic processes.

**THE CONTEXT** Our College has conducted Headmaster's Seminar in the District of Thoothukudi as a one day Special training Programme on enhancement of teaching, capacity building and supporting Headmasters' in policy, planning and management of education. We conduct the Head Master Conference since inception of our college in 1996. The real context of conducting this event is to imbibe the following:

- The very real need for Headmasters to support the work of schools is not only the learning outcomes of the children in academia but also in their growth as young citizens of

tomorrow. • Headmasters remain a significant influence through adolescence and early adulthood by promoting aspirations, helping students, find meaning and purpose in their school work, develop effective problem solving skills and about helping them develop the best character. BENEFITS OF THE PRACTICE ? Liaison with School Headmasters' and Chief Educational Officers. ? Promotion of the Placement of Our College PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM Organizing the training Program for School Headmasters' encounter the challenge of free schedule of all the Headmasters' and date of appointment of CEO and DEO in the midst of busy schedule. We rectified the problem by fixing earlier appointment of the target group by preparing the College Calendar earlier and fixing the schedule ahead of time. Though it is useful to conduct the conference, we face the following obstacles: • The time spent away from routine work to attend the seminar pose problem. Time is always a concern when scheduling activities. • Preparing time schedule to conduct the event in accordance with academic officials. • Sending the communication to all the schools of the district without any delay These obstacles are overcome by the supportive role of Chief Educational officer and District Educational Officers of the district. Since the good lunch with refreshments are provided at the expenses of our management, there may not be any problems related to eatable expenditure. RESOURCES REQUIRED The range of resources and materials used in Headmaster's seminars are, large seminar Hall, on - line resources to communicate, evaluate ideas through discussion, teaching materials such as PowerPoint and overhead projector slides, displays on screens, hard copies, print requirements, disk copy, reading and writing material etc. TITLE OF THE PRACTICE VIDEO-GRAPHED MICRO-TEACHING OBJECTIVES OF THE PRACTICE ? To practice micro teaching to develop core teaching skills for effective classroom teaching ? The teacher-trainees are to learn and assimilate new teaching skills under controlled conditions. ? The teacher-trainees are to gain confidence in teaching and mastering a number of teaching skills. ? To utilize the academic potential of teacher-trainees for providing much needed feedback. ? To develop effective time management and goal setting strategies. ? To develop an awareness of teaching / learning styles and how to use a variety of teaching strategies to adapt in various learning environments. THE CONTEXT Teacher competencies defined in terms of knowledge, Skills, and Behaviors required in a teacher that would bring desirable changes in the growth of students. There are certain unitary skills related to teaching which have led to the development of micro-teaching technique which develop the competency of the teacher. Micro-teaching is the most fundamental aspect of the teaching profession. The students learn and practice the nitty-gritty of the teaching technique through Micro-teaching only. This demand for intensive training in teaching and a thorough feedback mechanism. This is why we introduce the video-recording of Micro-teaching. THE PRACTICE Our college is a pioneer in conducting the video-graphed Micro-teaching Skill training Programme. The Micro-teaching demonstration classes for the Prospective teachers were provided by the Teacher Educators. The trainees prepared the Micro lesson plans and teaching aids for five skills. The practice session of the trainees were video-recorded and thereby providing the opportunities for them to obtain feedback about the teaching in their own. After the teaching session, the Feedback was provided by the observer as well as by the Teacher Educator. Based on the suggestions by the Teacher Educators, the Observer and the recorded video the trainees would re-teach the Micro lesson. Video Recording The trainees are divided into 10 groups. Each group will be under the supervision of a faculty member. And all five skills will be practiced by the trainees. Under the watchful eyes of the faculty members, each group's micro teaching will be recorded in the video. To begin with, the teacher in-charge gives a demonstration lesson, which is first recorded. Then the student groups watch, how the teacher educator uses various components of a skill masterfully. Now the trainee teachers practice the skill concerned. This is recorded in the video. This is called the teaching session.

During the teaching session each trainee is observed by an observer. Then the observer gives a private feedback to the trainee about the usage of various components with regard to his performance. This is further substantiated while the trainee watching her/his own teaching in the video. Now all the trainees after receiving the feedback and watching his/her own teaching prepare for the teaching session. This process facilitates a fool-proof mechanism for receiving the correct feedback individually. The re-teaching session naturally results in better performance by the trainees. EVIDENCE OF THE SUCCESS The Micro-teaching Skill training help the student-teachers to analyze the different components of micro teaching skills and its applications. It helped them to gain self-confidence among prospective teachers by scaling down all complexities of actual classroom situation. RESOURCES REQUIRED • A qualified video - grapher • Complete Audio and Video systems for recording • A separate room for recording BENEFITS OF THE PRACTICE We found the video recording of micro teaching immensely beneficial and highly evaluative. This also helps the teacher educators to identify and remove any flaws in the microteaching process. We found this is a good and solid preparatory course for macro teaching. PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM • As most of the students get the exposure to the stage for the first time during the microteaching practice they experience the stage fright. • Being conscious of the video recording, some students tend to be nervous. • Inadequacy of the students in terms of language skills and subject competency pose problems at times. The above mentioned obstacles are overcome by preparing the students thoroughly. They are encouraged and allowed to practice the skills freely. Mistakes are bound to happen which are corrected by the teachers in friendly manner. We allow them to avail much time before they re-teach. Further the obstacles are overcome by the constant training with continuous feedback mechanism adopted by all teacher educators of our institution.

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

<https://www.drsacedn.com/wp-content/uploads/2022/10/Institutional-Best-Practices-2016-2017.pdf>

### 7.3 – Institutional Distinctiveness

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

PERFORMANCE OF OUR COLLEGE The College opened its doors in August 1995, for imparting knowledge to the first generation learners of rural areas of Tiruchendur Taluk and around Thoothukudi District to bring about a radical change in the society. The College commenced with a humble beginning that followed a prosperous path and achieved a milestone of celebrating the Silver Jubilee – 25 Glorious Years of its existence in 2020. NAAC ACCREDITATION The College was awarded “B” grade with CGPA score of 2.49 in September, 2008 and “B” grade with CGPA score of 2.74 in September, 2016 by the Executive Committee of the NAAC. COLLEGE JOURNAL AND MAGAZINE Our college publishes a Bi-annual Research Journal on “New Horizons in Educational Research” and College magazine showcasing the creative talents of our Students. IQAC, ALUMNI AND PTA The vibrant IQAC, Alumni, PTA and exemplary work done by the various committees brings the College to the forefront in various fields and materializes the concept of holistic development of the individuals. This Institution is unique and occupies a place of honour to find our alumni well placed in all walks of life. EXAMINATION RESULTS The performance of our students in examination is exceptional in spite of the fact that majority of them have a rural background. The secret of success is due to the remedial teaching which is undertaken to cater to the needs of slow learners. LIFE SKILLS TRAINING Our college conducts life skills training programme on various topics such as Self motivation, Women

Empowerment, Transactional Analysis, Time Management, Stress Coping Management, Personality Development, Emotional Intelligence, Disaster Management, Self esteem, Positive thinking, etc. ORIENTATION PROGRAMME IN ENGLISH GRAMMAR Our College organizes orientation programme in English Grammar for B.Ed. I-year students every year for enhancing the communicative ability of the students. CLUBS AND COMMITTEES Various committees and clubs are functioning in the college to bring in proper co-ordination between the institution and the prospective teachers. CAMPUS INTERVIEW Campus Interview is a regular feature of the academic activity of our college. The campus placement process of our college strives to achieve with 100 placement in every academic year. YOGA TRAINING Our College offers Yoga training to all our students and every day one batch of students attends yoga class from 3.30 p.m. to 4.30 p.m. SKILL DEVELOPMENT CAMP Community Based Engagement / Skill Development Camp is conducted in our College campus for five days every year as a co-curricular programme. Experts from various fields trained our students for acquiring better skill development. VILLAGE ADOPTION Our College has adopted a village nearby our campus at Ganthiipuram and the Panchayat Union School in Ganthipuram and carryout various community activities such as adult education, awareness of health and hygiene, medical inspection, assisting school with teaching aids and equipments, and enhancing the school campus by carrying out cleaning activities and plantations.

Provide the weblink of the institution

<https://www.drsacedn.com/wp-content/uploads/2022/10/Institutional-Distinctiveness.pdf>

### 8.Future Plans of Actions for Next Academic Year

The college plans the following activities to be carried out for the next academic year: • Innovative practices like Open Book Examination may be tried out for Periodical test. • Question bank to be made available in the library and in all the departments. • Conducting Eco-Club activities frequently in the college • Engaging more students in working with NGO • Providing basic computer education beyond syllabus to prospective teachers. • Conducting programmes to promote cleanliness and sense of hygiene among the Prospective teachers. • The College proposes to organize activities in collaboration with different social bodies. • Conducting awareness rally program like abolition of plastics, gender sensitization, disaster management etc.