

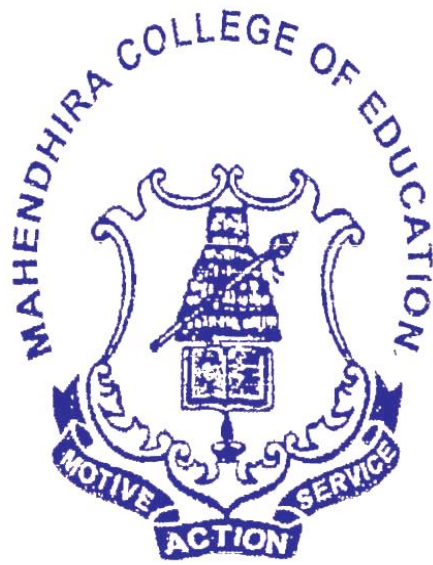
MAHENDHIRA COLLEGE OF EDUCATION

(Approved by NCTE and Affiliated to Tamil Nadu Teachers Education University)

Minnampalli, Salem-Attur Main Road

Salem Dt, Tamil Nadu – 636 106

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The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) : 13397

1.4 Website address:

Web-link of the AQAR:

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.16	2013	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.8 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 2013 , 2014 (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

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

**TAMILNADU TEACHER EDUCATION
UNIVERSITY, CHENNAI**

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- ❖ Quality prospective in teacher education.
- ❖ Integration of modern technologies in teacher education.

2.14 Significant Activities and contributions made by IQAC

- ◆ In the beginning of the academic year, IQAC along with the institution executed the steps like.
- ◆ Implemented personality development programmes, value added certificate courses and pre-placement training programme for the students.
- ◆ Strengthened the Entrepreneurship development centre.
- ◆ Conducted the principal meeting once in 15 days for monitoring the development of the institution.
- ◆ More avenues for students to engage in community services.
- ◆ Sensitizing student to ecological and environmental issues.
- ◆ Setting up the questionnaire for students feedback.
- ◆ Seminar, conferences and invited talks arranged.
- ◆ Solving the grievances lodged in the students feedback note by taking proper action.
- ◆ Conduction of faculty development programme every year.
- ◆ Governing council meeting held on a regular basis with member of the committee as a part of academic review activity.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure-I enclosed	

* 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

◆ IQAC submit the plan to the management. Management discussed the same with IQAC members and extended their support for the execution of the same.

Part – B Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	01			03
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	01	-	-	03

Interdisciplinary	-	-	-	-
Innovative	-		-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	01

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

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

(Feedback Analysis was given in the Annexure- IV)

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

- ◆ Our college is affiliated to Tamilnadu Teachers Education University and following the University Syllabus from 2008 onwards.

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
08	08	-	-	-

02

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
08	-	-	-	-	-	-	-	08	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		11	
Presented papers		08	
Resource Persons			

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

- ◆ Thirukural is announced in the same manner to enlighten the students before starting the class daily .
- ◆ Each student is provided with schemes of their subjects in the very beginning of their classes.
- ◆ Guest lectures, Soft skill programmes, Communication skills, and Aptitude classes are given for the up-liftment of the students in their career.
- ◆ Classes are handled in an interactive manner by using
 - Chalk and Talk Method
 - Power point presentation
 - Case Study Method
 - Video Presentations
 - Using CD's and online materials

2.7 Total No. of actual teaching days

during this academic year

200

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Our college is affiliated to TamilNadu Teachers Education University, Chennai, TamilNadu.
- Continuous Internal Assessment (CIA) is being done based on the University norms.
- Each academic year question paper will be received form TamilNadu Teachers Education University and that will be issued through the examination centre of our college to the students.

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

01	-	-
----	---	---

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	100	84%	15%	-	-	99%

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

- | |
|---|
| <ul style="list-style-type: none"> • IQAC contributes by setting innovative plan for teaching and learning process. • Checking the execution of teaching plans using schemes provided by the faculty members. • Evaluation of the teaching and Learning process by collecting feedback from the students. • Evaluating students ability through Unit tests, Seminars and Model exams. |
|---|

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programmes	-
HRD programmes	01
Orientation programmes	02
Faculty exchange programmes	06
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	-	-	-
Technical Staff	05	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- ◆ IQAC planned to procure some more international journals, online journals to our library for developing new research ideas.
- ◆ IQAC has applied for 2(f) and 12(b) recognition from UGC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	10,000	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	08	-	-	-
Outlay in Rs. Lakhs	-	-	16,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	Inter national	National	State	University	College
Number	-	-	01	-	02
Sponsoring agencies	-	-	-	-	MAHENDRA EDUCATIONAL TRUST

3.12

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

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

- Our students are continuously motivated to take part in the extension activity organized by our college.
- We encourage the faculty members and students to take up various activities dynamically.

The following programmes are conducted during the year 2013-2014

- ★ Blood Donation Camp
- ★ Eye camp-jointly conducted with Vasan Eye Care
- ★ HIV / AIDS Awareness
- ★ Tree plantation
- ★ First Aid -Training Programme
- ★ Environmental Awareness Programme

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3499sq.m	-	From Tuition Fees and Managed by the trust	
Class rooms	10	-	From Tuition Fees and Managed by the trust	
Laboratories	04	-	From Tuition Fees and Managed by the trust	
Seminar Halls	02	-	From Tuition Fees and Managed by the trust	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	150	5 computers, Aqua Water Purifier	From Tuition Fees and Managed by the trust	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,15,000	From Tuition Fees and Managed by the trust	1,15,000
Others		Bus Purchased	From Tuition Fees and Managed by the trust	3,85,000

4.2 Computerization of administration and library

- Our entire institution as well as our entire administration is fully computerized .
- Adequate systems are available to carry out the administration work.
- Our college is having a well equipped, fully automated library with the state of the art facilities like,
 - ♦ Many national and international journals and magazines in all disciplines
 - ♦ E-Gate facility for student Entry.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6186		200		6386	
Reference Books	1112		100		1212	
e-Books	150	Download through DELNET	-		150	Download through DELNET
Journals	30		-		30	
e-Journals	16	Download through DELNET	-		16	Download through DELNET
Digital Database	-	-	-	-	-	-
CD & Video	265		35		300	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	01	-	-	-	02	06	25
Added	25	-	-	-	-	-		
Total	75	01	-	-	-	02	06	25

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

<ul style="list-style-type: none"> ◆ 50 Systems are available. ◆ 25 Systems in Language Lab. ◆ 50 Systems are connected with Internet. ◆ The staff room is equipped with latest system and are connected with local area Network (LAN).

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,30,000
ii) Campus Infrastructure and facilities	2,30,000
iii) Equipments	50,000
iv) Others	1,50,000
Total :	5,60,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ◆ The student feedbacks are collected twice for every semester and their grievances will be solved by IQAC.
- ◆ IQAC along with placement cell provides information about various companies as a part of student support services.
- ◆ Result analysis was made based on the marks of unit tests, model exams to identify the weak students.
- ◆ Special coaching classes are conducted for these students to improve their subject knowledge.

5.2 Efforts made by the institution for tracking the progression

- To guide the students in the way of progression is the main motto of our institution. The following steps are taken for their success.
- ◆ Evaluating them by conducting tests, model exams.
 - ◆ Tracking continuously their attendance.
 - ◆ Informing their parents about their progression through website and sending letters
 - ◆ Monitoring of the programs and events

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	24	24		76	76

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
01	38	14	47	-	100	-	33	15	52	-	100

Demand ratio: - Dropout % : NIL

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

- ◆ Aptitude classes and Soft skill training programmes are conducted for all B.Ed students to help them in competitive exams.
- ◆ TET/TRB/TNPSC classes are conducted for all the B.Ed students.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- ❖ Our college placement cell is organizing and giving career guidance for all B.Ed students.
- ❖ IQAC motivates the students for getting a good placement through on and Off campus

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	43	04	18

5.8 Details of gender sensitization programmes

To create an awareness among the girl students by giving Guest Lecture on the Eve of Women's day.

- ◆ Female Students are given Yoga Practice by Vedhanthiri Maharishi Yoga Centre to enhance their mental and physical strength.
- ◆ Awareness Programme on HIV and AIDS are given via NSS.
- ◆ To make the girl students to specialize in the field of hand-craft, toys-making, embroidery, glass- painting .

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports :State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution		-
Financial support from government	51	25,94,700
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Our institution has

- Grievance cell, which is maintained to solve the problems of the students.
- Increased the number of Books in our College library.
- Increased the Transport facility.
- Generator facility is provided in the Ladies Hostel.
- Newly constructed AV theatre with Hi- tech facility.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- Education is a continuous process and Mahendhira College of Education will remain in the forefront and strive to provide quality education and prepare the future teacher for next generation.

MISSION

- To engage its resources towards service and up-liftment of the underprivileged rural population.
- To ensure conducive and equal opportunities to all student enabling them to acquire knowledge and skill of international standards.
- To motivate academic faculty to meet the ever increasing challenges in the era of liberalization, privatization, globalization and provide quality education to its students.
- To offer all - round education by making it learner centered, provide continuous education to all student with necessary skills and specialization that would match with the needs of the industry sector and of relevance in the global market.
- To provide all the necessary input to its student to enable them meet the challenges with courage and fortitude and the changing needs of the society.

6.2 Does the Institution has a management Information System

- Yes, the institution has a well established and maintained Management Information System.
- The college obtains feedback on teachers through suggestion box from the students and these information used for better administration and academic excellence by the management.
- Requirement of human resource is thoroughly planned and the selection is made by the expert interview panel and financial resources is drawn out of tuition fees.
- There are different committees in the institution for monitoring different activities. Staffs are allotted for admission work, cultural activities, extension activities etc depending upon their potential.
- Teachers use different technologies for teaching in the classroom. Power point presentation, O.H.P etc. and students are trained to use them.

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

6.3.1 Curriculum Development

- ◆ Our college is affiliated to The Tamilnadu Teachers Education University, Chennai and so we follow the Curriculum/Syllabus framed by the University Board of Studies for B.Ed programmes.
- ◆ Apart from the regular curriculum we are also providing extra classes for Communication Skills.
- ◆ The advantage of this method of teaching is that all the topic given in the syllabus are covered without any omission and student come to know the lesson to be taught before hand.
- ◆ Each student is given notes prepared by our staff members for better understanding and securing good mark in the University examination.
- ◆ The students who have practical are given practical procedure one day before the practical class for betterment of the students.
- ◆ Every Year subject related Guest lectures by eminent experts are arranged for the betterment of the students.
- ◆ PowerPoint presentation is prepared for all the subjects by the respective staff members for better teaching/ learning.
- ◆ Subject related CDs are purchased and their respective abstract are prepared in detail. Students are shown the CDs in the AV room periodically.

6.3.2 Teaching and Learning

Certain steps are followed to enhance the teaching & learning methods.

- ◆ The college has adequate number of qualified and competent faculty to handle all the courses.
- ◆ The college provides the course details and schedule in all learning courses, which makes the students to enlighten their career as soon as they step into the college.
- ◆ In the very first day of the semester the college provides the scheme for the students to get an idea of what they are going to learn.
- ◆ The computer –aided learning is given more priority in teaching and learning methods by which the students learning and their understanding is made easy.
- ◆ The college creates a culture of instilling and nurturing creativity and temper among the learners through various academic activities like seminar, workshop, industrial visit, communication skills, and soft skills.
- ◆ The study was aimed at studying the impact of gender and locality on teacher's efficiency .
- ◆ The students should understand the purpose and the advantages of learning English.
- ◆ Through the observations and assessments, the teacher will know what way a particular student learns best in groups.
- ◆ Techniques of teaching such as those recommended by NTI(2006)

6.3.3 Examination and Evaluation

- ◆ Time- bound continuous assessment .
- ◆ Timely bound examination and publication of result.
- ◆ Quick supplementary examination in every year.
- ◆ Double evaluation and Third valuation.
- ◆ Limited moderation.

6.3.4 Research and Development

- Our college has motivated the faculty members and the student to carry out their research .
- Our faculty members and the student are encouraged to present their research papers articles in various seminar /symposiums in our college.
- MOU is signed with many NGO organisations
- Major measure adopted by the institution to enhance the quality education consultancy and extension activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

Our college is having a well equipped fully automated library with the state of the art facilities like

- Having more than 7000 books and 21 journals, 150 CDs for books.
- E – Gate facility for student entry.
- MOU is maintained with DELLNET for online reference and purchase of books.
- Facilitation of e-book way DELLNET for student and faculty access

ICT

The entire campus is having network facilities which are available to the student and faculties.

- Internet lab with adequate systems and net speed up to 4 mbps is maintained by the college for easy access to the students and faculty.
- All faculty rooms are equipped with computers which are inter connected with local area network for exchange of communication.

Physical infrastructure / Instrumentation

- Our college campus is equipped with eco-friendly buildings having class rooms with good ventilation and light.
- Adequate restrooms for staffs and students (separately for Boys and Girls) are available in the campus.
- Many class rooms are provided with LCD projector for innovative teaching method.
- Telephone facilities are provided for student inside the college campus as well as in the Hostel premises.
- Separate the hostel facilities are available for boys and girls.
- RO system for purified drinking water is available inside the campus.
- Bus facility is available to the location in and around Salem and Attur for 60Km .
- Hostel mess is provided with modern kitchen equipments . Separate dinning hall is available for Boys and Girls.

6.3.6 Human Resource Management

- ◆ To develop interaction between society and educational institutions
- ◆ To encourage universities and college to undertake academic and other activities pertaining and extension programmes in respect of values and culture like extramural lectures, seminars, conference, workshop and orientation programmes for teachers and students.

6.3.7 Faculty and Staff recruitment

- ◆ Every year based on the vacancies, advertisements are given in the leading newspapers for the staff recruitment as per UGC Norms. The staff recruitment is done with more sincerity and dedication.
- ◆ Expert panel will select the staff members based on their knowledge through written test and oral test.
- ◆ The candidates have to take class at least for 15 minutes in front of the expert panel and the concerned department faculty members.
- ◆ The teaching ability is tested based on their voice modulation, presentation, subject knowledge and correlation.
- ◆ The personal interview is conducted for the candidates based on the written test and the class room session marks.
- ◆ Along with the expert panel, the selection list of the candidates will be handed over to the college management.

6.3.8 Industry Interaction / Collaboration

- ◆ To obtain the spoken English skill, the classes were organized by the local bodies.
- ◆ The private schools were visited through placement cell, to choose the quality teachers.
- ◆ To donate the Books for the school students for welfare of the society.
- ◆ MOU with Annamalai University for career development courses

6.3.9 Admission of Students

- Students of various disciplines are admitted as per existing norms prescribed by the Tamilnadu Teacher Education University and the instructions given by the Director of Collegiate Education, Chennai.
- Parents meeting is conducted every Year and B.Ed students are informed the vision and mission of the college along with the rules and regulations of our institution every year.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ Accident Insurance policy scheme with New India Assurance Company, Salem. ➤ Free Staff Quarts inside the campus will be provided to those who are in need. ➤ Incase of any Emergency the trust will contribute a part of money as charity. ➤ Salary Advance for Hospitalization, marriage etc., is given to the needy staffs.
Non teaching	<ul style="list-style-type: none"> ➤ Accidental Insurance policy Scheme with New India Assurance Company ,salem. ➤ Free staff Quarters inside the campus will be provided to those who are in need. ➤ Incase of any Emergency the trust will contribute a part of money as charity. ➤ Salary Advance for Hospitalization, marriage etc., is given to the needy staffs.
students	<ul style="list-style-type: none"> ➤ Fee concession is provided for the economically poor students irrespective of their community.

6.5 Total corpus fund generated

Rs13,00,000

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	TNTEU	YES	IQAC
Administrative			YES	MANAGEMENT COMMITTEE

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The Hall tickets are issued along with the photograph, subject code and subject date by TNTEU.
Answer scripts are given in the Booklet format.
- Online downloading facility of hall tickets, exam dates and exam result are available.
Centralized and single valuation for UG and PG students.
- Students can apply for revaluation and retotaling if they are interested.
 - Students if they are interested can apply and get transparency of the answer booklets.
 - University results are published through online.
- Practical exams conducted by the examiners appointed by the University

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

- TNTEU sends circulars with all kinds of details information formats recording autonomy guidelines as per UGC norms.
- TNTEU always encourages the affiliated colleges to apply for getting autonomy.

6.11 Activities and support from the Alumni Association

- ◆ Annual Alumni Meet and interaction.
- ◆ Feedback and appreciation.
- ◆ Curriculum inputs.
- ◆ Placement Aids/Tips/Training

6.12 Activities and support from the Parent – Teacher Association

- ◆ Parents meeting are conducted every year on the opening day of I year UG/PG.
- ◆ In the meeting rules and regulations of the college is explained in detail for the parents and the students.
- ◆ The parents are extending their support for any new innovative methods implemented by the college.
- ◆ In the due course if any grievances are intimated by the parents, the management will take immediate action to solve the problem.

6.13 Development programmes for support staff

- ◆ Computer training is given by our Computer Science Faculty for hands on experience in operating the systems.
- ◆ An orientation programme is given to maintain files, documents in the administration process.
- ◆ Support Staffs are encouraged to pursue their higher education.

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

A lush green campus with many varieties of trees giving shade and shelter with breezy atmosphere is one of the highlight of our institution. The campus always supports eco-friendly initiatives by various means.

- ◆ Energy conservation Solar lamps are fitted in the streets, hostels and in the various buildings of our college campus.
- ◆ Rain water harvesting is done in the campus which recharges the bore wells.
- ◆ Plastic cups are banned inside the college campus. (Paper cups are used instead of plastic cups).
- ◆ Gardening team with Garden Superintendents are working on campus beautification.
- ◆ Maintenance of very clean campus.

Criterion – VII

7. Innovations and Best Practices

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

- ◆ Communication skill classes are introduced for all the students apart from the regular syllabus.
- ◆ Every month Unit tests are conducted and at the end of the year model exams are conducted based on the University Pattern.
- ◆ TET/TRB examination coaching are conducted.
- ◆ Periodically monitoring and personal care is given to the students.
- ◆ Innovative approaches are practiced to develop the students skill in maintaining the Indian values, tradition and ethos.
- ◆ Quality and efficient delivery of the curriculum is very much satisfied.
- ◆ Continuous improvement in teacher quality through various innovative teaching, creative thinking and learning methods.

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

- Various guest Lectures by eminent persons were arranged.
- Many extension activities like blood donation camp, Eye camp, Awareness Programmes, Yoga and Scout Training programme were conducted.
All the B.Ed students were taken to the field trip as per the plan.
 - Communication skill classes were conducted for all B.Ed students to enrich their language skill and the fluency.
 - Unit test and model exam were conducted as per the schedule.
 - FDP programmes were conducted for the faculty members for enlighten the career.
 - Citizenship camp was conducted.

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

Refer Annexure- III

- ◆ Instill skill development inputs for capacity building.
- ◆ Student teachers preparedness for school curriculum is practiced.

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

7.4 Contribution to environmental awareness / protection

- Students are encouraged to plant tree saplings under green Kalam project.
- Rain water harvesting is done in the campus.
- Plastic cups are banded inside the college campus.
- Our campus is free from tobaccos.
- Maintenance of very clean campus.
- Training classes are given for the student in Organic farming.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH

- Management is supportive and ready to ensure quality of education.

The college has a large well- maintained campus in the rural place

- It has the good infrastructure including library laboratories sports and music room
- It has adequate faculty comprising young and energetic teachers.
- The institution encourages teachers to attend seminars and conferences.

WEAKNESS

- All student belong to reserved categories, which goes against the concepts of inclusiveness.
- Most of the students have poor communicational skill in English.

- Research culture is now developing among the faculty because of the low teaching load permits time for research.

OPPERTUNITIES

- The college may use its computer laboratory to run a certificate/ diploma course on computer application.
- It may introduce a course on communicative English for student as well as outsiders.
- The college may run add- on courses that would be useful to pass-outs opting for teaching careers.
- With plenty of land available, the college may create opportunities for more sports activities.
- The college may organize refresher programmes for its alumni already employed as teachers.

THREAT

motivating the student in self development beyond a B.Ed degree and sit for competitive examinations.

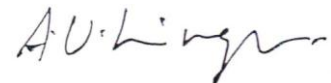
➤ Encouraging sports and culture among the student to ensure greater participation

8. Plans of institution for next year

◆ Plan to get funds from UGC / DST / NCERT for Research and Development.

Name : Mrs.I. Kavitha

Name : Mr. A.V. Linguraju



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

MAHENDHIRA COLLEGE OF EDUCATION
MINNAMPALLI ,SALEM- 636106

S.No	QUESTIONS	CHALLENGES	PSYCHOLOGY	INNOVATION	OPTIONAL - I	OPTIONAL - II	GUIDANCE & COUNSELLING	COMPUTERS IN EDUCATION	EVS
1	Is Topic Covered?								
2	Notes Issued as per the Scheme?								
3	The Material Covered was at a suitable Level?								
4	The Lecturer Communicate Cleanly and efficiency?								
5	Any remark on Teaching Methodology?								
6	Delivery of Subject Content?								
7	Is the voice of the faculty audible till the last row of the class?								
8	Are the doubts cleared then and their by the faculty in the class?								
9	Whether the faculty communicates in both Tamil and English?								
10	Is brief introduction about previous topic given?								
11	Is additional information given apart from subject?								

S.No	QUESTIONS	CHALLENGES	PSYCHOLOGY	INNOVATION	OPTIONAL - I	OPTIONAL - II	GUIDANCE & COUNSELLING	COMPUTERS IN EDUCATION	EVS
1	Is record note/Observation notes maintained properly?								
2	Do you have extra problem in (Psychology/Electives)?								
3	Do you have any suggestion regarding soft skill classes?								
4	The Lecturer shows a through knowledge of his subject?								
5	The course content was interesting ?								
6	Whether male/ female faculty is giving importance to any particular student in the class?								
7	Are you facing any problem regarding direct/indirect disgrace / torture/ double meaning used by the faculty in the class?								
8	If assignment is not submitted properly what type of punishment is given?								
9	Any suggestion about the availability of books in library?								
10	Any expectation from the management ?								

S.No	Name of the student	Roll No	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Name of the Staff & Sign

1

2

3

4

5

6

7

MAHENDHIRA COLLEGE OF EDUCATION

MINNAMPALLI, SALEM- 636106

S.No	QUESTIONS	CHALLENGES	PSYCHOLOGY	INNOVATION	OPTIONAL - I	OPTIONAL - II	GUIDANCE & COUNSELLING	COMPUTERS IN EDUCATION	EVS
1	Is Topic Covered?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Notes Issued as per the Scheme?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	The Material Covered was at a suitable Level?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	The Lecturer Communicate Cleanly and efficiency?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Any remark on Teaching Methodology?	No	No	No	No	No	No	No	No
6	Delivery of Subject Content?	Good	Good	Good	V-Good	Good	Good	Good	Good
7	Is the voice of the faculty audible till the last row of the class?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Are the doubts cleared then and their by the faculty in the class?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9	Whether the faculty communicates in both Tamil and English?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	Is brief introduction about previous topic given?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Is additional information given apart from subject?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

S.No	QUESTIONS	CHALLENGES	PSYCHOLOGY	INNOVATION	OPTIONAL - I	OPTIONAL - II	GUIDANCE & COUNSELLING	COMPUTERS IN EDUCATION	EVS	
1	Is record note/Observation notes maintained properly?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
2	Do you have extra problem in (Psychology/Electives)?	No	No	No	No	No	No	No	No	
3	Do you have any suggestion regarding soft skill classes?	Good	Good	Good	Good	good	Good	Good	Good	
4	The Lecturer shows a through knowledge of his subject?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
5	The course content was interesting ?	yes	yes	yes	yes	yes	Yes	yes	Yes	
6	Whether male/ female faculty is giving importance to any particular student in the class?	No	No	No	No	No	No	No	No	
7	Are you facing any problem regarding direct/indirect disgrace / torture/ double meaning used by the faculty in the class?	No	No	No	No	No	No	No	No	
8	If assignment is not submitted properly what type of punishment is given?	Reducing Assignment Mark.								
9	Any suggestion about the availability of books in library?	Good Some reference Books in Tamil								
10	Any expectation from the management ?	NIL								

S.No	Name of the student	Roll No	Signature
1	A. Anand	B13136849	P. A. Q.
2	A. Anyali	B13136851	A. Anyali
3	G. Chandrulekka	B13136855	G. ch
4	C. Elakya	B13136860	C. Elakya
5	A. JAMUNA	B13136867	A. Jamuna
6	M. Kumaraguru	B13136879	M. K.
7	G. Mani	B13136889	G. Mani
8	P. Nandhini	B13136891	P. Nandhini
9	K. Narayanasamy	B13136892	K. Narayanasamy
10	R. Priyanka	B13136897	P. priyanka

Name of the Staff & Sign

- 1 Mrs. I. Kavitha - I. Kavitha
- 2 Mr. A. Mohamed Sheriff - A. Mohamed Sheriff
- 3 Miss. M. Kamalaveni - M. Kamalaveni
- 4 Mrs. B. Haripriya - B. Haripriya
- 5 Mr. A. GUNASEKAR - A. Gunasekar
- 6 Mrs. N. Kavitha - N. Kavitha
- 7 Miss - R. Abirami - R. Abirami

PLAN OF ACTION BY IQAC/ OUTCOME ANNEXURE – I

The academic year for 2013- 2014 has been planned well in advance. The plan of action towards the upliftment of quality among students are as follows.

- The teaching scheme (weekly and monthly basis) is to be prepared by the faculty on the syllabus for every subject.
- Apart from regular curriculum, communication skill classes are planned for all the students to enrich their language skill.
- Soft skill, SUPW training programmes are planned for all the students.
- We have planned to conduct national level seminar/ symposiums and conferences on the recent trends in the field of Education.
- It is planned to arrange guest lecture on various subjects.
- It is planned to arrange field trip, citizenship camp, yoga, scout programme for students during this academic year.
- Various student development programmes are planned .
- Its planned to organize faculty development programmes .

PLAN OF ACTION BY IQAC/ OUTCOME ANNEXURE – II

The plan of action to improve quality in students education as well as in the institutional development are as follow

- ❖ Academic programmes
- ❖ Two Value Added programmes proposed
 - Student Orientation
 - Workshop on Team Building for non-teaching staff.
- ❖ Skill - Oriented programme
 - Computer literacy programme
- ❖ Competency Skill development programme
 - Faculty Development programme
- ❖ Staff development programmes proposed
- ❖ Student Mentoring programmes proposed
 - Leadership programme.
- ❖ Co - curricular activity proposed
 - Outreach Programme
- ❖ Environmental Awareness Programmes.
- ❖ Alumni meet
- ❖ Academic Review Activity.

ANNEXURE – III

Best Practice- I

HEALTHY PRACTICES /STRIKING FEATURES OF THE COLLEGE:

- A Pre-planned curriculum along with an academic calendar is being published every year.
- Continuous evaluation (content test in method subjects, class test/assignments in theory papers and three revision tests) is being done.
- Mentoring of students is being practised.
- Spoken English classes and remedial classes are organized.
- Conducting seminars and workshops on relevant topics.
- Individual need-based academic and personal counselling to slow learners and advanced learners is being practised.
- Tutorials and remedial classes are being conducted regularly.
- Orientation Day, Welcome Function, Teachers' Day, Women's Day, College Day are observed.
- College arranges regular Educational excursion .
- Emphasis on Total Development – Cognitive, Psychomotor and Affective.
- Institutional climate is supportive and full of warmth.
- Emphasis on Women Empowerment
- Psychological Assessment of the student-teachers (Intelligence, Achievement, Motivation and Personality)
- Student-teachers are oriented towards Survey, Research & Case Study.
- Organisation of Debate, Quiz, Role Plays, and awareness programmes on HIV/AIDS & Hepatitis etc
- Extension education programmes
- Uninterrupted supply of clean drinking water and electricity inside the campus.
- Pollution free environment and ' no plastic zone '.
- Internet Services to staff and students.
- Computerized office and library.

- Video-recording and review of trainees' performance during pre-practice teaching days
- Punctuality and regularity
- Excellent percentage of attendance of staff and students
- Very good university results.
- Positive influence of student -teachers on students of practice-teaching schools.
- Use of modern technology in classroom.
- Scientific and objective feedback on teachers.
- Good rapport with neighbourhood colleges of education, and co-operating schools.
- A vibrant Alumni Association of the college.
- Well maintained playgrounds and facilities for sports and games.
- Excellent Infrastructure
- Help in placement
- Grievance cell for both staff and students in place
- Faculty have their own rooms
- Medical facility
- Photocopying, Internet, phone, Bank, canteen facilities are available
- Feedback on the School practice training from the students.
- Regular staff meeting, different committee meeting, IQAC meeting are conducted.
- Suggestion Box

ANNEXURE- III

Best practice-II

1. Title of the practice:

Skill development input for capacity Building.

2. Goal:

The main aim of the practice is to create and sustain an institutional functioning ethos in which each student finds space and motivation to express, feel comfortable, share and absorb one's full capacity. More specifically, it is intended to develop self-confidence, clear communication, relevant understanding and competence for acting as teachers.

3. The Context:

The need for skill development, self confidence, personality development, personal discipline, social adjustment, tolerance and acceptance, leadership qualities and communication skills have taken imitable proportions. Dealing with adolescents is a great challenge today as they are exposed to diverse and stimuli with lack of goal clarity and not participating 100% for their successful attainment of goal. Teachers have a great responsibility to motivate them and to guide for meeting the challenges in their life. It is therefore necessary to provide adequate exposure to extract teachers during their preparatory phase, which will enable them to become personally strong, professionally effective and sensitive individuals. Moreover, the intake into the school is quiet heterogeneous in terms of knowledge, skill aptitude, attitude and all other aspects. A well designed course is required for students to get enriched experience on curricular activities.

4. The practices:

- ★ Morning prayer - Religious prayer songs, flag hoisting for the day, Daily news, vocabulary a day and Thirukkualar briefing are daily programmed.
- ★ Creative thinking - deep thinking.
- ★ Memory Development technique practices.
- ★ Reading and writing practices.
- ★ Hand Writing Practices.
- ★ Public speaking
- ★ Role playing
- ★ Recitation
- ★ Interaction with groups
- ★ Group Discussion
- ★ Aptitude phase
- ★ Plan preparation and report writing

This is followed by contemplation, meditation, warming up exercise and simple YOGA. At the end of the week recitation is arranged and the students and staff are encouraged to reflect on these and present them at the assembly. It expresses their perceptions on the theme of education, social, intellectual, psychological and spiritual implications.

Throughout the day, in every learning situation, the students experience the same spirit of individual initiative, collective effort and efficient use of resources for goals beyond self are maintained. Attempt is made to sustain a cohesive, open ethos in the institution by the principal and other staff members willingly. This has been made possible through:

- ♣ More flexibility for staff and students for their academic activities
- ♣ Free access to all facilities in the college
- ♣ Considerable flexibility
- ♣ Ample space, Laboratory facilities, sports facilities, library facility, leisure time activities.
- ♣ Committees, clubs, associations, cell activities.

During tests and Examination period special prayer and meditation are conducted to focus students attention, test axiom and be ready for the test.

5. Evidence of success:

During the short period of its existence, the college has made definite place for itself in the region. From the feedback of the students it is understood that the staff evinces adequate interest on sharing of responsibilities. In spite of the fact that majority of the student from low social, educational and economic background and poor performance at their entry levels, their performance at the final examination has been excellent. Most of them secure first class and many of them achieve distinction. The practice has contributed to building an institutional ethos of efficiency, and productivity within the short period of three year.

6. Problems Encountered and resources required:

The main resource required is the staff. As the teachers, principal and administrative staff have accepted the institutional goals with its underlying spiritual emphasis, there is a commitment and willingness to conduct oneself in certain ways. Adequate infrastructure in the form of space, facilities including library, laboratories and personal upkeep, provided by the institution are sufficient.



*“Learning gives creativity,
Creativity leads to thinking,
Thinking provides knowledge,
Knowledge makes you great.”*

-Abdul Kalam