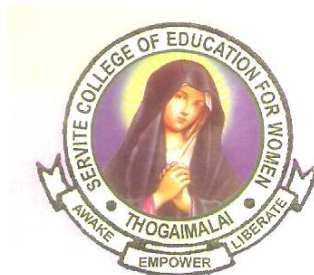


**ANNUAL QUALITY ASSURANCE REPORT  
AQAR - 2011-2012**

**Submitted to  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE -560 072**

**By**



**SERVITE COLLEGE OF EDUCATION FOR WOMEN**

A unit of Congregation of Mother of Sorrows Servants of Mary

Accredited with 'B' Grade by NAAC)

Thogaimalai-621313

Karur District

Tamilnadu

**18<sup>th</sup> DECEMBER, 2015**

## 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

**AQAR for the year (for example 2013-14)**

2011-2012

#### 1. Details of the Institution

1.1 Name of the Institution

Servite College of Education for Women

1.2 Address Line 1

Therkupallam

Address Line 2

Thogaimalai

City/Town

Kulithalai

State

Tamilnadu

Pin Code

621313

Institution e-mail address

Servite\_college@rediffmail.com

Contact Nos.

04323 – 252370, 9865660241 & 9865660243

Name of the Head of the Institution:

Dr. K. PAULRAJ

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)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
Of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.43	2010	5 YEARS
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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 2010-2011 submitted to NAAC on 02-05-2011
- ii. AQAR 2011-2012 submitted to NAAC on 18-12-2015

1.9 Institutional Status

Affiliated College Yes ☒ No ☐

Type of Institution Co-education ☐ Men ☐ Women ☒  
Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

TEI (Edu) ☒ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

Tamilnadu Teachers 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

9

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

4

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

1

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No.  Faculty   
 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

- Communication English
- Writing Lesson plan in ALM in English
- Seminar on ICT
- Life Skill Course
- Teaching of English

2.14 Significant Activities and contributions made by IQAC

- Seminars given to enrich the language English.
- Course given on ICT to enhance Communication among students.
- Life Skills course was given.
- Seminar given on Stress Management.
- Given one year leave for one of the Faculty member to do her Research work.
- Encouraged faculty members to participate and present papers in the Conference.

## 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
<ul style="list-style-type: none"> <li>To conduct Seminars to enrich the language English.</li> <li>To conduct Course on ICT to enhance Communication among students.</li> <li>To conduct Life Skills courses.</li> <li>To offer 1year leave for the Faculty to do her Research work.</li> <li>To encourage faculty members to participate and present papers in the Conferences.</li> </ul>	<p>Conducted Seminars on 26<sup>th</sup> &amp; 28<sup>th</sup> September 2011 &amp; 14<sup>th</sup> February 2012.</p> <p>Conducted one day programme on ICT on 4<sup>th</sup> December 2011.</p> <p>Conducted Life Skill Course on 08.02.12</p> <p>Asst. Prof. Sr. Poorana Sheela was sent to work on her Ph.D. Thesis.</p> <p>Asst. Prof. Sr. Amutha had participated and presented paper in teaching techniques for fruitful learning and Envisioning teacher educator as counsellor.</p>

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

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Course on Powerpoint and Net Comparison were offered by the Department of Computer Science.
- First Aid Training was conducted by St. John's Ambulance, Manapparai and Certificated were issued.
- Opportunities were given in 'Placement through Campus interview.'
- By arranging Scouts Camp, students learnt How to be a good Citizen.
- From KMC Hospital, Trichy, Health Care Programme was arranged and students benefited more.
- Eye Camp from Mahatma Hospital, Trichy, helped the students to check their Eyes in proper time.
- Reiki & Alteration Medicine encouraged the students to take care of their health by their own.

## 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	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	1			
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

##### 1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students   
*(On all aspects)*

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

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

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

Yes, Suggestions were given by the Faculty members, when the University modified the Syllabus.



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

Yes, IGNOU Study Centre, Community College and Summer courses were established.

## Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
9	8	1		4

2.2 No. of permanent faculty with Ph.D.

1

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	3	1	1						

2.4 No. of Guest and Visiting faculty and Temporary faculty

29

4

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			2
Presented papers			2
Resource Persons			

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

- Given Seminar on ICT,
- Spoken English classes were given.
- Stress Management classes were given.
- Seminar on Reiki & Alteration Medicine were conducted .
- Yoga practices were done.
- Fashion Designing, Health & Nutrition & Computer Literacy Programme were conducted in Community College.

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

180

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

Core papers of two groups were interchanged between the two Faculty who handled the papers.

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

-

-

-

2.10 Average percentage of attendance of students

92.25%

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	50	35			85

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

After each terminal results of the student – teachers, the Planning and Evaluation Committee was gathered by IQAC and suggestions were given to improve the standard of the slow learners.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	1

#### 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	2	-		
Technical Staff	2			

### Criterion – III

## 3. Research, Consultancy and Extension

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

Sent one of the Faculty in one year leave to do her research in mind map teaching strategy.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			3

#### 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	International	National	State	University	College
Number	-	-	-	-	6
Sponsoring agencies	-	-	-	-	

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="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="14"/>

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

- *On 22-07-2011 Dr. M. Shanmugham, Regional Director, IGNOU, Madurai, presided the Inaugural Function of Servite Community College.*
- *Independence Day was organised on 15.08.2011 Dr. G. Pankjam, Former Vice –Chancellor, Gandhigram Rural University, Gandhigram, presided the Function.*
- *Fine Arts Day was organized and Mr. Gunasekar, Headmaster Govt. Hr. Sec. School, Thogaimalai, presided the Valedictory Function on 26.08.2011.*
- *First Aid Training was organised on 30.09.2011 and it was conducted by Mr. Clement, St. John's Ambulance, Manapparai.*
- *Sports Day was conducted on 07.09.2011 and it was organised by our College, Mr. PHF. G. Sundararajan, Dindigul, came as a President and Mr. N. Ravi, Senior Manager IOB, Thogaimalai, as a Chief Guest for the Function.*
- *On 01.10.2011 Dr. Kishore, IGNOU Deputy Director, Madurai, presided the Community College Examination Committee.*
- *Games, Competition & Prize Distribution was organised by our College on 04.12.2011 and Mr. PHF. G. Sundararajan, Dindigul. Presided the function.*

- *Christmas Function was celebrated on 11.12.2011. The students of St. Joseph Blind School, Madurai, came to our College and gave Christmas Programme in the morning and Gifts were given to them.*
- *Republic Day was celebrated on 26.01.2012. Mr. Pitchaimuthu VAO of Thogaimalai, hoisted the Flag and gave the Republic day address to the student teachers.*
- *Citizenship Training Camp for the student teachers began on 07.02.2012. Rev. Dr. Sr. Arulananda Maryism, Principal, Servite Arts and Science College for Women, T. Idayapatti, inaugurated the Camp, Mrs. Kalpana, Asst. Prof. of Physical Science, gave a talk on “water – A Treasure”, Fr. Thomairajan delivered a lecture on “Communication Skills & Self Awareness, Self motivation and Positive Thinking”, Mr. Rajalingam, District Scout Commissioner, Karur, gave a lecture on “Being a Good Citizen, Leadership skill Yoga”, Dr. Prabhukumar of KMC Hospital, gave a lecture on “Health Care”, Dr. Ramesh, Mahatma Eye Hospital, Trichy, conducted “Eye Care and Eye Camp” and Rev. Dr. Sr. Cordelia Mary, Secretary, Servite College of Education for Women, Thogaimalai, gave a Valedictory Address.*
- *IGNOU B.Ed. Programme Inauguration was organised on 11.02.2012 by our College and Dr. Natesan, Co-ordinator, IGNOU, Madurai, presided the function.*
- *College Day was celebrated on 10.03.2012. Rev. Dr. Antony Devotta, Bishop of Trichy was the President, Dr. A. Mary Maggie, RJD, Collegiate Education, Trichy, was the Chief-guest of the function.*
- *Reiki and Alternative Medicine was conducted on 17.03.2011, Mr. G. Maria Stainlaus, Reiki Grand Master, Chennai. Came as the Resource person.*
- *Red Ribbon Club was conducted on 18.05.2012, Dr. Prabhakar, M.D., Government Hospital, Thogaimalai. Presided the function.*

## 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	6 Acrs.	-		
Class rooms	8	-		
Laboratories	10			
Seminar Halls	4			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	20 lakhs	1 lakh		21 lakhs
Others				

#### 4.2 Computerization of administration and library

Fully computerization

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4574	914800	397	79400	4971	994200



Reference Books	200	80000	30	40499	230	120499
e-Books	-	-	-	-	-	-
Journals	31	17000	2	1500	33	18500
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	50	5000	20	2000	70	7000
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	20	BSNL	-	-	3	-	1
Added								
Total	20	20		-	-	3	-	1

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

On 04.02.2012 Mr. Charles William, Associate Professor, Govt. College of Education, Pudukottai, specialized in Technology conducted a Seminar on Educational Management with inclusion of ICT for Faculty members, Student teachers in a very dynamic and enthusiastic way.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	50000
ii) Campus Infrastructure and facilities	710000
iii) Equipments	30000
iv) Others	30000
<b>Total :</b>	<b>820000</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Feed back on teaching, Physical Infrastructure, Welfare Measures for Student teachers, Including Scholarships, Cultural, Sports activities and Competitions.

## 5.2 Efforts made by the institution for tracking the progression

Facilities such as Provident Fund, concessional rate of transport, Registration to attend seminar/workshop etc were provided to our faculty members.

Facilities such as fee Concession, Uniforms, Record notebooks, Field trips, transport facilities (with nominal fee), etc were provided to the student teachers.

Government Scholarships were provided to the eligible students as per the norms of Tamilnadu State. Minority Scholarship for 33 students Rs.3,65,400

The financial commitments for organizing the Inaugural function, Seminar, Workshops, Guest lectures, Citizenship Training camp and other programmes were provided from the Management.

## 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

-

No	%
-	

Men

Women

No	%
100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	10	-	90	-	100	1	19	-	80	-	100

Demand ratio

Dropout % 1

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

NIL
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No. of students beneficiaries

-
---

#### 5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>-</td></tr></table>	-	SET/SLET	<table border="1"><tr><td>-</td></tr></table>	-	GATE	<table border="1"><tr><td>-</td></tr></table>	-	CAT	<table border="1"><tr><td>-</td></tr></table>	-
-											
-											
-											
-											
IAS/IPS etc	<table border="1"><tr><td>-</td></tr></table>	-	State PSC	<table border="1"><tr><td>-</td></tr></table>	-	UPSC	<table border="1"><tr><td>-</td></tr></table>	-	Others	<table border="1"><tr><td>16</td></tr></table>	16
-											
-											
-											
16											

#### 5.6 Details of student counselling and career guidance

The Placement Cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. It is very gratifying to record that many students get employment after the completion of their studies on their own efforts. Efforts to propagate the idea of the need for training oneself for employment, honing one's skills and acquiring additional skills, especially communication skills, are the key activities of the Career Guidance and Placement Cell.

No. of students benefitted

56
----

#### 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
7	50	40	16

#### 5.8 Details of gender sensitization programmes

- Citizenship Training Camp for the student teachers began on 07.02.2012. Rev. Dr. Sr. Arulananda Mary osm, Principal, Servite Arts and Science College for Women, T. Idayapatti, inaugurated the Camp, Mrs. Kalpana, Asst. Prof. of Physical Science, gave a talk an "water – A Treasure", Fr. Thomairajan delivered a lecture an "Communication Skills & Self Awareness, Self motivation and Positive Thinking", Mr. Rajalingam, District Scout Commissioner, Karur, gave a lecture on "Being a Good Citizen, Leadership skill Yoga", Dr. Prabhukumar of KMC Hospital, gave a lecture an "Health Care", Dr. Ramesh , Mahatma Eye Hospital, Trichy, conducted "Eye Care and Eye Camp" and Rev. Dr. Sr. Cordelia Mary, Secretary, Servite College of Education for Women, Thogaimalai, gave a Valedictory Address.
- First Aid Training was organised on 30.09.2011 and it was conducted by Mr. Clement, St. John's Ambulance, Manapparai.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	33	365400
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

4

5.13 Major grievances of students (if any) redressed:

Drinking Water Facilities for all the three Floors.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### **Vision**

The Vision of our institution is the formation of committed, skilled and empowered women teachers who would transform the society by moulding the young students with love and care, and with good values and wisdom.

#### **Mission**

Servite College of Education for Women strives to achieve excellence through hard work and genuine discipline to realize our core values which are love, compassion, respect for God's creation, moral integrity, women empowerment and perfect professional skills.

6.2 Does the Institution has a management Information System

No, Planning to have MIS in our Institution.

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

#### 6.3.1 Curriculum Development

- Yoga classes-
- Practices on Micro teaching skills development –
- Life skills course for effective responsible communication.
- Orientation given on Activity based Learning, Activity Learning Method and Continuous Comprehensive Evaluation method for B.Ed students for effective teaching in their intensive teaching practice schools prior to having Teaching practice.

#### 6.3.2 Teaching and Learning

- The 3<sup>rd</sup> Core paper being, the most difficult portions of the curriculum taken by the student teacher after much deliberation with the teaching faculty and presented in the form of a Seminar.
- Student teachers and Faculty members provide systematic feedback based on Micro and Macro teaching experiences.

Advanced learners facilitates slow learners through Panel discussion. More even grouping

### 6.3.3 Examination and Evaluation

- Wide ideas are brought based on mixed team teaching practices exists in the learning process. Class tests are being conducted regularly. Evaluation of test papers are done by the student teachers by themselves and the teaching Faculty.
- Performance evaluation of the students by couple of teachers in two groups through cross and exchange evaluation.
- External paper setting for the preparation of the University examination through Model Exams.

### 6.3.4 Research and Development

- The management encourages faculty members to participate and present papers research and development
- Out of 9, one has registered for Ph.D

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. We have spacious well equipped more than 4000 books contained Library for B.Ed. The student teachers and faculty members were able to access easily and make use of the ICT facilities for their academic enrichments.
2. Reference books and new journals were provided in order to ensure continuous usage of Library with current knowledge.
3. Faculty members were motivated to utilize the library for their paper publishing in State, National and International Seminars.
4. Faculty members and students have facilities to use Computers and Internet in the Computer Lab.
5. Our infrastructures namely website- [www.servite-b.ed.org](http://www.servite-b.ed.org), Multimedia, OHP , LCD and educational CDS with Conference Hall and Multi-purpose Halls were utilized for the welfare of students.

#### 6.3.6 Human Resource Management

1. Faculty members were insisted and motivated for further enrichment with research aptitude.
2. Orientation Programmes, Expert Guest Lectures and Seminars were conducted for their professional development.
3. Non Teaching and supporting staff are computer literates with MS Words and Excel.

#### 6.3.7 Faculty and Staff recruitment

1. Recruitments of faculty were made by the Advertisement of Newspapers and then screening Committee scrutinizes the applications. The selection committee constituted by the management interviews the applicants and appoint them, based on merit as per the Govt. of TN/TNTEU/ NCTE rules.

#### 6.3.8 Industry Interaction / Collaboration

Collaborated with 7 practicing schools in Trichirappalli District and 11 Schools in Karur district for the Intensive Teaching Practice of B.Ed students.

#### 6.3.9 Admission of Students

1. Being Minority Institutions the College admits the student teacher based on merit.
2. The college takes care of Minority, SC/ ST, OBC/DNC and economically weaker mostly the 1<sup>st</sup> generation from the rural area.

#### 6.4 Welfare schemes for

Teaching	<p>Due to the locational disadvantaged area in which the College is situated, Wherein the teacher and Non teaching staff and students have to ply immediately after the college working hours, the welfare schemes are minimal.</p> <p>However the management provide the welfare measures in the form of animative talks orientation programme. The management also provide the student teachers to pay the tuition fees in instalment.</p> <p>Financial soft advances are provided by the management whenever they request against salary.</p>
Non teaching	
Students	

#### 6.5 Total corpus fund generated

Yet to be generated

#### 6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	yes			

#### 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?

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Alumni Association exists in the College proceeding our students while participation in the Graduation Day Ceremony attends the meeting of the Alumni Association and donate some gift to the Institution

6.12 Activities and support from the Parent – Teacher Association

The Parents Teachers Association meets twice a year

6.13 Development programmes for support staff

The College provide study leave, Soft loan and encourage support staff for higher studies.

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

Though the College situated in a dry hilly slash plain area surrounded by dry hills, the college has taken initiation for eco friendly campus by way of solar energy, plantation of sapling and plastic free campus and water harvesting.

## 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.

All the B.Ed Students were trained for the Continuous Assessment Test through an innovative seminar on core subjects. Every student was instructed to give presentation on core subjects for the allotted units. Hence, all the students found easy to comprehend the core subjects with the strong level of perception by observing the contribution of each student. This helped to secure good marks in the university examinations.

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

Conducted Seminars on 26<sup>th</sup> & 28<sup>th</sup> September 2011 & 14<sup>th</sup> February 2012.

Conducted one day programme on ICT on 4<sup>th</sup> December 2011.

Conducted Life Skill Course on 08.02.12

Asst. Prof. Sr. Poorana Sheela was sent to work on her Ph.D. Thesis.

Asst. Prof. Sr. Amutha had participated and presented paper in teaching techniques for fruitful learning and Envisioning teacher educator as counsellor.

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

- Placement done through Campus Interview.
- Yoga, Reiki, Acupressure and Health Education classes were conducted. (*The details in annexure-II& III*)
- Student teachers wait for an year by way of attending Computer based courses and then join our College due to the branding of the Colleges

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

7.4 Contribution to environmental awareness / protection

- College provides awareness on Plastic free, Clean and Green to the students as well as it makes the premises too the same.

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

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

1. Our faculty members were much enthusiastic to motivate the students to cope up in their academic achievement. They are much generous to share their knowledge and responsibility regarding to their profession.
2. The management provides the opportunities like Community College - which provides courses like Computer Application, Fashion Designing and Health and Nutrition, and summer courses which helps them for their better future.
3. Our college makes arrangement for Retreat to enkindle and enhance the Self discipline and Self awareness to lead their life in fruitful manner.

**8. Plans of institution for next year**

- To arrange Seminar on Trainers Development and Stress Management.
- To organise workshop on Lesson plan preparation.
- To celebrate Sports Day well in advance.
- To have First Aid Training and Healing touch (Reiki)
- To motivate the students for Personality Development and Spiritual formation.
- To conduct awareness programmes for Dongue fever and Herbal Medicine for health care.

*Name SR. AMUTHA P*

*ASSISTANT PROFESSOR,*

*SERVITE COLLEGE OF EDUCATION FOR WOMEN,  
THOGAIMALAI, KARUR DT. – 621313.*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

*Name DR. SR. POORANA SHEELA*

*PRINCIPAL*

*SERVITE COLLEGE OF EDUCATION FOR WOMEN,  
THOGAIMALAI, KARUR DT. – 621313.*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_  
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\_\_\_\_\_

**ANNEXURE – I**  
**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**  
**CALENDAR FOR THE ACADEMIC YEAR 2011- 2012**  
(For all the colleges of education affiliated to this University)

**JULY 2011**

Date	Day	Information	Working Days
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday	Holiday	
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	Holiday	
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	Holiday	
		<b>TOTAL</b>	<b>25Days</b>

## AUGUEST 2011

Date	Day	Information	Working Days
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday	Holiday	
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		
31	Wednesday	Holiday	
		TOTAL	25Days

**SEPTEMBER 2011**

Date	Day	Information	Working Days
1	Thursday	Holiday	
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday	Holiday	
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
		<b>TOTAL</b>	<b>24Days</b>

### OCTOBER 2011

Date	Day	Information	Working Days
1	Saturday		
2	Sunday	Holiday	
3	Monday	Holiday	
4	Tuesday	Holiday	
5	Wednesday	Holiday	
6	Thursday	Holiday	
7	Friday		
8	Saturday		
9	Sunday	Holiday	
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday	Holiday	
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday	Holiday	
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Holiday	
31	Monday		
		TOTAL	21Days



### NOVEMBER 2011

Date	Day	Information	Working Days
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday	Holiday	
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
		TOTAL	25Days

## DECEMBER 2011

Date	Day	Information	Working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday	Holiday	
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday	Holiday	
27	Tuesday	Holiday	
28	Wednesday	Holiday	
29	Thursday	Holiday	
30	Friday	Holiday	
31	Saturday	Holiday	
		TOTAL	20Days

## JANUARY 2012

Date	Day	Information	Working Days
1	Sunday	Holiday	
2	Monday	Holiday	
3	Tuesday	Holiday	
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday	
16	Monday	Holiday	
17	Tuesday	Holiday	
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday	Holiday	
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
31	Tuesday		
		TOTAL	21Days

## FEBRUARY 2012

Date	Day	Information	Working Days
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
		TOTAL	25Days

### MARCH 2012

Date	Day	Information	Working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		
		TOTAL	27Days

**APRIL 2012**

Date	Day	Information	Working Days
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday	Holiday	
6	Friday	Holiday	
7	Saturday	Holiday	
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday	Holiday	
14	Saturday	Holiday	
15	Sunday	Holiday	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
		TOTAL	20Days

**MAY 2012**

Date	Day	Information	Working Days
1	Tuesday	Holiday	
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday	Holiday	
15	Tuesday	Holiday	
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday	Holiday	
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday	Holiday	
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		
		<b>TOTAL</b>	<b>22Days</b>

**ANNEXURE-II**  
**TWO BEST PRACTICES OF THE INSTITUTION**

**1. TITLE OF THE PRACTICE.**

1. Yoga is an art of scientific way of living.
2. Effectiveness in class room teaching.

**2. GOAL:**

1. Yoga Classes: To attain perfection in achievement in academic and future by practicing Yoga.
2. Effectiveness in class room teaching is an ideal mechanism inculcating the teaching values by using modern technologies.

**3. The Context**

1. Yoga Classes: Yoga leads to health in the body, peace in the mind, joy in the heart and liberation of the soul.
2. The class room teaching with modern technologies especially with the LCD, Slide Projector, Transparencies and activity based learning. Since it is insisted by Tamilnadu Government.

**4. The Practice:**

1. Yoga Classes: Modern world make us stressful and impatient. Hence we practice Yoga with trained personnel.
2. All the 100 student teachers have been trained with fluent communicative skill in teaching English prior and after taking their intensive teaching practice. It is done by dedicated faculties and expert from other institutions.

**5. Evidence:**

1. Yoga Classes; Our B.Ed students are totally 100, All the student teachers were motivated to have yoga classes on Thursday of every week between 3.30 pm to 4.30 p.m. Sr. Amutha P, Asst. Professor has taken special effort in shaping our B,Ed students' academic enrichments with different ASANAS in Yoga for students.
2. Seminar on Teaching of English conducted on 14/02/2012 by Dr. S. Kokila Thangasamy. He has focused on Effective Teaching Learning method.



## **ANNEXURE-III**

### **PHOTOGRAPHS**

1. Seminar on preparation on Lesson plan with inclusion of ICT from the Academic year 2011 – 2012.
2. Citizenship Camp – Health Care from the Academic year 2011 – 2012
3. Eye camp conducted by Mahatma Gandhi Eye Hospital from the Academic year 2011 – 2012
4. Inauguration of Red Ribbon Club from the Academic year 2011 – 2012.
5. Fine Arts from the Academic year 2011 – 2012
6. Convocation from the Academic year 2011 – 2012
7. Christmas Day celebration with St.Joseph's School for the blind Madurai from the Academic year 2011 – 2012.

1. Seminar on preparation on Lesson plan with inclusion of ICT from the  
Academic year 2011 – 2012



## 2. Citizenship Camp – Health Care from the Academic year 2011 – 2012



3. Eye camp conducted by Mahatma Gandhi Eye Hospital from the Academic  
year 2011 – 2012



#### 4. Inauguration of Red Ribbon Club from the Academic year 2011 – 2012





## 5. Fine Arts from the Academic year 2011 – 2012



## 6. Convocation from the Academic year 2011 – 2012



7. Christmas Day celebration with St.Joseph's School for the blind Madurai from  
the Academic year 2011 – 2012.

