

**ANNUAL QUALITY ASSURANCE REPORT
AQAR 2012-2013**

**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

24th 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)

2012-2013

I. 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. MHC0GN 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 st Cycle	B	2.43	2010	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10-01-2010

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
- iii. AQAR 2012 -2013 submitted to NAAC on 24-12-2015

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

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

4

2.4 No. of Management representatives

2

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

21

2.10 No. of IQAC meetings held

4

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

- Computer Literacy
- Trainer's Development & Stress Management
- Lesson plan preparation
- First Aid & Herbal Medicine
- Healing Touch – Reiki
- Personality Development
- Awareness Programme on Dengue
- Religious Harmony and Peace Education
- Seminar on Psychology

2.14 Significant Activities and contributions made by IQAC

- Seminars given to enrich the language English.
- Course given on ICT to include in Education.
- Seminar on Herbal Medicine to maintain Health & Hygiene.
- To Motivate and support to the Faculty register for Ph.D.
- Encouraged faculty members to participate and present papers in the International 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"> To conduct Seminars on Personality Development. To conduct Computer literacy exam to make use of it in Educational practices. To conduct programme on Health and Hygiene. To motivate Faculty for Ph.D registration. To organise International Seminar. 	<p>Conducted Seminar on 17/07/2012.</p> <p>Conducted Computer Literacy exam on 23/06/2012.</p> <p>Conducted Health & Hygiene courses on 17/09/2012 and 08/12/2012.</p> <p>Asst. Prof.Sr. Amutha started to work on Ph.D. Education.</p> <p>International Seminar held on 4th & 5th 2013</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 Reiki the students came to know how to maintain Health by natural way.
- Reiki & Alteration Medicine encouraged the students to take care of their health by their own.
- The awareness programme for Dengue made the students to alert in their food habits.

Part – B

Criterion – I

I. 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				
Total	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.

Evening course on Computer conducted for Arts & Science, Matric. & B.Ed. students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	9	1		-

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	2	-	-						

2.4 No. of Guest and Visiting faculty and Temporary faculty

36

2

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		4	-
Presented papers		3	2
Resource Persons		1	

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

- University has given approval of all Faculty.
- International Seminar conducted on “Religious Harmony and Peace Education”.
- 5 students passed in TET test out of 25.
- Stress Management class were given.
- Bridge course conducted to focus on Spoken English.

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

200

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

93%

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	65	30			95

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	9
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

Given permission to take leave whenever require for Research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	1	-	-	-	1
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

1

-

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

-

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

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

-

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- *Computer Literacy exam conducted on 23/06/2012. Mr. Karthik, IGNOU Co-ordinator, IGNOU, Madurai, supervise the exam.*
- *Seminar on Trainner's Development and Stress Management conducted by Mr. Nedunchezian, Southern Railway, Trichy on 17/07/2012..*
- *Workshop on "Lesson plan preparation" conducted by Mr. Charles William, Asst. Professor, Govt. College of Education, Pudukottai.*
- *First Aid Camp was organised on 17/09/2012 and it was conducted by Mr. Clement, St. John's Ambulance, Mannapparai.*
- *Sports Day was conducted on 01/09/2012 and it was organised by our college, Mr. Veerapan, Panchayat President invited as a President, Mr. Pitchai Pandian, Sub Inspector of Police, Thogaimalai as a Chief Guest and Mrs. G. Sumathi, Sub Inspector of Police distributed the prize to the winners.*
- *Citizenship Training came started on 08/12/12 Mr. G. Maria Stanislaus Reiki Grandmaster gave a lecture on Reiki treatment and Training for the students.*
- *On 10/12/2012 Sr. Herberta gave a lecture on Herbal Medicine in the morning and conducted exhibition in the afternoon.*
- *On 11/12/2012 Dr. Prabhukumar MD of KMC Hospital, Trichy, delivered a talk about the Health and Mr. Ponnusamy, Health Inspector, Thogaimalai, gave a talk on Dengue fever.*

- *Fr. Sahayaraj, V.F.Manapparai and Fr. John Shanthivanam Ashram, Kulithalai gave lectures on Spirttual formation and Personality development on 12/12/2012.*
- *The student teachers were taken to the Anna Science Centre, Trichy, and visited Planatorium, 3D Theatre, Activity Centre, Environment Park, Children's Science Park etc.*
- *It was very much useful to the students to prepare their teaching models.*
- *On 04/01/2013 & 05/01/2013 - International Seminar on "Religious Harmony and Peace Education. Dr. Viswanathan, Vice Chancellor, Tamilnadu Teachers Education University, Chennai deliver Inaugural Address. Dr. Pankajam, former Vice Chancellor of Gandhigram Rural University, Gandhigram, has given Key note Address. Dr. Sr. Corona Mary, Superior General, Chennai has given Presidential Address. Dr. Rod Hemsell, founder, Gaya Learning Centre USA released the convenor.*
- *On 05/01/2013 – Dr. Sr. Doris D' Souza AC , Principal Patna Women's College , Patna moderated the session on "Christianity and Peace" and Dr. R. Khader Mohaideen, Principal, Jamal Mohamed College, Trichy moderated the Afternoon session.*
- *Dr. E. Ram Ganesh, Director, Centre for College and Curriculum Development, Bharathidasan University, deliver Valedictory Address and distributed the certificate.*

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 acres 18.45 cents	-		
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)	21 lakhs	1 lakh		22 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	4971	994200	396	13009	5297	1007209
Reference Books	200	80000	30	40499	230	120499
e-Books	-	-	-	-	-	-
Journals	33	18500	1	4552	34	23052
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	30	26	BSNL	-	-	3	-	1
Added								
Total	36	26		-	-	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

30000

ii) Campus Infrastructure and facilities

950000

iii) Equipments

50000

iv) Others

20000

Total:

1040000

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
1	19	-	80	-	100	1	06	-	93	-	100

Demand ratio

Dropout % -

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

Yes, TET Coaching class was conducted

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="11"/>

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

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	54	45	22

5.8 Details of gender sensitization programmes

- *Computer Literacy exam conducted on 23/06/2012. Mr. Karthik, IGNOU Co-ordinator, IGNOU, Madurai, supervise the exam.*
- *Seminar on Trainner's Development and Stress Management conducted by Mr. Nedunchezian, Southern Railway, Trichy on 17/07/2012..*
- *Workshop on "Lesson plan preparation" conducted by Mr. Charles William, Asst. Professor, Govt. College of Education, Pudukottai.*
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- *Sports Day was conducted on 01/09/2012 and it was organised by our college, Mr. Veerapan, Panchayat President invited as a President, Mr. Pitchai Pandian, Sub Inspector of Police, Thogaimalai as a Chief Guest and Mrs. G. Sumathi, Sub Inspector of Police distributed the prize to the winners.*
- *Citizenship Training came started on 08/12/12 Mr. G. Maria Stanislaus Reiki Grandmaster gave a lecture on Reiki treatment and Training for the students.*
- *On 10/12/2012 Sr. Herberta gave a lecture on Herbal Medicine in the morning and conducted exhibition in the afternoon.*
- *On 11/12/2012 Dr. Prabhukumar MD of KMC Hospital, Trichy, delivered a talk about the Health and Mr. Ponnusamy, Health Inspector, Thogaimalai, gave a talk on Dengue fever.*
- *Fr. Sahayaraj, V.F.Manapparai and Fr. John Shanthivanam Ashram, Kulithalai gave lectures on Spirtual formation and Personality development on 12/12/2012.*
- *The student teachers were taken to the Anna Science Centre, Trichy, and visited Planatorium, 3D Theatre, Activity Centre, Environment Park, Children's Science Park etc.*

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	20	373050
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:

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, and 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

- Practices on Micro teaching skills development –
- Life skills course for effective responsible communication.
- Organises Community Health care programmes.

6.3.2 Teaching and Learning

- The 3rd 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 facilitate slow learners through Panel discussion. More over grouping of students into two categories for Quiz Programme.

6.3.3 Examination and Evaluation

- Wide ideas are brought based on mixed team teaching practices exist in the learning process. Class tests are being conducted regularly. Evaluation of test papers is done by the student teachers by themselves and the teaching Faculty.
- Opportunity made to students to deliver short Seminar in front of their peers & Faculty in the Auditorium.
- Performance evaluations 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 5000 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-bed.org, Multimedia, OHP , LCD and educational CDS with Conference Hall and Multi-purpose Halls were utilized for the welfare of students.
6. The Language Lab contains 20 cabins along with the tape recorders with Amplifier settings for the usage of student teachers.
7. The student teachers utilizing frequently the Psychology lab which contains many apparatus like Mirror Drawing, Tachistoscope, Span of Attention and Alexander Pass along test etc...

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 and encourage to go for higher studies.

6.3.7 Faculty and Staff recruitment

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 8 practicing schools in Trichirappalli District and 10 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 1st 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, encourage and 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 International Seminar on 4th and 5th January 2013.
Conducted one day programme on Stress Management.
Conducted Curriculum Development on 22/08/2012 conducted one day Seminar on Educational Psychology.

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

Best Practice – I

Conducting Computer Programme for all 100 students.

This programme was initiated to help all B.Ed.students who lack the required competency in Computer and to improve their proficiency and enhance to help them to in cooperate in their core disciplines and subjects. The outcome was that the students were able to blend with the rest of the class.

All 100 students benefitted by this programme.

The unique feature of this practice is that rural students could gain Computer literacy free of cost.

Informal, interactive teaching methods are creatively used by student- teachers and the enthusiasm which they radiate in the classroom is an instant success with the learners.

The impact of this programme extends beyond academics and has created a sense of togetherness, mutual understanding and has narrowed the divide between the different sections of the student population on campus.

Best Practice – II

Placement done through Campus Interview.

Since the B.ed are coming from rural area they have to go for job. Hence this institution organises Campus interview. More than 10 school which is placed in an around Thogaimlai visited our college and conducted interview and placed more than 30% of our students in their institutions. It brings great hope to the students to plan for their future.

**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.

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 Computer Application, Fashion Designing and Health and Nutrition, and summer courses which helps them for their better future.
3. Our college makes arrangement for value Orientation Programme every year 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 Teaching of English to Students.
- To organise workshop on present status of B.Ed. course in India.
- To celebrate Sports Day well in advance.
- To organise Seminar on Stress Management in class room situation.
- 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

_____*_*_*_____

ANNEXURE – I
TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CALENDAR FOR THE ACADEMIC YEAR 2012- 2013
(For all the colleges of education affiliated to this University)

JULY 2012

Date	Day	Information	Working Days
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
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		
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		
31	Tuesday		
		TOTAL	26Days

AUGUST 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	Holiday	
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday	Holiday	
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		
		TOTAL	25Days

SEPTEMBER 2012

Date	Day	Information	Working Days
1	Saturday		
2	Sunday	Holiday	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
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	Holiday	
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Holiday	
		TOTAL	24Days

OCTOBER 2012

Date	Day	Information	Working Days
1	Monday		
2	Tuesday	Holiday	
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		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday	Holiday	
24	Wednesday	Holiday	
25	Thursday		
26	Friday		
27	Saturday	Holiday	
28	Sunday	Holiday	
29	Monday		
30	Tuesday		
31	Wednesday		
		TOTAL	23Days

NOVEMBER 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	Holiday	
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		
		TOTAL	25Days

DECEMBER 2012

Date	Day	Information	Working Days
1	Saturday		
2	Sunday	Holiday	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
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	Holiday	
26	Wednesday	Holiday	
27	Thursday	Holiday	
28	Friday	Holiday	
29	Saturday	Holiday	
30	Sunday	Holiday	
31	Monday	Holiday	
		TOTAL	20Days

JANUARY 2013

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	Holiday	
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday	Holiday	
26	Saturday	Holiday	
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		
		TOTAL	21Days

FEBRUARY 2013

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		
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		
		TOTAL	24Days

MARCH 2013

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		
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	Holiday	
30	Saturday		
31	Sunday	Holiday	
		TOTAL	25Days

APRIL 2013

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		
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		
		TOTAL	26Days

MAY 2013

Date	Day	Information	Working Days
1	Wednesday	Holiday	
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		
30	Thursday		
31	Friday		
		TOTAL	26Days

ANNEXURE-II

PHOTOGRAPHS

01. Bridge course Inauguration for the Academic year 2012 - 2013
02. Celebrated 9th Sports Day on 06-09-2013
03. International Conference on “Religious Harmony and Peace Education” held on 4th & 5th January 2013

01. Bridge course Inauguration for the Academic year 2012 - 2013



2. Celebrated 9th Sports Day on 06-09-2013



03. International Conference on “Religious Harmony and Peace Education” held on 4th & 5th
January 2013



