

**ANNUAL QUALITY ASSURANCE REPORT
AQAR 2013-2014**

**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

26th 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)

2013-2014

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. 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 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 26-12-2015
- iii. AQAR 2012 -2013 submitted to NAAC on 26-12-2015
- iv. AQAR 2013 – 2014 submitted to NAAC on 26-12-2015

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 (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
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	22
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

- Teacher Eligibility Test Coaching class
- Citizenship Training Camp
- First Aid Programme
- Inclusive Education – (Blind Students)
- Stress Management
- Red Ribbon Club organised awareness on HIV

2.14 Significant Activities and contributions made by IQAC

- Bridge course conducted to enhance communication skills among Students and Teachers.
- Organised TET coaching class.
- Conducted Citizenship Training Camp to develop our students self discipline.
- First Aid Programme was organised to give awareness on how to tackle unfortunate accidents.
- Discussion about inclusive education of Blind students in are normal education.
- Organised Seminar on Stress Management, it has given practical idea of How to cope up stress in the class room management.

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 invite V.I.P. for Inaugural function.	Inaugural function ceremony presided over by Dr. G. Pankajam, former Vice Chancellor, Gandhigram Rural University, Gandhigram.
<ul style="list-style-type: none">• To organise Seminar on teaching of English.	Conducted three days Seminar on Teaching of English from 24 – 26/07/2013.
<ul style="list-style-type: none">• To give Stress Management Seminar.	Seminar on “Stress Management in classroom situation” held on 16/12/2013.
<ul style="list-style-type: none">• To organise Seminar for 12th standard students.	Seminar conducted on “Ilaiyorin Arockiyamana Alumai Valarchiyem, Puthiya Bharadhamum” held on 07/12/2013. Dr. M. Prabhu Kumar, Dr. Sumathi Nagarajn and Dr. Sr. Corona Mary deliver their valuable talk.
<ul style="list-style-type: none">• To organise Citizenship Camp	Citizenship Camp conducted on 13/12/2013.
<ul style="list-style-type: none">• To organise RRC orientation Programme.	Red Ribbon Club Orientation held on 21/03/2013.
<ul style="list-style-type: none">• To organise TET coaching class for volunteers including our students.	TET Coaching class conducted on May 2014.

* *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

- Awareness on Healthy Personality of human being given to 12th standard students.
- 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.'
- The awareness programme on HIV made the students to cautious about their day today life.

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, All the papers were found changes especially Core paper III changed as a Educational Innovation and Management. It covers ICT and Innovative practices of Technology in Education.

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

Centre for TET Coaching class introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	10	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

34

2

3

2.5 Faculty participation in conferences and symposia:

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

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

- Given seminar on “Ilaiyorin Arockiyamana Alumai Valachiyem, Puthiya Baharadhamum”.
- Hand Writing course
- Bridge course in English
- Seminar on “Stress Management.”

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

96%

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.	99	70	26			96

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 weak students.

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	10
Faculty exchange programme	
Staff training conducted by the university	

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

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

Made a Faculty to successful completion of Ph.D. Registration.

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	2	1	

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="15"/>

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

- On 15/07/2013 Dr. G. Pankjam, Former Vice Chancellor, Gandhigram Rural University, Gandhigram, presided the Inaugural function of the academic year 2013 -2014.
- First Aid Training was conducted on 24/07/2013, Mr. S. Clement, St. John Ambulance has given lecture and demonstrate on it.
- Bridge course in English is conducted by dr. Lawrance, St. Xavier's College of Education, Palayamkottai on 25/07/2013.
- Hand Writing course were organised to student teachers on 31/07/2013.
- Independence Day celebrated with Cultural & traditional parade on 15/08/2013.
- Sports Day programme organised on 06/09/2013, Mr. Mohammed Itris, Inspector of Police, Thogaimalai as a President, Mr. M. Senthilvel, BDO (V.P) Panchayat Union Thogaimalai as a Chief Guest and Mr. M. Senthil Kumar, Sub Inspector of Police, Thogaimalai also attended and made a function colourful one.
- A seminar on "Ilaiyorin Arockaiyamana Alumai Valachiyem, Puthiya Baharadhamum" organised on 07/12/2013 for all the 12th standard boys and girls in an around Thogaimalai, in

order to enrich their personality. More than 750 children from 10 schools along with their staff participated.

- Citizenship Camp was conducted on 13/12/2013 by Mr. Rajalingam District Scout Training Commissioner.
- Christmas Day was celebrated along with the Blind children St. Joseph's School for the Blind, Paravai Madurai, in a very meaningful way.
- Seminar on Stress Management by Mr. Neduchezhian K. Southern Railway conducted on 25/01/2014.
- Practical Commission conducted by Tamilnadu Teachers Education University on 07/03/2014 to 08/03/2014. Mr. Vendhan, Asst. Professor, Bharathiyar College of Education, Villupuram as a Convenor. Mr. Nandhakumar, Asst. Professor, Sr. Balaji College of Education, Thiruvanamalai, as a Examiner - I and Mr. S. Arumugam, Headmaster, Govt. High School, A. Udayapatti, as a Examiner – II had taken part in that.
- Red Ribboin Club orientation programme was organised on 21/03/2014. Mr. Sudha ICTC Counsellor G.P.H.C. Thogaimalai, Mr. Mallika, NGO staff G.P.H.C. Thogaimalai, Mr. P.Ashokan Asst. Professor, Servite Arts & Science College for Women T. Idaiyapatti. Mrs. Charles Selestiana, Asst. Professor, Servite Arts and Science college for Women, T. Idaiyapatti, were delivered talk.
- Seminar on Awareness to HIV conducted by Sr. Arockia Saroja Mary, Staff Nurse, Fathima Nagar, Trichy on 26/03/2014.
- The Value Education Programme (Retreat) was conducted to all students on 20/05/2014 by Rev. Fr. Libin CR, Manapparai and Sr. Josephine Kanikai Mary, North road, Bangalore.

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	6acres 18.45cents	-		
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)	22 lakhs	1 lakh		23 lakhs
Others				

4.2 Computerization of administration and library

Fully computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5297	1007209	400	29012	5697	1036221
Reference Books	200	80000	30	40499	230	120499
e-Books	-	-	-	-	-	-
Journals	34	23052	2	5850	36	28902
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	32	28	BSSL	-	-	3	-	1
Added								
Total	32	28		-	-	3	-	1

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

- During Bridge course Computer course organised to all in order to improve Computer literacy of staff and students. In addition to that Spoken English also provided to understand and update their Computer literacy.

4.6 Amount spent on maintenance in lakhs :

i) ICT	30000
ii) Campus Infrastructure and facilities	1250000
iii) Equipments	35000
iv) Others	40000
Total :	1355000

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 and SC Scholarship for 38 students Rs.5,79,870/-

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

Men	No	%
	-	

Women

No	%
100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	06	-	93	-	100	3	08	-	89	-	100

Demand ratio

Dropout % 1

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	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	12

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

71

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	58	47	24

5.8 Details of gender sensitization programmes

- On 15/07/2013 Dr. G. Pankjam, Former Vice Chancellor, Gandhigram Rural University, Gandhigram, presided the Inaugural function of the academic year 2013 -2014.
- First Aid Training was conducted on 24/07/2013, Mr. S. Clement, St. John Ambulance has given lecture and demonstrate on it.
- Bridge course in English is conducted by dr. Lawrance, St. Xavier's College of Education, Palayamkottai on 25/07/2013.
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- The Value Education Programme (Retreat) was conducted to all students on 20/05/2014 by Rev. Fr. Libin CR, Manapparai and Sr. Josephine Kanikai Mary, North road, Bangalore.

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	38	579870
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: Nil

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

- 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 facilitates 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 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.
- Opportunity made to students to deliver short Seminar in front of their peers & Faculty in the Auditorium.
- 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, present and publish papers research and development
- Out of 10, one has registered for Ph.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. We have spacious well equipped more than 5500 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 TAT, Cube construction test, Mullar Lyer, Mirror Drawing, Tachistoscope, Span of Attention and Alexandar Passalong 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

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 11 practicing schools in Trichirappalli District and 13 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	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. 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. Financial soft advances are provided by the management whenever they request against salary.
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 declare 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.

- A seminar on “Ilaiyorin Arockiyamana Alumai Valachiyem, Puthiya Baharadhamum” organised on 07/12/2013 for all the 12th standard boys and girls in an around Thogaimalai, in order to enrich their personality. More than 750 children from 10 schools along with their staff participated. Headmasters from various schools Staff members and Parents appreciated and given cooperation for the successful completion of the function.

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

Inaugural function ceremony presided over by Dr. G. Pankajam, former Vice Chancellor, Gandhigram Rural University, Gandhigram.

Conducted three days Seminar on Teaching of English from 24 – 26/07/2013.

Seminar on “Stress Management in classroom situation” held on 16/12/2013.

Seminar conducted on “Ilaiyorin Arockiyamana Alumai Valarchiyem, Puthiya Bharadhamum” held on 07/12/2013. Dr. M. Prabhu Kumar, Dr. Sumathi Nagarajn and Dr. Sr. Corona Mary deliver their valuable talk.

Citizenship Camp conducted on 13/12/2013.

Red Ribbon Club Orientation held on 21/03/2013.

TET Coaching class conducted on May 2014.

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, 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 celebrate Graduation Day
- To conduct Bridge course on Computer and English
- To celebrate Sports Day well in advance.
- To motivate the students for Personality Development and Spiritual formation.
- To organise Seminar on Financial Education.
- To organise Seminar on Computer Communication skill.
- To have First Aid Training and Healing touch (Reiki)
- To organise Life skill Programme
- To organise Psychology seminar on Learning Theories and Intelligence.

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 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		
31	Wednesday		
		TOTAL	26Days

AUGUST 2013

Date	Day	Information	Working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday	Holiday	
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	Holiday	
29	Thursday		
30	Friday		
31			
		TOTAL	24Days

SEPTEMBER 2013

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	Holiday	
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	Holiday	
		TOTAL	23Days

OCTOBER 2013

Date	Day	Information	Working Days
1	Tuesday	Holiday	
2	Wednesday	Holiday	
3	Thursday	Holiday	
4	Friday	Holiday	
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		
16	Wednesday	Holiday	
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		
31	Thursday		
		TOTAL	21Days

NOVEMBER 2013

Date	Day	Information	Working Days
1	Friday		
2	Saturday	Holiday	
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	Holiday	
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		
30	Saturday		
		TOTAL	24Days

DECEMBER 2013

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	Holiday	
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	Holiday	
24	Tuesday	Holiday	
25	Wednesday	Holiday	
26	Thursday	Holiday	
27	Friday	Holiday	
28	Saturday	Holiday	
29	Sunday	Holiday	
30	Monday	Holiday	
31	Tuesday	Holiday	
		TOTAL	17Days

JANUARY 2014

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	Holiday	
14	Tuesday	Holiday	
15	Wednesday	Holiday	
16	Thursday	Holiday	
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	22Days

FEBRUARY 2014

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		
26	Wednesday		
27	Thursday		
28	Friday		
		TOTAL	24Days

MARCH 2014

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		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Holiday	
31	Monday	Holiday	
		TOTAL	25Days

APRIL 2014

Date	Day	Information	Working Days
1	Tuesday		
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		
16	Wednesday		
17	Thursday		
18	Friday	Holiday	
19	Saturday	Holiday	
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	23Days

MAY 2014

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		
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	26Days

ANNEXURE-II

PHOTOGRAPHS

01. Seminar on Awareness to HIV on 26/03/2014
02. College Day celebration on 03/05/2014
03. Valedictory Function

01. Seminar on Awareness to HIV on 26/03/2014



02. College Day celebration on 03/05/2014





03. Valedictory Function

