Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *∼* To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;
- ≈ To undertake quality-related research studies, consultancy and training programmes, and
- ~ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

Value Framework

To promote the following core values among the HEIs of the country:

- > Contributing to National Development
- ➤ Fostering Global Competencies among Students
- > Inculcating a Value System among Students
- > Promoting the Use of Technology
- ➤ Quest for Excellence

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution:
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IOAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- 1. Chairperson: Head of the Institution
- 2. A few senior administrative officers
- 3. Three to eight teachers
- 4. One member from the Management
- 5. One/two nominees from local society, Students and Alumni
- 6. One/two nominees from Employers /Industrialists/stakeholders
- 7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

• The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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

I. Details of the Institution

1.1 Name of the Institution	TITUS II TEACHERS COLLEGE				
1.2 Address Line 1	SCS CAMPUS				
Address Line 2	PATHANAMTHITTA DISTRICT				
City/Town	TIRUVALLA				
State	KERALA				
Pin Code	689101				
Institution e-mail address	tituscollege@gmail.com				
Contact Nos.	04692601383				
Name of the Head of the Institution	Dr. T. K. Mathew				
Tel. No. with STD Code:	04692601383				
Mobile:	9447093244				

Name of the IQAC Co-ordinator:

Dr. Nimmi Maria Oommen

Mobile:

9847347697

IQAC e-mail address:

tituscollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) KLCOTE 11836

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:

www.tituscollege.org

Web-link of the AQAR: http://www.tituscollege.org/html/AQAR_IQAC.html 2014-15.doc

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	Α		2004	2004 - 2009
2	2 nd Cycle	А	3.29	2014	2014 - 2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 01.10.2008

1.8 AQAR for the year (for example 2010-11)

2014 - 2015

Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)						
i. AQAR2010 - 2011 (DD/MM/YYYY)						
1.10 Institutional Status						
University State Central Deemed Private						
Affiliated College Yes Vo No						
Constituent College Yes No						
Autonomous college of UGC Yes No						
Regulatory Agency approved Institution Yes No						
(eg. AICTE, BCI, MCI, PCI, NCI)						
Type of Institution Co-education Men Women						
Urban Rural Tribal						
Financial Status Grant-in-aid UGC 2(f) UGC 12B						
Grant-in-aid + Self Financing Totally Self-financing						
1.11 Type of Faculty/Programme						
Arts Science Commerce Law PEI (Phys Edu)						
TEI (Edu) Engineering Health Science Management						
Others (Specify) . Teacher Education						
1.12 Name of the Affiliating University (for the Colleges) Mahatma Gandhi University, Kottayam						

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc Autonomy by State/Central Govt. / University NA University with Potential for Excellence **UGC-CPE** NA **DST Star Scheme** NA **UGC-CE** NA UGC-Special Assistance Programme **DST-FIST** NA Any other (Specify) UGC-Innovative PG programmes NA **UGC-COP Programmes** 2. IQAC Composition and Activities 4 2.1 No. of Teachers 4 2.2 No. of Administrative/Technical staff 3 2.3 No. of students 2.4 No. of Management representatives 1 2 2.5 No. of Alumni 2. 6 No. of any other stakeholder and 2 community representatives 2.7 No. of Employers/ Industrialists 1 1 2.8 No. of other External Experts 2.9 Total No. of members 18 2.10 No. of IQAC meetings held 5 3 2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students 6 Alumni 2 Others Nil							
2.12 Has IQAC received any funding from UGC during the year? Yes No If yes, mention the amount Rs. 3,00,000/- (for 5 years)							
2.13 Seminars and Conferences (only quality related)							
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC							
Total Nos. 2 International 1 National 1 State Institution Level							
(ii) Themes Higher Education 2.14 Significant Activities and contributions made by IQAC							
Seminars, Workshops. Quality enhancement discussions, innovations in							
teaching-learning mechanisms							
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							
To improve Teaching-learning mechanisms Self empowerment							
Value Embedded Education							
* Attach the Academic Calendar of the year as Annexure.							
2.15 Whether the AQAR was placed in statutory body Yes No							
Management Syndicate Any other body							
Provide the details of the action taken							
After the periodical meetings of IQAC, it is decided to give more value education classes, communicative English classes and personality development programmes for students.							

Criterion - I

I. Curricular Aspects

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	1		1	
UG	1			1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2		1	1
Interdisciplinary				
Innovative				

- 1.
 - (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.Ed.); 1 (M.Ed.)
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)	Alumni	Parents	Employers	Students
Mode of feedback :	Online	Manual	Co-operating	g schools (for PEI)
*Please provide an analysis of the fe	edback in th	ne Annexure		
1.4 Whether there is any revision/	update of re	egulation or syllab	oi, if yes, mention	their salient aspects.
NA				
1.5 Any new Department/Centre is	ntroduced o	luring the year. If	yes, give details.	
NA				

Criterion - II

2. Teaching, Learning and Evaluation

2.1	Гotal No. of	Total	Asst.	Professors	Assoc	ciate F	Professors	Profe	essors	Oth	ers
pern	nanent faculty	10	8			2				2 (0	Jues
2.2	No. of permanent facu	lty with Pl	n.D.	7							
	No. of Faculty Position	ns	Asst. Professors	Associa Professo		Profe	essors	Others		Total	
	ruited (R) and Vacant ng the year		R V 2	R	V	R	V	R	V	R	V
	No. of Guest and Visit	n conferen	ces and sy	ymposia:		(B. Ed	M.	Visiting) Ed.			
	No. of Faculty Attended	Internation 10	nal level	National 10	level	Sta	te level				
	Presented papers	4		8			10				
	Resource Persons			0	2						
2.6	Innovative processes a Film Based Learn Learning, Blender	ing, Brain :	Storming								
2.7	Total No. of actual te during this academic		ys	200							
2.8	Examination/ Evalua the Institution (for ex Double Valuation, P	kample: O	pen Book	Examination			_				
2.9	No. of faculty member restructuring/revision as member of Board	n/syllabus	developn	nent	7 Develop		worksho	p			
2.10	Average percentage of	of attendan	ice of stud	lents	7	 5					

2.11 Course/Programme wise

distribution of pass percentage:

Title of the Programme	Total no. of students		Ι	Division		Pass %
	appeared	Distinction %	I %	II %	III %	Pass %
B.Ed.	146	Result				
		Awaiting				
M.Ed.	16	Result				
		Awaiting				

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

Through IQAC periodic meetings

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	nil
UGC – Faculty Improvement Programme	
HRD programmes	10
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	5
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	14	Nil	NA	
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

		IQAC in Sensi		oung Research Ci	imate	e in the institution	JII
 2	Details re	egarding major	projects NI	L			
[(Completed	Ongoing	Τ;	Sanctioned	Submitted
•	Number						
	Outlay in R	s. Lakhs					
3	Details re	egarding mino	projects		•		
		(Completed	Ongoing		Sanctioned	Submitted
	Number			1			
ŀ	Outlay in R	s.		70000/-			1
1	Details o	n research pub	lications				
				International	l	National	Others
	Peer Review	w Journals		10		10	
	Non-Peer R	eview Journals	3				
	e-Journals						
	Conference	proceedings				16	
5 Deta	nils on Impac	t factor of publ	ications:				
	Range	Average	;	h-index		Nos. in SCOPU	S
Rese	earch funds sa	anctioned and i	received from	m various funding	g agei	ncies, industry a	and other organisat
	Nature of	the Project	Duration Year	Name of the funding Age		Total grant sanctioned	Received
N	Major project	S					
	Minor Project	cs	2014	UGC		100000/-	70000/-
N	Interdisciplinary Projects Industry sponsored						
I		sored					
In P	ndustry spon Projects spons	sored by the					
In In P	ndustry spon Projects spons Jniversity/ Co	sored by the ollege					
In P U S	ndustry spon Projects spons University/ Co Students resea	sored by the ollege arch projects					
In I	ndustry spon Projects spons University/ Co Students resea	sored by the ollege arch projects by the University)					

3.7 No. of books published i) Wi	ith ISBN No.	1 C	hapters in I	Edited B	ooks	
ii) Wi3.8 No. of University Departments	thout ISBN No					
UGC-S		CAS	DS	ST-FIST		
DPE			DI	3T Schei	me/funds	
3.9 For colleges Autono INSPIR	·	CPE CE	_	3T Star S	(cnacify)	JGC
3.10 Revenue generated through co	onsultancy	NA				
3.11 No. of conferences	Level	International	National	State	University	College
organized by the Institution	Number Sponsoring agencies	1 Others	3 UGC			
3.12 No. of faculty served as exper	rts, chairpersor	ns or resource p	persons	5		
3.13 No. of collaborations	Internatio	nal Na	ntional 4		Any other	
3.14 No. of linkages created during	g this year	1			_	
3.15 Total budget for research for	current year in	lakhs :				
From Funding agency	From	Management of	f University	//College	e	
Total						
3.16 No. of patents received this y	ear Type	of Patent		Nu	mber	
NIL	Nationa	1	Applied Granted			
	Internat	ionai (Applied Granted			
	Comme	rc19Hsed	Applied Granted			

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

	Total	International	National	State	University	Dist	College
Ī							

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them	2				
3.19 No. of Ph.D. awarded by faculty from	the Instit	tution: NIL			
3.20 No. of Research scholars receiving the	e Fellows	hips (Newly enr	olled + e	xisting ones) : NIL	
JRF SRF	P	roject Fellows		Any other	
3.21 No. of students Participated in NSS ex	vents: N	IL			
	τ	University level		State level	
	1	National level		International level	
3.22 No. of students participated in NCC of	events: N	ΊL			
		University level		State level	
		National level		International level	
3.23 No. of Awards won in NSS:	NA				
	τ	University level		State level	
	1	National level		International level	
3.24 No. of Awards won in NCC:	NIL				
	τ	University level		State level	
	1	National level		International level	

3.25 No. of Extension activities organized				
University forum College f	Forum 6			
NCC NSS		Any ot	her	
3.26 Major Activities during the year in the spher	e of extensio	n activities and In	stitutional Soc	ial
Responsibility: Visit to destitute homes, Pain and	l Paliative ca	re, Noon Meal for	the needy, Ho	spital Visit
Collaboration with YMCA Vikas School Project •	(School for d	lifferently abled		
•				
Criterion – IV	conrcos			
4. Infrastructure and Learning Re	sources			
4.1 Details of increase in infrastructure facilities:				
Facilities	Existing	Newly created	Source of Fund	Total
Campus area	16188 Sq. Mtr			
Class rooms with Laboratory	5016 Sq. Mtr			
Seminar Halls	1097.38 Sq. Mtr			
No. of important equipments purchased	54. 1.11			
(≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				
4.2 Computerization of administration and library	ı			
Administration: Computerized with LAN	N and Interne	et facility		
Automated Library web OPAC				

4.3 Library services:

	Exist	ing	Newly	added	Total	
	2013-	2013-'14		4-'15	2015	March
	No.	Value	No.	Value	No.	Value
Text Books and other subject books	14318		321	70591	14639	
Reference Books	822		1	599	823	
e-Books	9700		145		9845	
Journals	18	9275	1	600	19	16275
e-Journals	6300		20		6320	
Digital Database	34		17		51	
CD & Video	91		9		100	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	52	1	Wifi	Nil	Nil	1	1	NA
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Total	52	1		Nil	Nil	1	1	

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

Office, Staff room library, computer lab and all class rooms are provided with computers and internet access.

4.6 Amount spent on maintenance in lakhs:	Nil
i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	
Total:	

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

During IQAC meetings, discussions are made on enhancing student support service. Feasibility of implementing novel and unique strategies are worked out.

5.2 Efforts made by the institution for tracking the progression

Periodic meetings are arranged with faculty members, administrative staff, alumni association, PTA and other stake holders. Major decisions are taken in the college Governing Council . The collective efforts of these bodies are put into practice.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
146	35	_	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%
Men		

Women

No	%

Last Year						T	his Yea	ar			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

UGC NET Coaching			

No. of students beneficiaries

15

5.5 No. of students quality	fied in these ex	kamınatıon	S				
NET 4	SET/SLET	10	GATE		CAT		
IAS/IPS etc	State PSC		UPSC		Others		
5.6 Details of student cou	unselling and c	career guida	ance				
There is a counselling periodically. Personal		=	_			sses	
No. of students b	penefitted	146 (Clas	sses on cou	nselling)			
		15 (Personal counselling)					
5.7 Details of campus pla	acement						
	On cam	pus			Off Campus		
Number of Organizations Visited	Organizations Participa		Number of Students Placed		Number of Students Placed		
2			6		90		
5.8 Details of gender sen Classes on women er awareness programm	mpowerment, le	egal awaren				th	
5.9 Students Activities							
	nts participated	l in Sports,	Games and	l other ev	vents		
State/ Univer	rsity level	2 Nat	tional level	-	International	level -	
No. of studer	nts participated	l in cultural	l events				
State/ Univer	rsity level	Nat	tional level		International	level	

5.9.2 No. of medals /awards won by students in Sports, Games and other events
Sports: State/University level 2 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
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 1 National level International level
 5.12 No. of social initiatives undertaken by the students 5.13 Major grievances of students (if any) redressed: Providing more restrooms for students Criterion – VI
6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution
Vision : 'Lighted to Lighten' To illuminate the minds of prospective teachers to shed the light of truth and knowledge.
Mission : Imparting education to develop wholesome personality among its students with moral, civic and human rights consciousness. Involvement and interaction with community as agents of transformation. Promoting exploration in the realm of teacher education in the light of Christian understanding of world and society.
6.2 Does the Institution has a Management Information System
There is a Human Resource Management System, Technologically supported system with LAN in the Administrative wing. Rev 24

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

6.3.1 Curriculum Development

Curriculum Development Programmes such as seminars, workshops (state, national and International level) and study groups for various subjects. New programmes in curricular and co-curricular areas are chalked out and implemented.

6.3.2 Teaching and Learning

Film based learning, co-operative learning, brain storming techniques, peer teaching -learning is executed.

6.3.3 Examination and Evaluation

As per the university norms (CBCSS) examination pattern is followed and continuous and comprehensive evaluation (Internal and External) is practiced

6.3.4 Research and Development

The M.Ed. programme is on the self-finance basis. Research workshops are conducted to learn on the upcoming trends and higher education. Minor Research Projects are conducted by faculty members. Faculty members also undergo research based seminars, workshops in other institutions and universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a fully fledged automated library working on all days except on Sundays and public holidays from 9 a.m. – 5 p.m. The details of library services are explained in 4.3. There is a technology lab with 32 computers. All the class rooms are computerised with internet facility. Physical infrastructure facilities are provided in 4.1

6.3.6 Human Resource Management

Top to bottom approach is followed. The Head of the institution divides work among its members on the basis of their designation. Close monitoring of the work done is being evaluated frequently. Loop holes are identified and rectified timely. The grievances of members are redressed.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done as per State Government /University /UGC norms

	6.3.8 Industry	Interaction / Co	llaboration			
	Nil					
	6.3.9 Admissio	n of Students				
	Merit an	ıd Managemeni	t seats are filled	d as per		
		nent norms		·		
C 4 XV-1	G	Teaching	T C	Availed as per govt.	norms	
6.4 Wel	fare schemes for	Non teac Students		E grant, scholarships	etc	
		Students		e grant, senotarsinps	ctc.	
6.5 Tota	al corpus fund genera	ited				
6.6 Wh	ether annual financia	l audit has been	done Yes	✓ No		
6.7 Who	ether Academic and A	Administrative A	Audit (AAA) h	as been done?		
	Audit Type	Ext	ternal	Inter		
		Yes/No	Agency	Yes/No	Authority	
	Academic	√	Government	√		
	Administrative	✓		✓		
6.8 Doe	s the University/ Aut	tonomous Colle	ge declares res	ults within 30 days	?	
	For UG Programmes Yes No ✓					
	Fo	r PG Programm	nes Yes	No ✓		
6.9 Wh:	at efforts are made by	_		College for Exami	 nation Reforms	?
5.5 WIII]
	Periodical Meetings and reforms are made	-	-		_	
	guidelines.		,			
Revis						Page 26

The Alumni has instituted Titus Award for teachers, inter collegiate Choreography Competition and both are conducted once in two years. Annual Alumni get-togethe is being celebrated every year. Alumni also honour the Ph.D. Awardees and other personalities who excel in various fields of activities. The Top Scorer Award is also given to the Alumni Wards ctivities and support from the Parent – Teacher Association PTA meetings are held periodically where Parents share their views and grievances. The staff members communicate to them on the development of students and also issues related to their academic and personal development. evelopment programmes for support staff Training Programmes of governmental agencies itiatives taken by the institution to make the campus eco-friendly Plastic free- zone campus, Bio-farming, Planting the trees etc.	Activities and support from the Alumni Association The Alumni has instituted Titus Award for teachers, inter collegiate Choreography Competition and both are conducted once in two years. Annual Alumni get-together is being celebrated every year. Alumni also honour the Ph.D. Awardees and other personalities who excel in various fields of activities. The Top Scorer Award is also given to the Alumni Wards Activities and support from the Parent – Teacher Association PTA meetings are held periodically where Parents share their views and grievances. The staff members communicate to them on the development of students and also issues related to their academic and personal development. Development programmes for support staff Training Programmes of governmental agencies Initiatives taken by the institution to make the campus eco-friendly Plastic free- zone campus, Bio-farming, Planting the trees etc.		and Workshops are organized to orient on the various aspects of
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
Financial Aid 'Shoulders', a project for sharing the burden of class mates 'Kanivu', a project of the students' council to help the financially backward students.
*Provide the details in annexure (annexure need to be numbered as i, ii,iii)
7.4 Contribution to environmental awareness / protection
Plastic Free Zone, Eco friendly campus, organic farming
7.5 Whether environmental audit was conducted? Yes Vo
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
8. <u>Plans of institution for next year</u>
Name: Dr. Nimmi Maria Oommen Name: Dr. T. K. Mathew
Minmi M. Commen Most Al

Annexure I

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission
