

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 arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ 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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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

IQAC 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 (Till March 2018) Dr. Anita Mathai (April 2018 onwards)
Tel. No. with STD Code:	04692601383
Mobile:	8547889147

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)

NAAC/WH/Cert-RAR/EC(1st SC)/41/2014/ dated 18-06-2014

1.5 Website address:

www.tituscollege.org

Web-link of the AQAR:

http://www.tituscollege.org/html/AQAR_IQAC.html 2017 -18.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	A		2004	2004 - 2009
2	2 nd Cycle	A	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)

2017 - 2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((AQAR 2014 – 2015, submitted to NAAC on 1-12-2016)

i. AQAR _____ 2017 - 2018 _____ 10/08/2017 _____

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 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

NA

UGC-CPE

DST Star Scheme

NA

UGC-CE

UGC-Special Assistance Programme

NA

DST-FIST

UGC-Innovative PG programmes

NA

Any other (*Specify*)

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

3

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

No.

4

Faculty

8

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

2.14 Significant Activities and contributions made by IQAC

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	Societal Empowerment
Environmental Awareness Programme	

* 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

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	1		1	
UG	1			1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2		1	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	2016 – ‘18, 2018 –’20 B.Ed. Batches 2016 – ‘18, 2018 –’20 M.Ed. Batches
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.

Syllabus framed by MG University Board of studies is followed here

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	7	2		1 (Guest)

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	1	0	0	0	0	0	1	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	8	8
Presented papers	3	4	
Resource Persons	1	2	

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

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

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

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

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.	Course on going					
M.Ed.	Course on going					

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

Through IQAC periodic meetings and formal discussions in the staff council, conducting seminars and study forums

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	10
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	12
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	
Others (Short Term Course)	4

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	12	2	NA	
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Organizing Seminars/Workshops/Value Education Classes

3.2 Details regarding major projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs.				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	10	
Non-Peer Review Journals			
e-Journals	7		
Conference proceedings		16	

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 <i>(other than compulsory by the University)</i>				
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 : **NIL**

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	Natio nal	State	University	College
Number	1		1		
Sponsoring agencies	Others		AKTCTA		

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

NIL

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
2	1	1				

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 : **NIL**

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **NIL**

University level State level

National level International level

3.22 No. of students participated in NCC events: **NIL**

University level State level

National level International level

3.23 No. of Awards won in NSS: **NA**

University level State level

National level International level

3.24 No. of Awards won in NCC: **NIL**

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 : Visit to destitute homes, Pain and Paliative care, Noon Meal for the needy, Hospital Visit, Visit to the Kudumbasree Units (Women Empowerment)

-
-

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	16188 Sq. Mtr			
Class rooms with Laboratory	5016 Sq. Mtr			
Seminar Halls	1097.38 Sq. Mtr			
No. of important equipments purchased (\geq 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

Administration: Computerized with LAN and Internet facility
Automated Library web OPAC

4.3 Library services:

	Existing 2016-'17		Newly added 2017-'18		Total 2018 March	
	No.	Value	No.	Value	No.	Value
Text Books and other subject books	14736		3		14739	
Reference Books	823				823	
e-Books	9845				9845	
Journals	19	18370			17	17021
e-Journals	6320				6320	
Digital Database	51				51	
CD & Video	100				100	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	52	18	Wifi	Nil	Nil	7	12	15
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Total	52	18		Nil	Nil	7	12	15

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 :

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 and College Union. Major decisions are taken in the college Governing Council . The collective efforts of these bodies are put into

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
47+48	10+6	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
5+7	12

Women

No	%
42+41	88

Last Year						This Year					
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, SET Coaching

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

5.6 Details of student counselling and career guidance

There is a counselling centre functioning in the college. A trained counsellor engages classes periodically. Personal counselling is also arranged as and when demanded by students.

No. of students benefitted

5.7 Details of campus placement : **Courses on going (B.Ed. & M.Ed.)**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Classes on women empowerment, legal awareness on women and children's right, health awareness programme in particular with women, Classes on domestic violence act

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	49 (2 Batches)	7,29,028
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: 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.

Rev There is a Human Resource Management System, Technologically supported system with LAN in the Administrative wing.

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. Art Education, Yoga and Meditation, add-on courses

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. CCTV has been installed as per University Circular for the conduct of the examination.

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. 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 18 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. Life Skills training programmes are also given periodically to foster personality development.

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 / Collaboration

Nil

6.3.9 Admission of Students

Merit and Management seats are filled as per Government norms

6.4 Welfare schemes for

Teaching	Availed as per govt. norms
Non teaching	N/A
Students	E grant, scholarships etc.

6.5 Total corpus fund generated

NIL

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	✓	Government	✓	
Administrative	✓		✓	

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?

Periodical Meetings with subject experts and other stake holders are arranged and reforms are made in accordance with UGC, NCTE and Higher Education guidelines.

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

Seminars and Workshops are organized to orient on the various aspects of autonomy (merits and demerits)

6.11 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. The Alumni also provides financial help to needy students.

6.12 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. Financial Support given from PTA to improve infrastructural facilities.

6.13 Development programmes for support staff

Training Programmes of governmental agencies

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

Plastic free- zone campus, Vegetable farming, etc.

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.

Workshop on “Teaching Aids Preparation” by students Strengthening Mentor – mentee relationship through tutorial sessions Reciprocal Teaching – Students are given chance to teach in a big class room Experiential Learning
--

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

Personal Counselling sessions enhanced owing to student need. Know the learner programme – visit to students’ family and interaction with family members Identifying the financially needy students and recommending for scholarship under Mar Thoma Management Welfare Scheme

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, Vegetable farming

7.5 Whether environmental audit was conducted? Yes No

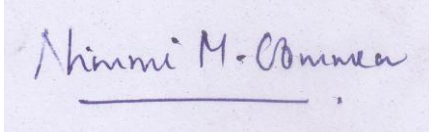
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

--

8. Plans of institution for next year

Rev	Upgrade the College as a research department in education (Subject to University Approval)
-----	--

Name: Dr. Nimmi Maria Oommen



Signature of the Coordinator, IQAC

Name: Dr. Anita Mathai



Signature of the Chairperson, IQAC

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
