



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>ANNA VINAYAGAR COLLEGE OF EDUCATION</b>
• Name of the Head of the institution	<b>Dr.M. Kayalvizhi</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Alternate phone No.	<b>04652252328</b>
• Mobile No:	<b>8300334328</b>
• Registered e-mail ID (Principal)	<b>annavinayagar@gmail.com</b>
• Alternate Email ID	<b>annavinayagar10902@gmail.com</b>
• Address	<b>Ganapathipuram</b>
• City/Town	<b>Ganapathipuram</b>
• State/UT	<b>Tamil Nadu</b>
• Pin Code	<b>629502</b>
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	<b>Teacher Education</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>TAMILNADU TEACHERS EDUCATION UNIVERSITY</b>				
• Name of the IQAC Co-ordinator/Director	<b>G. JEYANTHI</b>				
• Phone No.	<b>8300334328</b>				
• Alternate phone No.(IQAC)					
• Mobile (IQAC)					
• IQAC e-mail address	<b>annavinayagar@gmail.com</b>				
• Alternate e-mail address (IQAC)					
<b>3.Website address</b>	<a href="https://annavinayagaredu.com/">https://annavinayagaredu.com/</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="https://annavinayagaredu.com/wp-content/uploads/2022/02/aqar_report19-20-3.pdf">https://annavinayagaredu.com/wp-content/uploads/2022/02/aqar_report19-20-3.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://annavinayagaredu.com/wp-content/uploads/2022/03/academic-Calender.pdf">https://annavinayagaredu.com/wp-content/uploads/2022/03/academic-Calender.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.21</b>	<b>2013</b>	<b>08/07/2013</b>	<b>07/07/2018</b>
<b>6.Date of Establishment of IQAC</b>			<b>21/10/2011</b>		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest</b>			<b>Yes</b>		

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<b>We have conducted online webinar</b>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	
Plan of Action	Achievements/Outcomes
<b>Tutor World System, Community Engagement Activities, Conducting Cultural Competitions</b>	<b>All Actions are Achieved</b>
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
<b>Nil</b>	<b>Nil</b>

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	26/02/2022
Extended Profile	
2.Student	
2.1	98
Number of students on roll during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	100
Number of seats sanctioned during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	5
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	98
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.5 Number of graduating students during the year	98
File Description	Documents
Data Template	<a href="#">View File</a>

2.6	98
Number of students enrolled during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	2.1
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	11
Total number of computers on campus for academic purposes	
<b>5.Teacher</b>	
5.1	15
Number of full-time teachers during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2	16
Number of sanctioned posts for the year:	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
<p>The college is affiliated to Tamil Nadu Teachers Education University, Chennai. As an affiliated institute, it administers the curriculum recommended by the university. The college has developed a structured and effective implementation of the curriculum for impacting quality education. The college conducts meeting with the</p>	

faculty members are encouraged to impact the curriculum through different teaching- learning methods.

The college provides books and other reference learning materials to enable faculties to implement the curriculum effectively. The college library committee conducts meetings and takes periodically appropriate decisions regarding purchasing of books, periodicals and journals. The college functions in accordance in the academic calendar prepared for the academic year. The IQAC monitors the academic activities on regular basis to ensure the execution of the timetable and other scheduled events. It also monitors the feedback of the implementation of academic calendar and teaching -learning process. If any gaps are identified, then effective steps are taken to bridge the gap.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	<a href="#">View File</a>
Plan developed for the academic year	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni**

**C. Any 3 of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers**

**A. All of the Above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="#">Nil</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives**

**including pedagogy courses for which teachers are available****1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year**

7+2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">NIL</a>
Any other relevant information	<a href="#">NIL</a>

**1.2.2 - Number of value-added courses offered during the year**

0

**1.2.2.1 - Number of value-added courses offered during the year**

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded

**1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year**

0

**1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year**

0

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	No File Uploaded
Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

**1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance**

One of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

**1.2.5 - Number of students who have completed self-study courses ( online /offline, beyond the curriculum) during the year**

0

**1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year**

0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificates / evidences for completing the self-study course(s)	No File Uploaded
List of students enrolled and completed in self study course(s)	No File Uploaded
Any other relevant information	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

The curriculum comprises of theory courses and engagement with the field . The theory courses and engagement with the field. The theory courses provides knowledge about Educational Psychology, Contemporary Education in India, different teaching- learning theories, Gender, school & society, Knowledge & curriculum, Assessment for learning and Inclusive Schools. It also provides knowledge about one's chosen pedagogical subject and optional course. These subjects give a clear understanding about teacher education.

Teaching skills and other skills inculcated in the students through various curriculum activities which includes the practice of micro cycle and Teaching practice sessions. Co-curricular activities like Quiz programme, participation in variety of competitions enhances critical thinking and communication skills. The courses on Enhancing Professional Capacities develops skill in reading, creative art and drama work in Education, using facilities and emotional intelligence

This programme facilitates a comprehensive development of all student forming an underlying support of value based life. The institution organizes few programmes such as Blood Donation Awareness program and camp, Yoga class and Personality development programmes

which incorporates a positive perspective towards life , career and contentment among the student s. This curriculum allows the students to be ready to face the challenges of the society. In this competitive world, human valus are depleting day by day, realizing its importance, our college has organised programmes on 09.02.2021 to 11.02.2021.Title Art and Craft Training, Calligraphy training, Value of Teaching Profession, Be an Assertive personality. The training programme enhances the students positive attitude towards the curriculum.

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	<a href="#">View File</a>

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations International and comparative perspective

The college familiarises students with diversities in Indian school system through seminars and discussions and visit to Innovative Schools. The Curriculum also provides knowledge about functioning of various boards of schools and assessment systems. Eminent scholars in the field of education are invited to give a lecture on the development of school system, norms and standards, statewide variations. The students are thus familiarised with the diversities in Indian school system. Visit to innovative schools is a practical comporment in the curriculum in which the students gain knowledge about diversified school systems and their functioning. The college organizes visit to CBSE, Montessori and International schools so that the students are familiarized with that specific school system.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

The teacher education programme provides wide range of curricular experiences to students. To make them ready for the professional field, Mini teaching practice, demonstration classes and pre - practice, teaching are conducted by the college. Through these practices, students are familiarized with different teaching techniques. It also develops teaching skills and understanding of classroom teaching methods among students. The subject experts demonstrates teaching to the students, so that they could observe and understand the method of teaching. During the school internship, the students observe the teaching of the school teachers and gain experience in handling the students in the real class room atmosphere. The students could thus apply the knowledge and understanding gained through these experiences in their Intensive Teaching Practice.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI**

Two of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following**

**Feedback collected, analyzed and action taken**

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of students during the year

98

##### 2.1.1.1 - Number of students enrolled during the year

98

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Document relating to sanction of intake from university	<a href="#">View File</a>
Approval letter of NCTE for intake of all programs	<a href="#">View File</a>
Approved admission list year-wise/ program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year**

82

**2.1.2.1 - Number of students enrolled from the reserved categories during the year**

82

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<a href="#">View File</a>
Final admission list published by the HEI	<a href="#">View File</a>
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year**

0

**2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year**

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

**2.2 - Honoring Student Diversity**

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

**Honors students Diversity**

Each student is unique in character and belonging to various levels of diversity at entry level. So there is a need for identifying different learning needs the students. For this we conduct an aptitude test with the help of questionnaire. From this we identify the slow learners and provide extra attention so as to bring such students at par with the rest of the students. Before starting the regular class communication skill Development programme was given through Bridge course to equalize the speaking capacity of the students those who lack in communication. In the assembly students are made to read the verses from the Bhagawad Gita, Bible and Quran to instill the religious equity among the students teachers.

Some students who came from rural areas are not able to accommodate with the urban students. In order to bring equity our college provides guidance and counseling via Tutor system.

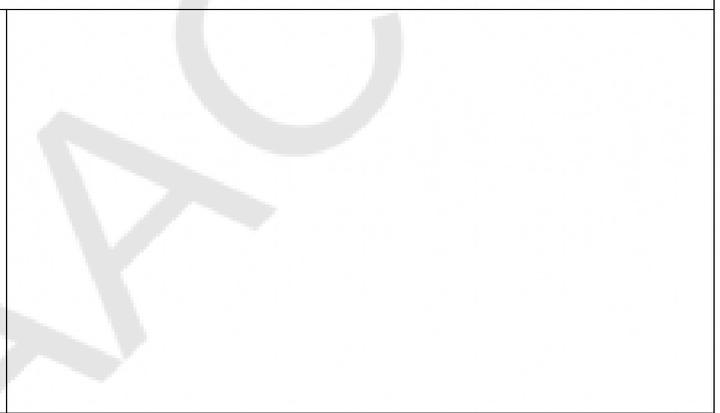
File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs**

None of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>
Reports with seal and signature of Principal	No File Uploaded
Photographs with caption and date, if any	No File Uploaded
Any other relevant information	No File Uploaded

**2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity**



File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### **2.2.4 - Student-Mentor ratio for the academic year**

**10:1**

##### **2.2.4.1 - Number of mentors in the Institution**

**10**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

To develop the teaching learning process, teachers used different approaches. In the university syllabus, suggested activities are given under each unit. These activities are done through various modes such as group discussions teacher talk, presentation, seminars and assignment etc. Each students is motivated to present their point of view about the topic discussed. Al together they gain more ideas of and could thus enhance their knowledge. It makes them to acquire sufficient knowledge proficiency in that specific topic. During the time of lockdown online mode was used for teaching learning process. It developed the technical skill of the students - teachers. It provided scope for Individual attention to the slow learners and was able to bring them in par with the rest of the students. Remedial teaching is also followed for the students those who have difficult in the topic.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year**

5

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	<a href="#">Nil</a>
Any other relevant information	<a href="#">View File</a>

### 2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

98

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Programme wise list of students using ICT support	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Landing page of the Gateway to the LMS used	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports**

Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View File</a>
Geo-tagged photographs wherever applicable	<a href="#">View File</a>
Link of resources used	<a href="#">Nil</a>
Any other relevant information	<a href="#">View File</a>

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

**Goal:**

1. To design effective learning environment and tools to support learning.
2. To provide individual care in both intellectual and psychological aspects.

**Practice:**

In tutor system each lecturer is assigned ten students to monitor their academic, curricular and co-curricular activities. A meeting is conducted once in a month.

**The Content that required initiation of the practice:**

Majority of the students fail to interact with their teachers to meet their needs on academic side. If there is enhancement in interaction with teachers it might be an enhancement to mould their academic activities and they will feel free to seek guidance about proper study habits and seek counseling to get rid of the obstacles in learning.

**Impact of the practice:**

Once in a month the students met their respective tutors and share their feelings, opinions, clarify doubts and seek guidance regarding their academic activities and the institution is happy to realize the improvement among the students in academic and extra - curricular aspects.

**Obstacles and strategies adapted to overcome:**

It increases the work load of teachers as they have to care few students then and there apart from the formal meets. Few extra classes apart from the college hours were allotted for such weeks. Meanwhile these obstacles were overcome by encouragement and support by the faculties and students.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

Three of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

**Nil**

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching**

Three/Four of the above

**Competencies Assessment of Learning  
Technology Use and Integration Organizing  
Field Visits Conducting Outreach/ Out of  
Classroom Activities Community Engagement  
Facilitating Inclusive Education Preparing  
Individualized Educational Plan(IEP)**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities with video graphic support wherever possibl	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement**

**Ten/All of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	<a href="#">View File</a>
Attendance sheets of the workshops / activities with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of each selected activity	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations**

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	<a href="#">View File</a>
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View File</a>
Report of the events organized	<a href="#">View File</a>
Photographs with caption and date, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples of assessed assignments for theory courses of different programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

According to the B.Ed. Regulations and syllabus prescribed by Tamil Nadu Teachers Education University, Chennai. Our institution planned to arranged 80 days school internship programme for our college second year students. All the students were asked to choose the school near by their house. The name of the school along the students those who have opted that school was sent to CEO office for the CEO approval order. Only with the CEO approval order students will be allowed in their selected schools for Intensive Teaching Practice.

Before the internship the students were well trained by the teacher educators in teaching as well as in preparing teaching aids.

Orientation is given to the prospective teachers going for school internship by the college principal which also demands the active participation of the prospective teachers in all the activities compress the functioning of the school. Moreover proper the prospective teachers are motivated to get well actuate with the school set ups. Department staff go to the schools for observing the students teaching at least twice and note the feedback in the prescribed Feedback format. Internal marks for their teaching competency is provided according to their teaching. The Prospective teachers maintain separate Attendance Register which is provided by the institution for maintaining their attendance which will be duly signed and sealed by the Headmaster of the concerned school and is brought to the college on the last day of the school internship. It is maintained in the college for the Practical Exam purpose.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.4.9 - Number of students attached to each school for internship during the academic year

##### 2.4.9.1 - Number of final year students during the academic year

100

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.10 - Nature of internee engagement during internship consists of Classroom teaching  
Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests  
Organizing academic and cultural events  
Maintaining documents Administrative responsibilities- experience/exposure  
Preparation of progress reports**

Three/Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sample copies for each of selected activities claimed	<a href="#">View File</a>
School-wise internship reports showing student engagement in activities claimed	<a href="#">View File</a>
Wherever the documents are in regional language, provide English translated version	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

An effective and improved internship program is required in developing student teacher's personalities as true professionals in field of education. Along in this path, our teacher-trainees skills were analysed through proper monitoring mechanism.

The teacher educators from all departments will visit their student's concern school and observe their performance for a period and provide relevant feedback form. After observation, the teacher educators will have an interaction with the Head Master and Guide Teachers to enquire about the outputs of our students. Similarly the institution also receives the feedback forms from the respected school's Head Master and the Guide Teachers about our trainees performance.

File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School\* Teachers Principal / School\* Principal B. Ed Students / School\* Students (\* 'Schools' to be read as "TEIs" for PG programmes)**

One of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness**

One of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.5 - Teacher Profile and Quality

### 2.5.1 - Number of fulltime teachers against sanctioned posts during the year

15

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	<a href="#">View File</a>
English translation of sanction letter, if it is in regional language	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>2.5.2 - Number of fulltime teachers with Ph. D. degree during the year</b>	
7	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>2.5.3 - Number of teaching experience of full time teachers for the during the year</b>	
10	
<b>2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year</b>	
10	
File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p>2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words</p> <p>1. In house discussions on current developments and issues in education</p> <p>2. Share information with colleagues and with other institutions on policies and regulations</p> <p>In the view of ongoing changes in the social, cultural, economic and political environment, the drastic change is required in our teacher education program. So our teachers will raise their standard by updating them professionally.</p> <p>Often our teacher educators have a discussion and upgrade their knowledge regarding the innovative methods of teaching, usage of ICT in teaching, curriculum planning, where we had a vast discussion about the different courses available in our syllabus.</p> <p>Our teachers have a good relationship with other institution staff and often we had an enquiry and discussion about the syllabus and activities that would enhance the skill of our student teachers.</p>	

File Description	Documents
Documentary evidence to support the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

College implemented the curriculum designed by the University As per the rules internal and external examination were conducted. Weightage of the internal marks prescribed by the university for full course 30% and for half course 15%. We conducted three term test, Revision test-I and II and a model exam.

Circular relating test time table will be sent to the student ten days before the commencement of the test. Question papers are prepared by the subject teachers according to the weightage of the units as per the syllabus. Before conducting the test we provide revision regarding the topic of the test. Better seating arrangements are made by entering the roll number in the desks. All the staffs are occupied as the Hall invigilators on rotation basis.

Test papers are valued and the marks are entered in the mark register in department wise and consolidated Examination Mark Register. Retest will be conducted for the absentees special coaching will be given to those who have failed in the tests. Also we provide Remedial Instruction to those who are weak in particular topic. Tutor ward system is followed to mentor the students. After each test is over slow learners are identified and are given special coaching and guidance by the tutors. The performances of the students are reported to the parents.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal**

Two of the above

**evaluation Display of internal assessment marks before the term end examination  
Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually**

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	<a href="#">View File</a>
Annual Institutional plan of action for internal evaluation	<a href="#">View File</a>
Details of provisions for improvement and bi-lingual answering	<a href="#">View File</a>
Documentary evidence for remedial support provided	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

College implemented the curriculum designed by the University As per the rules internal and external examination were conducted. Weightage of the internal marks prescribed by the university for full course 30% and for half course 15%. We conducted three term test, Revision test-I and II and a model exam.

Circular relating test time table will be sent to the student ten days before the commencement of the test. Question papers are prepared by the subject teachers according to the weightage of the units as per the syllabus. Before conducting the test we provide revision regarding the topic of the test. Better seating arrangements are made by entering the roll number in the desks. All the staffs are occupied as the Hall invigilators on rotation basis.

Test papers are valued and the marks are entered in the mark register in department wise and consolidated Examination Mark Register. Retest will be conducted for the absentees special coaching will be given to those who have failed in the tests. Also we provide Remedial Instruction to those who are weak in particular topic. Tutor ward system is followed to mentor the students. After each test is over slow learners are identified and are given special coaching and guidance by the tutors. The performances of the

students are reported to the parents.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

College prepared an academic calendar at the beginning the each year as per the schedule of the university calendar. As per university rules and regulations all the academic activity to be performed throughout the year noted in our college Academic calendar. Number of working days list of government holidays, local holidays, admission procedure, tentative dates of theory exam as well as practical exam are also mentioned in the calendar.

For better academic work these dates were fixed in advance. It enable the students to plan their academic and extracurricular activities. Keeping the view of the number of working days test for internal evaluation is decided and mentioned in the academic calendar. The dates for internal examinations are noted mandatory in advance, so that it helps to study the portions for the students. The complete evaluation process as well as the examination schedule is communicated to the students through the academic calendar. The college has an examination committee constituting a co-ordinator and two members who prepare the schedule for the upcoming tests and make all the arrangements to conduct the tests properly. College tries to run all the activities as per the academic calendar but sometimes due to circumstances some events scheduled get change

## 2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

During the academic year 2020 - 2021 our institution follows the Curricular activities prescribed in the university syllabus as well as other co-curricular activities. From this the student-teachers are acquiesced with the learning out comes such as the knowledge of psychology of from diverse background students coming, rules formed in the Indian constitutes relating to education, knowing the

qualities of a teacher in teaching and learning process, enhancing language proficiency of the students, how to maintain gender equality among the students, teaching students to follow first aid and healthy practices in their life etc. When the prospective teachers go for school Internship program they utilize these course outcomes in a better way in the teaching learning process of the school students they are assigned. As the Teacher educators maintain the year plan in advance they can easily accomplish the portions within the stipulated time and also can conduct class test, Unit test, Term test to assess the students performance out comes. According to the performance of the students the necessary corrective measures are taken to improve them. Thus by adapting well planned execution of the teaching learning process course learning outcomes and students performance learning outcomes are met in a better way.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Result sheet for each year received from the Affiliating University	<a href="#">View File</a>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

During the academic year 2020 - 2021 our institution follows the Curricular activities prescribed in the university syllabus as well as other co-curricular activities. From this the student-teachers are acquiesced with the learning out comes such as the knowledge of psychology of from diverse background students coming, rules formed in the Indian constitutes relating to education, knowing the qualities of a teacher in teaching and learning process, enhancing

language proficiency of the students, how to maintain gender equality among the students, teaching students to follow first aid and healthy practices in their life etc. When the prospective teachers go for school Internship program they utilize these course outcomes in a better way in the teaching learning process of the school students they are assigned. As the Teacher educators maintain the year plan in advance they can easily accomplish the portions within the stipulated time and also can conduct class test, Unit test, Term test to assess the students performance out comes. According to the performance of the students the necessary corrective measures are taken to improve them. Thus by adapting well planned execution of the teaching learning process course learning outcomes and students performance learning outcomes are met in a better way.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.7.4 - Performance of outgoing students in internal assessment

##### 2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

100

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

During the academic year 2020-2021 University syllabus consist of seven papers in the first year. In this four papers consists of 10 units each and the rest three papers have five units. Below each unit two suggested activities were given.

These activities were executed in various modes such as group discussion, talk given by subject experts interaction with teacher educators, seminar etc. We divide the 100 students into 10 groups consisting 10 members. Each group carry over the group discussion under the assigned group leader. The leaders note all the points given by the members and prepare a report for the particular topic of discussion. The assessment was made on the basis of the report preserved by each group. At the end, the teacher educators gives her he suggestion and also pool down the ideas of the different groups. In some case institution invites a resource person to give a talk about the topic. The teacher educator also gives an assignment and seminar topic to each student and assessment was made through their performance.

File Description	Documents
Documentary evidence in respect to claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.8 - Student Satisfaction Survey

### RESEARCH AND OUTREACH ACTIVITIES

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

##### 3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

0

File Description	Documents
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded

**3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research**

File Description	Documents
Data as per Data Template	No File Uploaded
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	No File Uploaded

**3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports**

File Description	Documents
Documentary evidences in support of the claims	No File Uploaded
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

### 3.2 - Research Publications

#### 3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year

3

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
First page of the article/journals with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the journals in which articles are published	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
• First page of the published book/chapter with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.3 - Outreach Activities

#### 3.3.1 - Number of outreach activities organized by the institution during the year

##### 3.3.1.1 - Total number of outreach activities organized by the institution during the year

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 3.3.2 - Number of students participating in outreach activities organized by the institution during the year

##### 3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

33

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View File</a>
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

33

#### 3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

33

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

#### World Environment Day

As per the direction given by MHRD and NSS unit of Tamil Nadu Teachers Education University, Chennai, We conducted a seminar Via online platform on 06-07-2020 at 6.30 pm. 8.30 pm. In the presence of our college principal Dr. M. Kayalvizhi.

Dr. P. Selvakatheeswaran, Assistant Professor & NSS programme of facers, gave a talk about swachh campus and Jalsakthi by using PPTs. 38 NSS volunteers participated in this seminar, the PPTs of swachh campus and jalshkthi were shared with participated and they gave

their suggestions and classified their doubts by asking questions at the end of the session

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Appropriate certificates from the awarding agency	No File Uploaded
Any other relevant information	No File Uploaded

### 3.4 - Collaboration and Linkages

#### 3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

0

##### 3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
List of teachers/students benefited by linkage – exchange and research	No File Uploaded
Report of each linkage along with videos/photographs	No File Uploaded
Any other relevant information	No File Uploaded

#### 3.4.2 - Functional MoUs with institutions of National and / or International importance, other

**universities, industries, corporate houses etc. during the academic year**

0

File Description	Documents
Data as per Data Template	No File Uploaded
Copies of the MoU's with institution / industry/ corporate houses	No File Uploaded
Any other relevant information	No File Uploaded

**3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges**

None of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Report of each activities with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## **INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 - Physical Facilities**

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

#### **Physical facilities**

The institute provides state of the infrastructure and other facilities for teaching and learning process. Some of the classrooms are fitted with video conferece facilities in which students across

both the campuses can attend any lectures. We also have a well equipped computer lab which are used by the students for ICT based classes. The faculty members conducting online Quizzes, taking online Attendance uploading course materials, assignments research oriented programmes etc. and also well -egwppxd caboratony facitities are oraitable in our institution.

#### Sports facilities

The institute has both indoor and outdoor sports facilities. Yoga is compulsory for the students. It has a volley ball court, basket ball court, kabaddi, kho-kho, shot put, Javelin Throw, long-jump, bad Minton in campus. Among the indoor games, the students enjoy playing carrom and Chess Chess Board, Ball badminton college provider expert discussion via video conferencing facility to the students whenever they need.

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

##### 4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="http://www.annavinayagaredu.com/">http://www.annavinayagaredu.com/</a>
Any other relevant information	<a href="#">View File</a>

#### 4.1.3 - Expenditure for infrastructure augmentation excluding salary during the year (INR in lakhs)

200000

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

Our college has a very good library with reading facilities and it helps the student- teachers to develop their intensive reading and writing skills. The various registers of the library such as data entry, issue and return and renewal of books, members login etc are maintained promptly Library has a huge collection of text books, References books, Encyclopedias other books, Books for competitive Exams journals, and magazines. A visitor record is maintained for students and faculty members. New arrivals of books and journals are displayed properly. Library provides a spacious reading room and separate reference sections for boys and girls. It provides Question Bank Manual issues should be done in the library to the students and staff of the college for referring.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="#">Nil</a>
Any other relevant information	<a href="#">View File</a>

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

Our college has a very good library with reading facilities and it helps the student- teachers to develop their intensive reading and writing skills. The various registers of the library such as data entry, issue and return and renewal of books, members login etc are maintained promptly Library has a huge collection of text books,

References books, Encyclopedias other books, Books for competitive Exams journals, and magazines. A visitor record is maintained for students and faculty members. New arrivals of books and journals are displayed properly. Library provides a spacious reading room and separate reference sections for boys and girls. It provides Question Bank Manual issues should be done in the library to the students and staff of the college for referring.

File Description	Documents
Landing page of the remote access webpage	<a href="#">View File</a>
Details of users and details of visits/downloads	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases**

File Description	Documents
Data as per Data template	No File Uploaded
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

**4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)**

.16500

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 4.2.5 - Per day usage of library by teachers and students during the academic year

##### 4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

15

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College**

None of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Any other relevant information	No File Uploaded

**4.3 - ICT Infrastructure**

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.3.2 - Student – Computer ratio during the academic year**

**1:10**

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:**

**B. 500 MBPS - 1GBPS**

**4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit**

File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	Nil
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	No File Uploaded

#### 4.4 - Maintenance of Campus and Infrastructure

##### 4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)

1900000

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place. Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

Institute has annual contract for maintaining its computers and different equipments. Maintenance of classrooms are monitored by academic administration department. There is a library committee which meet at regular intervals for facilitating the smooth functioning of the library activities. Allocation of classroom to different classrooms are maintained by the academic administration department. Each lab has one teacher as lab in charge that is responsible to maintain and upgrade the lab facilities with necessary equipments then and there in par with the change from in the syllabus. At the end of the academic year stock verification is done under the guidance of the principal. The sports equipment is

issued to the students as per the schedule of the events. Physical Director is responsible for maintaining the record of alteration of sport facilities, activities held for the students. The classrooms are cleaned on daily basis monitored by institute supervisor. Every year the administration process is completed it is ensured all the classrooms have adequate equipments. Academic support encompasses educational strategies such as alternative ways of grasping or instructing students via online, tutoring and monitoring the students performance and learning needs and suggests alternate measures to enhance the teaching learning process. Institute has annual contract for maintaining its computers and different equipments maintenance of classrooms are monitored by academic administration department. There is a library committee which meet at regular intervals for facilitating the smooth functioning of the library activities. Allocation of classroom to different classrooms are maintained by the academic Administration department. Each lab has one teacher as lab in charge that is responsible to maintain and upgrade the lab facilities with necessary equipments then and there in par with the change from in the syllabus. At the end of the academic year stock verification is done under the guidance of the principal. The sports equipment is issued to the students as per the schedule of the events. Physical Director is responsible for maintaining the record of alteration of sport facilities, activities held for the students. The classrooms are cleaned on daily basis monitored by institute supervisor. Every year the administration process is completed it is ensured all the classrooms have adequate equipments. Academic support encompasses educational strategies such as alternative ways of grasping or instructing students via online, tutoring and monitoring the students performance and learning needs and suggests alternate measures to enhance the teaching learning process.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="http://annavinayagaredu.com/">http://annavinayagaredu.com/</a>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different**

One/Two of the above

**disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable**

Three/Four of the above

File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

E. None of the above

File Description	Documents
Data as per Data Template for the applicable options	No File Uploaded
Institutional guidelines for students' grievance redressal	No File Uploaded
Composition of the student grievance redressal committee including sexual harassment and ragging	No File Uploaded
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	No File Uploaded

**5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)**

One of the above

File Description	Documents
Data as per Data template	<a href="#">View File</a>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	<a href="#">View File</a>
Report of the Placement Cell	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 5.2 - Student Progression

**5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year**

Number of students placed as teachers/teacher educators	Total number of graduating students
4	4

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<a href="#">View File</a>
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.2 - Number of student progression to higher education during the academic year

#### 5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

28

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of graduating students and their progression to higher education with seal and signature of the principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

0

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of certificates for qualifying in the state/national examination	No File Uploaded
Any other relevant information	No File Uploaded

### 5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

The student representatives work as office bearers and members in the student Union, which works for the welfare of all the college students. It brings grievances and the problem of the students in to the notice of the appropriate authorities.

It organizes various activities inducing celebrations, forester's party, Farewell, Educational trips, sports and cultural activities. Every year students union elections are being held to elect to office bearers and is executive members.

Regarding subject student's representatives plan well about the activities to be conducted for the enhancement of all student - teachers.

File Description	Documents
Copy of constitution of student council signed by the Principal	<a href="#">View File</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.3.2 - Number of sports and cultural events organized at the institution during the year

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of the events along with the photographs with captions and dates	<a href="#">View File</a>
Copy of circular / brochure indicating such kind of events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

The Alumni Association acts with selfless intentions for the growth and development of the institute and the students. The avocation vides a platform for interaction between alumni present students, fealty of the institute and institute administration.

It has constituted significantly through finical and non-financial nears during the last few years to improve the faultier and infrastructure of the college with the help of the active participation of the alumni.

Having an active alumni network is immensely beneficial to the students presently studying in the college as well. Young alumni and students can bereft in their professional livers by banning from senior alumni, getting to hear about interesting job opportunities. Thus alumni's contribution to came enential for their institution.

File Description	Documents
Details of office bearers and members of alumni association	<a href="#">View File</a>
Certificate of registration of Alumni Association, if registered	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development**

None of the above

**Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support**

File Description	Documents
Documentary evidence for the selected claim	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	<a href="#">View File</a>
Report of alumni participation in institutional functioning for the academic year	<a href="#">View File</a>
Any other relevant information.	<a href="#">View File</a>

**5.4.3 - Number of meetings of Alumni Association held during the year**

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

The Alumni Association acts with selfless intentions for the growth and development of the institute and the students. The avocation vides a platform for interaction between alumni present students, fealty of the institute and institute administration.

It has constituted significantly through finical and non-financial nears during the last few years to improve the faultier and infrastructure of the college with the help of the active participation of the alumni.

Having an active alumni network is immensely beneficial to the students presently studying in the college as well. Young alumni and students can benefit in their professional lives by learning from senior alumni, getting to hear about interesting job opportunities. Thus alumni's contribution is essential for their institution.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission. Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

#### Vision of the institution

To offer quality training with the sole purpose of inculcating skills, values and leadership qualities in aspiring teachers so as to help them play the role of the catalysts in the development of our nation.

#### Mission of the institution

- To provide affordable professional education to the rural students
- To promote teaching -learning process through innovative techniques
- To make student teachers self reliant and competent in all facets of life
- To help them acquire self confidence and a positive approach and develop leadership qualities
- To lay the foundation for creating responsible citizens and a just society
- To impart communication and interpersonal skills
- To create a positive change in school education
- To promote research in the field of education

According to the vision of our institution we provide quality training and enhancing leadership qualities etc to our students for

this purpose TET class is also included in the classroom timetable. It helps the students to get job opportunities.

Students are motivated to participated in various competitions held with in the campus as well as the competitions held in other colleges to exhibit their talents. Also the students are encouraged to take active participation in the day-to day activities of our college.

In order to develop the leadership quality we divide the students into 4 houses and house wise competitions are conducted groupwise. We arrange Bridge courses and Seminars by the experts. Many extension activities are provided a link with the society. Student volunteers carry out many social work in the society which in turn provides them first hand experience in handling various a social issues.

File Description	Documents
Vision and Mission statements of the institution	<a href="#">View File</a>
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the non teaching faculty along with members from the students council together concentrate on fostering the progress of institution by straring the responsibilities which comprises the varied aspects of growth of institution and to act accordingly to the aims and objectives of the institution.

Our college hass the following committees to ensure effective management of the college Activities.

Students Union Committee

Students Union Committee of our college enhances the over all educational experiences of students through developmental activities. It promotes involvement and leadership qualities in departmental programs and to collaborate with students affairs. The election was conducted in the presence of our college principal Dr.Kayalvizhi the students Union Committee members office bearers and members were elected from those whom were nominated by the students- teachers.

Chairperson : S. Jemila (Commerce)

Secretary : S. Sahaya shabana sibi (Mathematics)

Joint Secretary : S.Blessy (English)

Treasurer : A. Arthi Meena (English)

#### Subject Associations

Subject associations are essential part of scholastic activities of educational institutions. The students associations of our college helps in developing thinking skills, encourage innovations, update the knowledge, enhance the quality of academic transactions implement constructive activities, to conduct field studies, prepare exhibits and models our college organised the inauguration of all clubs via online on 07.05.2021 S.Blessy students teacher department of English, welcomed the gathering and our college principal Dr.M.Kayalvizhi, who served as the chief guest of the program gave wonderful speech regarding the importance of all clubs, The principal mam motivated the students to actively participate in all the events that will be organised by the college. Moreover, she directed the student -teachers to be venturous and take a lead in organizing the events pertained to subject clubs.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

Our Institution maintains complete transparency in its financial,

academic administrative and other functions our college is accorded recognition by the NCTE, Bangalore. Our institution, Anna Vinayagar College of Education was established in the year 2007. Our College is run by Anna Vinayagar educational and cultural trust. It has been affiliated to Tamil Nadu Teachers Education University, Chennai. In July 2013 the college got accredited with 'B' grade by National Assessment and Accreditation Council. Our College offers seven courses. Our Institution functions in a transparent manner as under finance-fee receipts are given to the students. All the payments towards purchase of equipments, stationary items are entered in the daily cash flow Register. The amount of salary of all the staff members is credited in their salary account.

Academic- The recruitment of all the faculty position is done through open advertisement. The names of the faculty members appointed along with their full qualifications and experience is uploaded in the website of the college for general information. The time table of classes is displayed on notice board. Administrative- The rules regulating the services of the staff members have already been framed and notified by the Board of directors of our college any matter relating to discipline is dealt with as per the rules notified.

Other functions- All other administrative and academic to the well established rules, college ethiques and academic calendar. The events pertaining to classroom instruction, library, games, sports are well notified and uploaded on the college website.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

Our college has adapted many strategies to improve quality of Education. We highly

concentrate in the field of teaching and learning. Choosing a teaching and learning strategy is not an easy task. A strategy needs to be chosen carefully in order to contribute most effectively to

student learning. Our institution follows direct instruction, interactive instruction, independent study and experiential learning strategies. Each method is very useful for the teacher trainee. Various teaching skills are practised throughout the year.

Demonstration of pedagogical learning through video lectures, slide presentations would innovative and enhance students learning experiences. The infrastructure of a college plays a vital role in the development of the college. Our college have very well infra structure with spacious classrooms, good library labs and play grounds.

#### Research and Development

- Teachers participate and present papers in Seminars / workshop
- Students are also encouraged to participate and present in Seminars
- Teachers are motivated to do Ph.D

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="#">NIL</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

**NIL**

File Description	Documents
Link to organogram on the institutional website	<a href="https://annavinayagaredu.com/">https://annavinayagaredu.com/</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

**6.2.3 - Implementation of e-governance are in**

**None of the above**

**the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students**

File Description	Documents
Data as per Data Template	No File Uploaded
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

Staff meeting of Anna Vinayagar College of Education was held on 27th January at 1.30 pm. The meeting was chaired by our Principal Dr. M. Kayalvizhi. The following resolutions were implemented.

The Agenda for the staff Meeting : Conducting Online class.

Discussion about conducting online Classes.

The following decisions were made:

1. Online classes should be conducted Via "Google Meet" online Platform.
2. Before the commencement of online classes Demo Class will be conducted by our Principal for the Staff and Students.
3. Online class time table which will be posted by the Principal should be followed properly.
4. Online class link should be sent to the students group at least a day before the commencement of online classes.
5. Attendance should be maintained properly for each and every online class.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place  
Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

**Nil**

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<b>No File Uploaded</b>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**6.3.2 - Number of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the year**

**13**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document on providing financial support to teachers	<a href="#">View File</a>
E-copy of letter/s indicating financial assistance to teachers	<a href="#">View File</a>
Certificate of participation for the claim	<a href="#">View File</a>
Certificate of membership	<a href="#">View File</a>
Income Expenditure statement highlighting the financial support to teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the year.**

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochures / Reports along with Photographs with date and caption	No File Uploaded
List of participants of each programme	No File Uploaded
Any other relevant information	No File Uploaded

**6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes**

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

**Nil**

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<b>No File Uploaded</b>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

#### **6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

**Institutional management is responsible for the preparation and fair presentation of financial statements. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting policies used and the reasonableness of accounting estimates and by management as well as evaluating the overall presentation of the financial statements.**

**Our institution conducts regular auditing every year. Mr. G. Manojkumar is the auditor of our institution. He had audited the attached balance sheet as at 31.03.2021 and the Income & Expenditure Account and Receipt and payment account of ANNA VINAYAGAR EDUCATIONAL AND CULTURAL TRUST for the year ending 31st March 2021. This institution maintains records of all receipts and payments and**

all assets and properties and all known liabilities fully. The location of assets is specified in the assets register. The fixed assets register is maintained at the Trust and all movable assets including equipments are recorded therein

File Description	Documents
Report of Auditors of during the year signed by the Principal.	<a href="#">View File</a>
List of audit objections and their compliance with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

0

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	No File Uploaded
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	No File Uploaded
Any other relevant information	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

Nil

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

- To enhance more laboratory facilities
- Library facility will be enhanced by new books , Journals and E- sources
- To organise campus interview to placement of students
- To conduct national seminars, conferences and workshops
- To conduct intercollegiate cultural events in state level
- To serve the society in collaboration with Rotaract club

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

Our institution collects regular feedback from the parents and they actively participate in meeting and share their views for the welfare of our college.

- Parents donated some desks to our institution
- Prizes were distributed for meritorious student- teachers
- Motivate students to participate in various competitions

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year**

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of the work done by IQAC or other quality mechanisms	<a href="#">View File</a>
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF**

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/agar_hei_list">https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/agar_hei_list</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/agar_hei_list">https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/agar_hei_list</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View File</a>
e-Copies of the accreditations and certifications	<a href="#">View File</a>
• Supporting document of participation in NIRF	<a href="#">View File</a>
Feedback analysis report	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

**After the accreditation of NAAC we have to follow the quality enhancement initiatives have been undertaken.**

1. Academic and activity calendar is prepared before the commencement of new academic session to ensure effective implementation of the curriculum.
2. Sufficient flexibility in payment of fees is given to students.
3. The institution receives Feedback from students through Feedback forms and Tutorial lecturer. The feedback is discussed by IQAC and necessary action is initiated.
4. Special attention is paid to maintain the cleanliness of the college.
5. Whatsapp service has been initiated for disseminated essential information to the students.
6. Awareness programme on Environmental issue are regularly organized in the campus.
7. The institution organizes the state level Quiz competition

regularly.

8. The IQAC organizes various competitions for the skill enhancement of student-teachers.
9. The IQAC periodically conducted Webinars during the corona pandemic situation.
10. The IQAC continuously reviews and takes steps to improve the quality of the teaching - learning process.

File Description	Documents
Relevant documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

#### Conservation energy

#### Alternate Sources of Energy

Solar energy is essential source of renewable energy. Total point of conception of electricity power in our college campus is 2600 W. Solar power consuming 1700 W. That is the use of solar power is 65% of total power consumption in our areas which are benefited through out solar energy is Principal room, Office Room, Auditorium and Multipurpose Hall.

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

#### Rain water Harvesting

Rain water is a relatively clean water source and with necessary caution it can be ever use for portable consumption.

Rain water harvesting system is built in our college. It is present in our college campus right from its inception. The water from roof tops are collected through drain pipes in that rain water pit harvesting. The system ensure percolation of the rain water of the soil.

### 1. Maintenance of Cleanliness

Good personal hygiene involves keeping the body clean and healthy. It is important to maintain both physical and mental health. So mandatory clean environment measures the pollution and helps preserve the earth in natural resources.

Clean surrounding helps us to maintain sound physical and mental health. In our campus in the classrooms, auditorium, rest rooms, office room, Principal room and many other places maintain cleanliness.

### 2. Sanitation

The sanitation system aim to protect human health by providing a clean environment that will stop the transmission of various diseases. Using hand soaps, toiletries and dormitory restrooms. Cleaning the walls, windows and other surface of rooms, buildings and throughout the campus is done periodically.

### 3. Green cover

Tree plantation are very necessary because trees provided sufficient oxygen and also secured us from various environmental pollution. In our college campus more than 500 plant species present.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant**

One of the above

File Description	Documents
Documentary evidence in support of each selected response	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage**

File Description	Documents
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

### 1. Maintenance of Cleanliness

Good personal hygiene involves keeping the body clean and healthy. It is important to maintain both physical and mental health. So mandatory clear environment measures the pollution and helps preserve the earth in natural resources.

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### 3. Green cover

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File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants**

One of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View File</a>
Circulars and relevant policy papers for the claims made	<a href="#">View File</a>
Snap shots and documents related to exclusive software packages used for paperless office	<a href="#">View File</a>
Income- Expenditure statement highlighting the specific components	<a href="#">View File</a>

**7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)**

Nil

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statement on green initiatives, energy and waste management	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

**Nil**

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**E. None of the above**

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	No File Uploaded
Web-Link to the Code of Conduct displayed on the institution's website	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	No File Uploaded
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website)  
Describe any two best practices successfully implemented by the institution as per NAAC format

- To organise seminars, conferences and workshops
- To recognize more laboratories
- To organise campus interview to placement of students
- To enhance the quality of TET Coaching
- To cover the total campus of college under solar electricity.
- To conduct district level intercollegiate cultural events

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

### Vision

To offer quality training with the sole purpose of inculcating

skills, values and leadership qualities in aspiring teachers so as to help them play the role of the catalysts in the development of our nation.

Regular meeting are held to the active student enhance participation in every day functions of the colleges

#### Skill Development

Our college array skill enhancement programmes to develop their skills pertained to teaching. Also various programmes are arranged for soft skills development too

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>