

**SRI SARADA COLLEGE OF EDUCATION FOR
WOMEN**

TIRUNELVELI - 627 011



**“The Annual Quality Assurance Report
(AQAR)
of the IQAC”**

2014 - 2015

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part - A

AQAR for the year (for example 2013-14)

2014 - 2015

1. Details of the Institution

1.1 Name of the Institution

**SRI SARADA COLLEGE OF EDUCATION
FOR WOMEN**

1.2 Address Line 1

SARADA NAGAR

Address Line 2

**ARIYAKULAM , MAHARAJA NAGAR
POST**

City/Town

TIRUNELVELI

State

TAMILNADU

Pin Code

627 011

Institution e-mail address

saradaeducation@gmail.com

Contact Nos.

0462-2520042

Name of the Head of the Institution:

DR.D.PACKIALAKSHMI

Tel. No. with STD Code:

0462-2520042

Mobile:

9994271893

Name of the IQAC Co-ordinator:

Ms.S.GOMATHI

Mobile:

9487808713

IQAC e-mail address:

saradaeducation@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

SSCEW 12815

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/62/&/078 dated 05-01-2013

1.5 Website address:

[com](#)

Web-link of the AQAR:

<http://www.saradacollegeofeducation.com/AQAR> 2014-15.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.37	2013	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

10-09-2013

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2013-2014 submitted to NAAC on **10.09.2013** (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

**TAMIL NADU TEACHERS
EDUCATION UNIVERSITY,**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

0

University with Potential for Excellence	<input type="text" value="0"/>	UGC-CPE	<input type="text" value="0"/>
DST Star Scheme	<input type="text" value="0"/>	UGC-CE	<input type="text" value="0"/>
UGC-Special Assistance Programme	<input type="text" value="0"/>	DST-FIST	<input type="text" value="0"/>
UGC-Innovative PG programmes	<input type="text" value="0"/>	Any other (<i>Specify</i>)	<input type="text" value="0"/>
UGC-COP Programmes	<input type="text" value="0"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="06"/>
2.8 No. of other External Experts	<input type="text" value="Mr.S.V.Alagappan, Dr.Kumaran,
Mr.R.G.Sankara pandian"/>
2.9 Total No. of members	<input type="text" value="23"/>
2.10 No. of IQAC meetings held	<input type="text" value="12"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text"/>
Alumni	<input type="text"/>
Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

0

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

FACULTY ENRICHMENT

2.14 Significant Activities and contributions made by IQAC

- **Arrangement of Transport facility**
- **Provision of canteen for students teachers**
- **Grievance box**
- **First Aid Kit**
- **Telephone facility for student teachers**
-

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Red Ribbon Club	Target Achieved
Vivekananda Kendra Services	Target Achieved
Blood Donor Cell	Target Achieved
Parent-Student- teachers Colloquium	Target Achieved
Seminars / Workshop	Target Achieved

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

- **Transport facility**
- **Canteen**
- **workshop**
- **Vivekananda Kendra services**
- **Red Ribbon Club**

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

<i>Level of the Programme</i>	<i>Number of existing Programmes</i>	<i>Number of programmes added during the year</i>	<i>Number of self-financing programmes</i>	<i>Number of value added / Career Oriented programmes</i>
PhD	00	00	00	00
PG	00	00	00	00
UG	01	00	01	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others (IGNOU B.ED)	01	00	00	00
Total	02	00	01	00
Interdisciplinary	00	00	00	00
Innovative	Annexure I	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

<i>Pattern</i>	<i>Number of programmes</i>
Semester	00
Trimester	00
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

We are affiliated to Tamil Nadu Teachers Education University and we follow the Rules and Regulations of the University. Immediately after the receipt of syllabi from TNTEU-BOS, we convene meetings and suggest inclusion - delusion, information on duplication, stuffing of papers etc

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

No

(Annexure - I)

1.1 Innovative

The following career oriented Training Programmes are organized by our college.

Sl.No	Name of the Training Programmes organized by our college.
1.	Woollen Work
2.	Crochet wire Knitting
3.	Fur Doll Making
4.	Bouquet Making
5.	Oil Painting
6.	Yogasana
7.	MS Office

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	08	00	01	01

2.2 No. of permanent faculty with Ph.D.

02

1. Dr.D.Packialakshmi - Education
 2. Dr.P.Karpagam - Education

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	--	--	--	--	--	--	--	2	--

3. Ms.M.Subbulakshmi N.Murugan - Asst.Prof in Education
 4. Ms.S.Anitha - Asst. Prof in Tamil

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

02

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	00	00
Presented papers	00	00	00

Resource Persons	00	00	00
------------------	----	----	----

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

- **The College authority tries its best to maintain the transparency in the admission process at the beginning the academic session. The IQAC and all staff members whole heartedly assist to make the process a success. Government rules & University norms are strictly followed.**
- **Two terminal examinations and model examinations are conducted .**
- **Slip tests, Weekly tests, and continuous assessment of curricular and Co-curricular activities of the students are conducted.**
- **Special care is taken to slow learners .**
- **The progress report is given to the students and parents.**
- **Immediate Feedback on the answer scripts is given. Tips are given on how to present the answers precisely and clearly.**
- **Teachers get Regular feedback from students and carryout necessary changes.**
- **Over Head Projectors , Audio - Visual aids, LCD Projector are provided to encourage the faculty to adopt innovative pedagogy in teaching.**
- **Advanced learners are encouraged to assist the slow learners.**
- **Each one, Teach one policy is followed.**
- **Remedial classes are conducted.**
- **Experts from various fields are invited to give Guest Lectures.**
- **Student Enrichment activities like orientation programmes , Seminars & Workshops, are conducted.**
- **Peer Teaching & Team Teaching are insisted.**

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

200

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

- **Photocopies of answer scripts are given by the University .**
- **The Institution initiates double valuation.**
- **Self Evaluation is encouraged.**
- **Students have to undergo Intensive Teaching Practice for 40 working days in various schools.**
- **The Internal Assessments includes terminal examination marks, assignment marks and Seminar marks.**
- **The University gives marks for attendance.**
- **Students attend Practical Examination in which their teaching competency , Records and Teaching aids are assessed by a panel of External Examiners .**
- **Students have to secure 50% both in theory and Practical.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	01	02
-		

Question paper setting - 01

Valuation - 02

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	100	33	55			88

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

- Teachers are insisted to use ICT tools.

- Guest Lectures are arranged.
- Teachers get regular feedback from students
- Frequent tests are given.
- Lessons are taught through interactive mode of Teaching.
- Students are kept as active participants.
- Efforts are taken to provide more computers with internet facility.
- Students are motivated to take seminars using PPT.
- Guidance and Counselling sessions are arranged.
- Value Education is given.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	15
Orientation programmes	152
Faculty exchange programme	67
Staff training conducted by the university	00
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	15
Others (Needs based meets, Instructions, etc)	35

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	00	00	00
Technical Staff	04	00	00	00

Criterion - III

3. Research, Consultancy and Extension

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

- The Management sponsors financial assistance to the concerned Faculty members for presenting and publishing research papers.
- The College provides half of the registration Fee for the Conference Participation/Presentation.
- The author of the paper is provided with **Leave "on Duty"**.
- Our College faculty members give guidance for the students to present research project papers in the conferences/symposia.
- The Department conveners arrange eminent Scholars for guest lecturers/workshops and Academic forum activities.
- Articles prepared by Faculty and Students are compiled in the Annual College Magazine.
- The doctorate holders are honored with Kuthuvillaku along with a cash award of Rs.5000/-
- One faculty members, who are recognized as research guides.
- To introduce the M.Ed programme 2016.
- Some articles have been published in International conference / Journals / Seminars in college level.
- The IOAC provides financial support to organize Seminars, Conferences and Workshops with the help of the Management.
- The college offers ventilated library well equipped Laboratories with some computer.
- The College provides ICT facilities in the auditorium for the welfare of the students.
- IQAC of the college provides faculty enrichment program to enhance the quality in higher education as well as in developing the personal skills.
- Each department of the college invites reputed dignitaries from various fields in their academic forum meeting as Chief Guest and provides a platform to accomplish updated knowledge in their subjects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	00	00	01	00	00
Sponsoring agencies	00	00	00	00	00

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

- Linkages created during the year (2014-15)
- Guimax Academy - renewal of Memorandum.
- Aravind Eye Hospital.
- Tamil Nadu Teachers Education University, Chennai.
- Manonamiam Sundaranar University, Tirunelveli
- St.Xavier's College of Education, Palayamkottai
- St.Ignatius' College of Education, Palayamkottai
- St.Mary's College of Education, Saithinganallur.
- V.O.C College of Education, Tuticorin
- Veerasamy Chettiyar College of Education, Puliyanakudi
- Annammal College of Education, Tuticorin
- John's College of Education, Tirunelveli
- M.D.T Hr.Sec.School, Tirunelveli Junction.
- Sri Manthiramoorthy Hr.Sec.School, Tirunelveli Town
- Muslim Hr.Sec.School, Melapalayam, Tirunelveli
- M.N. Abdur Rahman Hr.Sec.School, Tirunelveli
- Sri Sarada Vidyalaya Hr.Sec.School, Tirunelveli
- Little Flower Mat .Hr.Sec.School, Tirunelveli
- Municipal Girls Hr.Sec.School, Meenakshipuram, Tirunelveli
- St.Antony's Hr.Sec.School, Alwanthankulam, Tirunelveli
- St.Joseph's High school, Naranammalpuram
- Government. Hr.Sec.School, Sankar Nagar
- Government Hr.Sec.School, Vallanadu
- Government Hr.Sec.School, Nadukallur
- Government Girls Hr.Sec.School, Sankarankovil
- Government Hr.Sec.School, Vanniconendal
- Government Hr.Sec.School, Thirumalapuram
- Government Hr.Sec.School, Karungulam
- Government Hr.Sec.School, Konkarayakurichi
- K.R. Government Hr.Sec.School, Reddiyarpatti
- Government Hr.Sec.School, Maranthai
- Government Hr.Sec.School, Burkitmanagarm
- St.Joseph's Mat. Hr.Sec.School, Senthil Nagar, Palayamkottai
- Oasis Mat.Hr.Sec.school, Palayamkottai
- Sringeri Sarada Mat.Hr.Sec.School, Thiyagaraja Nagar.
- Government Hr.Sec.School, Savalaperi
- Sri Sarada Mat. Hr.Sec.School, Ariyakulam, Tirunelveli

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

0

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

0

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

0

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

0

State level

0

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

0

National level

0

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

0

International level

0

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="6"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

- *Field trip to Ariyakulam village for cleaning temples.
- * Environmental awareness to Ariyakulam and Melakulam people.
- * Organized Educational Tour to Visveswaraiya Musium.
- * Exhibition for Teaching learning material to Sri Sarada School Students.
- * Social responsibility - tree plantation.
- * Effective asanas and special muthras for women's health.
- * Basic of Vedic Mathematics.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acres	00	00	5 acres
Class rooms	10	00	00	10
Laboratories	05	00	00	05
Seminar Halls	03	00	00	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	00	00	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	00	00	00
Others	00	00	00	00

4.2 Computerization of administration and library

Computerization of our Library involve regular services such as Book Accessioning, Book Cataloguing, Book Circulation facility is available.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4933	-	267	-	5300	-
Reference Books	728	-	30	-	-	-
e-Books	-	-	-	-	-	-
Journals	19	-	2	-	21	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	23	-	-	-	23	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Library)
Existing	10	01	03	00	00	01	00	01
Added	00	00	00	00	00	00	00	00
Total	10	01	03	00	00	01	00	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

- Faculty members were given internet training programme.
- Uploading Database for students regarding scholarship details .
- Students were encouraged to make use of Internet facility and to learn through open study resources.

4.6 Amount spent on maintenance in lakhs :

i) ICT	00
ii) Campus Infrastructure and facilities	4,45,522
iii) Equipments	34,790/-
iv) Others	44,18,287
Total :	48,98,599/-

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Experts from (sarada shools) are invited to share their expectations in

5.2 Efforts made by the institution for tracking the progression

- **Principal and Management made arrangement for student progression.**
- **Counselling classes to students are conducted .**
- **Student are given special coaching from 4.30 p.m to 05.30**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	00	00	00

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men		No	%	Women		No	%
		100	100			100	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
03	15	-	82	-	100	03	14	-	83	-	100

Demand ratio

Dropout % 03

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

Mrs.K.C.Shunmuga priya has undergone training in J.J.Coaching then she gave a talk on useful tips for success in TET

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	06

5.6 Details of student counselling and career guidance

- **Group discussion under the guidance of Dr.D.Packialakshmi .**
- **Career guidance by professors.**
- **Students are divided into several groups and they are**

5.7 Details of campus placement

20

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
45	60	00	28

5.8 Details of gender sensitization programmes

Guest Lecture on the topic “Women Empowerment”.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount

Financial support from institution	2	34000
Financial support from government	13	604500.00
Financial support from other sources	06	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students People nearby villages are informed about “basic cleanliness”.

5.13 Major grievances of students (if any) redressed: More monthly magazines to Library

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Our College aims at the integral formation of competent, committed and value based prospective teachers with discipline.

Mission:

- **To propagate moral & Spiritual values.**
- **To produce value based and Socially responsible teachers.**
- **To become a role model for their students.**
- **To develop holistic and integrated personality of prospective.**
- **To inspire the young minds to contribute for the welfare of the nation.**
- **To develop the 21st century skills among the teachers.**

6.2 Does the Institution has a management Information System : Yes

- 1. Student Chairman, Secretary and Department leaders are elected through voting.**
- 2. Complaint book is kept in the office.**
- 3. Library club, Bilingual club, Magazine Committee and Anti-Begging Committee are formed**

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

6.3.1 Curriculum Development

- **We invited faculty members from other colleges for group discussion about curriculum development.**
- **Guest Lectures and orientation programmes are arranged for our staff members about curriculum Development.**

6.3.2 Teaching and Learning

- **Orientation about Micro Teaching, Demonstration classes by our staff members and an expert from other college.**
- **Workshop was arranged on the topic "How to prepare innovative teaching aids?" .**
- **Students prepared teaching aids such as variety charts, models etc**

6.3.3 Examination and Evaluation

- **Examination committee planned the schedule for Unit test, Terminal Exam, Revision Test and Model Exam.**
- **Question papers from other Universities (M.K. University,**

6.3.4 Research and Development

- **Our staff members are encouraged to present Research papers in seminars & conferences**
- **Students are encouraged to participate in various Research and Development activities.**
- **We bought more Research oriented Magazines and Journals to our Library.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1. More books one more computer for Library.**
- 2. Computer Lab.**
- 3. Canteen**
- 4. Four taps and Five Tube Lights.**

6.3.6 Human Resource Management

- **We conducted awareness programmes regarding Physical health , Mental Health, Human Rights, Consumer Rights, Voting and Eye Donation.**
- **Guest Lecture for HIV by RRC.**

6.3.7 Faculty and Staff recruitment

- **Recruitment board consists of Secretary, Administrator , Principal and Senior teachers.**
- **When a vacancy arises, the Management gives advertisement in News papers .**
- **Recruitment is done on the basis of academic qualification and efficiency.**

6.3.8 Industry Interaction / Collaboration

- **Memorandum of understanding with Sankar cement factory.**
- **Our students teachers visited Sankar factory and Some of our student teachers have undergone teaching practice in Sankar Higher secondary school.**

6.3.9 Admission of Students

- **According to the University norms the admission process was conducted and the students were selected.**
- **Donation was not encouraged .**
- **Differently abled students are given priority.**

6.4 Welfare schemes for generated

Teaching	
Non teaching	
Students	

6.5 Total corpus fund

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	
Administrative			Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Nil

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

Nil

6.11 Activities and support from the Alumni Association

- 1. Learning materials and teaching aids are donated by alumni for college.**
- 2. They informed about job opportunities in various institutions.**
- 3. Members of alumni gave Guest Lectures.**

6.12 Activities and support from the Parent – Teacher Association

PTA gave many suggestions for Developmental activities .

6.13 Development programmes for support staff

We give priority in admission to children of supporting staff

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

Our Environmental Club planted more saplings.

Our campus is a Greenish campus surrounded by Coconut trees.

We are keeping our campus clean, green and Pollution free.

Criterion - VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovative practices are one of the privileges enjoyed by any self financing college. In fact all that is done would be ranked as innovative initiatives. The management, faculty and students feel that it is their responsibility to initiate activities for the holistic development of the college. The following initiatives were taken to enhance knowledge skills and employability.

A. Staff initiated innovative programmes

B. Student initiated innovative programmes

C. Management initiated innovated programmes

(A) Staff initiated innovative programmes:

The feeling of oneness and sense of belongingness to the almamater is enshrined with all faculty and each and everyone have a hand in hand in all initiatives done towards the development of the college.

- ✓ Some of our senior staff initiates to inculcate moral values by enumerating the life history of characters from real life and from great epics as role model personalities.
- ✓ Staff representatives of various forums arrange lecture classes through lecturers from other colleges.
- ✓ Initiated to develop linkages through intercollegiate events / competitions.
- ✓ Team teaching, Inter disciplinary teaching, Experimental learning are the various innovative followed in the methodology of teaching.
- ✓ Peer Team Teaching of the students under the guidance of the faculty is encouraged.
- ✓ Involvement without time boundary by our staff in the assigned duties has been immensely appreciated by the guests and public.
- ✓ Initiated thirst for knowledge drives to our faculty to participate in all quality related career development programmes organized in other colleges.
- ✓ Implementation of the newly gained knowledge through OHP, PPT, LCD and Audio visual Aids avoids monotony in teaching. Then try to transfer their newly gained knowledge, happiness and warmth to the students which in turn help them to gain both academic and extra-academic proficiency.
- ✓ Our faculty members serve as a strong bridge between the society and the institution.
- ✓ The support, guidance, dedication, conviction and responsibility of the faculty are the foremost strength of our institution.
- ✓ The College celebrations, functions and meetings are conducted by the students under the guidance of the staff. This improve largely replicate the same in real life situations.

B. Student initiated innovative programmes:

- ✓ Apart from the curriculum students are persuaded to do a project related to their respective subjects.
- ✓ All the students are asked to do a power point presentation on their own to improve the quality method of teaching and learning.
- ✓ Our college conducted one day exhibition in all the field of Education. It had been a memorable and worthwhile day for our students and also those who had visited our college. We invited all the nearby colleges and schools in and around Tirunelveli.
- ✓ In order to motivate and orient the freshers our college has been conducting the five days communicative English course for the students.
- ✓ To develop the general knowledge and vocabulary of the students, we have taken care that every student should have her reading habit with a copy of Indian Express a National Daily.
- ✓ The Teacher Educators classes are insisted to give appropriated counselling to the students.
- ✓ The Students are instructed to make use of facilitates in the library as much as possible.
- ✓ In this regard we have got a situation of growing number of students visiting the library every day.

C. Management initiated innovated programmes:

- ✓ The management looks after the basic needs of the students and staff, as a result the students and staff are gifted with the contented mind. This leads to the successful implementation of innovative ideas.
- ✓ Any unexpected expenditure of the staff is also taken care by management for the provision of easily repayable loans.
- ✓ Staffs enjoy the benefits of Maternity leave and Medical leave.
- ✓ The management encourages the intellectual development of the students and staff by permitting them to attend various conferences / Seminars in our colleges on duty.
- ✓ Faculty Development programme (FDP): This is a refresher course which helps the teachers to deal with students with various learning disabilities and also helps the staff to develop professionally as an efficient role model teacher.

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

S.No	Planned / Proposed	Executed / Performed
1.	To apply for the introduction of	Applied M.Ed

	new courses M.Ed	
2.	To complete the construction of new Building	Target Achieved
3.	To conduct faculty enrichment programmes	Two faculty enrichment programmes conducted.
4.	To start Continuous Moral Education (CME) classes for staff to handle the adolescent students and to counsel them	Target Achieved
5.	To engage staff and students in more extension activities within the campus	Target Achieved
6.	To start Eco club	Processing is going on
7.	To arrange Regular morning and night study for hostel students	Target Achieved
8.	To buy new buses for Transport facilities.	Target Achieved
9.	To add more reference books and CDs for Library	Processing is going on

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

Best Practices - 1

Title:

Me and My English

Goal:

Language is our primary source of communication. It's the method through which we share our ideas and thoughts with others. As it is rightly said by Frank Smith “One language sets you in a corridor for life. Two languages open every door along the way.”

The aims of “Me and My English” language practices are :

- to enable the learner to improve both their ability to communicate and achieve linguistic competence in the English language.
- to develop a balance of receptive (reading, listening) and productive (speaking, writing) skills.
- to use the language in day to day life for self and social awareness.

The Context:

Learning a language is an art. It takes skill, patience, quick thinking, and discipline in order to perfect. Robert A. Heinland said that, “It was the sort of sword that felt as if it were an extension of your body”. In the same way, language is the sword, which is an extension of the Mind. This sword will help to cut through confusion by expressing ones ideas clearly to others.

While the learner begin to use English language, they feel like a newborn child, learning to express himself again from the beginning. This can seem scary at first; because we soon realize that we cannot tell someone what we really feel in words. We have used words ever since we were young, and losing this ability again by speaking English –foreign language makes us experience all over these feelings of helplessness. But both good and bad experience in speaking will help the learner to value language, and became relatively proficient.

The Practice:

As with anything we learn to do well, once we get to a certain skill level, we no longer feel as if it is difficult; rather, it becomes a part of us.

The following are the steps taken to practice in learning the English language:

- aside two sessions per week with the English trainer
- to learn 10 new words a week
- trainer to help with pronunciation and meet once a week face to face or on Skype
- compile a list of jokes from the internet
- videos of the native speaker
- record the learner speech and then compare with the original.

Evidence of Success:

- Feed back from the students.
- Their placement records in various English medium schools.
- Improved writing style in the examinations.
- Through their conversation inside & outside the classroom
- Their results help us to self-evaluate our practices and bring modifications if any.

Problem Encountered & Resource Required :

- Hesitation to speak the language by few students.
- Allotting more time from regular academic activities.
- Full time English language trainer.

BEST PRACTICES - 2

Title:

Art of living

Goal:

According to the wisdom words of Mahatma Gandhi “Your beliefs become your thoughts, Your thoughts become your words, Your words become your actions, Your actions become your habits, Your habits become your values, Your values become your destiny.” The aim of “Art of living” a value education practice is:

- to develop a value-system that is reflected in character, attitudes, decisions and actions.
- to develop an ability to function at a level of competency within their chosen area of study at their level of preparation.
- A lifestyle of lifelong spiritual, intellectual, emotional, relational, and physical health.

The Context:

Positive moral values are important because they allow one to have an overall feeling of peace and joy. Moral values can give meaning and purpose to one’s life. Because of values one is able to direct ones behavior towards beneficial and fulfilling activities.

When one lives his life according to moral values that are based on honesty, compassion, courage, modesty, and forgiveness, then one can also form positive bonds with other people.

Incorporating the moral value of honesty in life makes the person trustworthy. He will have a clear conscience and will respect himself. The integrity will allow him to advance in both personal and professional life. But it is not an easy talk. The teachers should practice in day-do-day activities and it is the responsibility of the Institute to develop a right attitude towards values in life among learners.

The Practice:

The method of teaching moral values to students is universal. It is the most important duty of the teachers. If a child misbehaves or tells lies, people blame the parents and teachers. Even some students of cultured and refined families lose moral values if the college environment is not proper.

The following are the steps taken to incorporate values in the learners:

1. Daily morning assembly for a period of 20 minutes.
2. Reading Daily Divine Digest for 5 Minutes.
3. Chanting mantra to purify the heart, mind, and soul.
4. One hour in every week is devoted for motivational and inspirational talk by the experts.
5. Daily meditation for 10 minutes.

Evidence of Success:

- Desirable behaviour modification in students.
- Parent appraisal about the students.
- Willing to place our students in different schools by concerned authorities stand testimonials for this practice.

Problems Encountered and Resources needed:

Students negligence as it is not part of the syllabus.

Contact Details:

Name of the Principal	:	Dr.D.Packialakshmi
Name of the Institution	:	Sri Sarada College of Education for Women
City	:	Tirunelveli
Pin Code	:	627 011
Accredited Status	:	B
Work Phone	:	0462 - 2520042
Website	:	http://www.saradacollegeofeducation.com
E-mail	:	saradaeducation@gmail.com
Mobile	:	9994271893

7.4 Contribution to environmental awareness / protection

- ✓ The class rooms have natural illumination and proper ventilation reduces the use of electrical lighting.
- ✓ Usage of solar electric inside the campus reduces the dependence on conventional energy and conservation of electricity too.
- ✓ Pole-mounted solar street lights have been installed in vital vantage points of the college hotel which requires all time safety and security.
- ✓ The vehicle users are instructed to park the vehicles at the entrance to sustain the dust-free environment.

- ✓ The students are instructed not to use polythene bags to the possible extent and to despatch the same judiciously.
- ✓ Our students gave Environmental awareness to Ariyakulam village people by students.
- ✓ Eco Friendly Paper cups and plates are used in canteen and during meetings.
- ✓ Use of re-writeable CDs are insisted.
- ✓ Massive Rain water Harvesting tank with campus drainage facility is available.
- ✓ Measures have been taken to reuse the waste water from the hostels for cultivating animal feeds, kitchen garden with banana plantations.
- ✓ Pen drives are mostly used instead of CDs to the possible extent.

7.5 Whether environmental audit was conducted Yes No

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

STRENGTH:

- Campus provide a divine atmosphere which is ideal to express the inherent divinity in each individual.
- We have a rich assemblage of talents of our classical arts viz, Bharatha Natyam and carnatic Music expounding our ancient values.
- Some of our students have enough command over Tamil, English and Sanskrit and can express themselves fluently in these languages on stage.
- Seminar conducted helped the students to improve their self- confidence and self-motivation.
- “PRAGNAVANI” - Multi disciplinary Research Journal creates opportunities for publication of research papers both by staff and students.
- Well - structured student monitoring system is followed by taking Special Care for Slow Learners (SCSL).
- Rural Society - oriented extension services and outreach programme.
- Focus on ethical and Traditional values.
- Efficient feedback mechanism from students, parents, alumni, stake holders through on line, direct and suggestion box.

- Aesthetic infrastructure facilities - clean green campus, auditorium, ideal classrooms, spacious computer labs, serene holy temple, and homely hostel are a few to mention.

WEAKNESS:

- Difficult to get research projects from funding agencies .
- Struggle to get gym facilities in our campus.

OPPORTUNITIES:

- To introduce M.Ed programmes in Education.
- To introduces PG programme in M.Ed
- To enhance qualitative and proficient research output.

CHALLENGES:

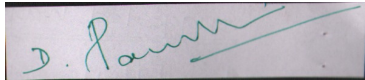
- We struggle to avoid dropouts because of Early Marriage / other issues.
- Nullifying the failures.
- More placements.

8. Plans of institution for next year

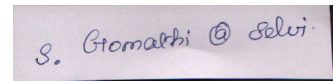
- **To conduct Citizenship Training Camp for students.**
- **To conduct Question papers settings workshops.**
- **To arrange Meditation and Video graphy classes..**
- **To conduct workshop / Seminar / Conference / Inter collegiate competitions.**

Name MS.S.GOMATHI ALIAS SELVI

Name. DR.D.PACKIALAKSHMI



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC