



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Krishnasamy College of Education for Women
• Name of the Head of the institution	Dr. G. MANJULA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04132964394
• Mobile No:	9787508421
• Registered e-mail	kcednprinci@gmail.com
• Alternate e-mail	gmanjula1973@yahoo.com
• Address	MANAPATTU, BAHOUR COMMUNE
• City/Town	PUDUCHERRY
• State/UT	PUDUCHERRY
• Pin Code	607402
<b>2.Institutional status</b>	
• Type of Institution	Women
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	Pondicherry University				
• Name of the IQAC Coordinator	Dr. K. Anand				
• Phone No.	04132964394				
• Alternate phone No.	04132964394				
• Mobile	9894133248				
• IQAC e-mail address	iqackcedn@gmail.com				
• Alternate e-mail address	anandkmax@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.kcedn.org/naacaqar.htm">http://www.kcedn.org/naacaqar.htm</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.kcedn.org/naacaqar.htm">http://www.kcedn.org/naacaqar.htm</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.54	2012	05/07/2012	04/07/2017
<b>6.Date of Establishment of IQAC</b>			08/07/2019		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) 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>	No
<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>	
<p>? Quality Culture :The IQAC members involved themselves in the quality improvement of the college and insist to develop quality culture in the college which in turn enables all the faculty of the college from top to bottom to work in such way to sustain and promote the quality of the college in all aspects.</p>	
<p>? Conduct of National Webinars : The IQAC of the college is regularly insisting on the welfare and the development of the students through various measures and programmes namely - conducting National Seminar, Students Seminar and Inviting Special Guests for updating the knowledge and creating awareness etc., for Students and Staff Development. • NATIONAL LEVEL WEBINAR -1 on "DIGITAL WELL BEING FOR ONLINE LEARNING AND TEACHING" - 4th May, 2021, Organized by IQAC of the College. • NATIONAL LEVEL WEBINAR- 2 on "PEDAGOGY DURING LOCKDOWN PERIOD"- 21stMay 2021Organized by IQAC of the College. • NATIONAL LEVEL WEBINAR - 3 on "ADAPTING INEVITABLE CHANGES IN EDUCATION SECTOR" Organised by IQAC of the College. • NATIONAL LEVEL WORKSHOP (ONLINE) on "CREATION OF INTERACTIVE E-BOOK" - 15th June 2021 Organized by IQAC of the College.</p>	
<p>? Curriculum Transactions and Evaluation Process : The implementation of curriculum transactions and evaluation process are made systematically with the involvement of all the members of the faculty with proper documents, consultation, feedback and co-operation to achieve highest percentage of student achievement and placement.</p>	
<p>? Generate Funds for Project and Schemes : The IQAC insisted and motivated with the suggestion to generate funds for projects and schemes from outside. Particularly from the Government Agencies to undertake projects, programmes etc., for the benefit of the community, the students and teachers in schools and colleges.</p>	

? The Guidelines Issued and Timely Report with Photos : The cell insisted to follow all the guidelines issued by Government of India, Puducherry Government, UGC, NCTE and other agencies by undertaking all the recognised programmes on the dates notified and send the timely report with photos to the concerned organisation.

## 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

Plan of Action	Achievements/Outcomes
Planning on Commencement of Classes for the second year student teachers for the Academic Year 2020-21	Commencement of classes for the second year student-teachers for the academic year 2020-21 was planned and commenced on 04.08.2020
Preparation of academic calendar for the year 2020-21	Academic calendar designed out from June to May for the year 2020-21 and printed and issued to students and staff.
Preparation of online class timetable for the academic year 2020-21	First year and Second Year B.Ed., online class timetable for the academic year 2020-21 was planned and organized with Whatsapp Group and Google Meets.
Planning of Orientation Programme for the fresher's of 2020-21	Orientation Programme for the fresher of 2020-21 batch organized from 5th October 2020 and from 04.08.2020 to 08.08.2020 for the Second Year student-teachers.
Preparation Inauguration of the academic year 2020-21	The 2020-21 in regular finction was organized on 17.12.2020
Planning various committees for the academic year 2020-21	Yes - various committees framed and committee members were selected for the academic year 2020-21
Staff allotment for the first year B.Ed., students for the year 2020-21	Yes -Staff members allotted for handling classes for the first year B.Ed., students for the academic year 2020-21

planning of Purchase of gadgets for conduct of online class like the collar mike, tripod etc.,	Yes- gadgets for the purpose of online class purchased
Arranging Special Training for faculty development.	Yes -Special Training on ICT for staff members organized
arranging Orientation on new teaching methodology to be implemented in 2020-21	Yes -new teaching methodology for the academic year 2020-21 put into practice.
preparing Demonstration & Criticism Classes for the Second year student teachers	Demonstration & Criticism Classes for the second year student-teachers organized on 14.12.2020 and 15.12.2020.
Allotment of Second year student teachers for School Internship for the First spell	The second year student teachers allotted for the First spell of School Internship from 24.12.2020 to 22.02.2021
staff allotted for Stock taking for 2020-21	Yes -staff members allotted to verify the stock in various Lab and Library for the academic year 2020-21
Inviting suggestions for quality improvement of college and implementing the same for the academic year 2020-21	Yes - budget under the following heads of Expenditure discussed (1) Lab (2) Library (3) Computer (4) Maintenance etc.,
Conduct of First Model Examination through online for First year student- teachers	First Model examination was conducted in the month of January 2021
Allotment of First year student-teachers for School Internship and field visit	Yes -first year student-teachers were allotted for School Internship and field visit to Education Resource Center, Community Resource Center and Innovative Resource Center.
Allotment of Second year student teachers for School Internship for the Second spell	second year student-teachers were sent for School Internship for the Second spell from 24.02.2021 to 23.04.2021
Organize camp activities	Community Living Camp organized in the month of March

Celebration of Women's Day	Women's Day was celebrated in the college on 09.03.2021
Organize student seminars	Yes -student seminar were organized
Conduct of Final model examination date	Final model examination was conducted in the month of June
Conduct of webinars	Yes Four webinars were conducted in the month of May and June 2021
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Council Meeting	08/03/2021
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	05/03/2021

## Extended Profile

### 1.Programme

1.1 2

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 74

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

12

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

21

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

23

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

1

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>2</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>74</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>12</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>21</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>23</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>



3.2	1
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	4253208.41
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	29
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college has prepared orientation time-table to give awareness about the entire curricular activities. Through regular time-table, the core paper, Pedagogy of school subjects, Enhancement of Professional Capacities (EPC), regulation, evaluation, internship programme, teaching practice, and so are explained in detailed to the student-teachers.

The faculty members were preparing synopsis for the entire full course and half-course to give to the student teacher.

After taking classes the faculty members were conducting test. Different mode of tests are Class test , Content test, unit wise test , 50 % Five unit test 100 % Unit test, Assignment and oral test. Then, based on the student performance the remedial teaching was organized.

In this regard the college has developed the curriculum for both

B.Ed., and B.Sc., B.Ed., programmes for the academic year 2020-21. The Principal and faculty members has participated in all the curriculum development processes regarding B.Ed. and Integrated B.Sc., B.Ed., and B.A., B.Ed., Programmes in Pondicherry University regularly.

The 10 faculty members more involved in the development of curriculum by Pondicherry University for both 2year B.Ed., and 4 year B.Sc., B.Ed., programmes.

All the 20 faculty members were involved in planning for effective curriculum delivery for the academic year 2020-21.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year the academic calendar is prepared through the Committee members with help of director and Principal. It gives a right direction to the teachers and students. The University syllabi norms and regulations, internal and external marks details, curricular and co-curricular activities, and events were mentioned very clearly and also arranged with date wise systematically. The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation (CIE).

Inaugural Function: Due to COVID 19 B.Ed.Online Classes started on 5th October 2020 for the Academic year 2020-21. School Internship Programme for second year Student-teachers for four months as per NCTE norms in schools in two different spells were completed.

The review meeting for I spell was conducted on 21st& 22ndFebruary 2021 and for II spell was conducted on 24th April 2021.

School Engagement And School Internship- To observe the holistic functioning of the school system, the first Year B.Ed. Student-teachers went for School Internship from 23rd to 29th March 2021 and Visits to places of Innovative Centres, Educational Resource Centres and Community Resource Centres in Cuddalore and Puducherry.

The five days community living camp was conducted in near College premises from 5th to 9th March, 2021.

The last working day of the academic year for second year was 30.05.2021 as per the academic calendar 2020-21.

1. The end of classes for first year students was 30th June 2021.
2. The University Examinations for I& II year students commenced from 28.06.2021.
3. The University Examinations for first year Integrated B.Ed. student-teachers commenced from 09th April 2021.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://kcedn.org/dwls/2020-21.pdf">http://kcedn.org/dwls/2020-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University** Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution follows a well-structured curriculum framed by Pondicherry University which aims to develop Professional Ethics, Gender, Human Values, Environment and Sustainability etc. The purpose of education in the 21st century and the college's vision and mission are to develop student-teachers into multi-talented personalities.

#### Professional Ethics:

1) Personality development courses are through Enhancing Professional Capacity program (EPC), namely, Drama & Art education, Yoga, health and physical education, critical understanding of ICT, reading and reflecting on text, and understanding of the self for every student-teacher benefit.

2) A soft skill development programme is conducted every week to ensure and develop their good communication skills in the modes of oral speech, debate, dramatic performance, poetry, and song in relation to various themes and important days of the week.

Human Values: The various activities were planned to instil ethical and moral values in order to promote Value Education.

Environment and Sustainability: Usually the community living camp was organised in the adopted village areas of Manapattu, Varkalodai, and Kanniyakoil from, under the theme of "Water Conservation". The various programmes were organised with the involvement of all.

Eco-club Activities: The Eco club functioning in the college ensures planting of samplings in the college premises and neighbouring areas to make the environment pollution free and green.

Gender champion: The Krishnasamy College of Education for Women, is successfully implementing the Gender Champion programmes through various activities. The college provided leadership development programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

55

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://kcedn.org/dwls/SSS%20report%202020-21.pdf">http://kcedn.org/dwls/SSS%20report%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**52**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of**

supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Content test:

Every year, before the school internship, we conduct the content test for the student-teachers based on their teaching pedagogical school subject.

Content tests were conducted regularly in the class at the end of the teaching unit for the perspective and pedagogical courses . Remedial measures were undertaken immediately as and when required.

### Model Exam:

The model tests were conducted at the end of the year to have overall assessment and enable the students to improve their competence. The scores were consolidated by the teachers and special attention was paid for slow learners by the subject teachers.

### Remedial teaching:

The Remedial teaching and peer tutoring classes are conducted twice a week for the benefit of slow learners based on their test and academic performance.

Planned class teaching and intensive interaction with the students enabled the teachers to identify slow and advanced learners who were then given assistance by the way of personal guidance to improve their academic competence.



In the remedial teaching and peer tutoring activities, the student-teachers were grouped and one group consists of bright, average and slow learners. This session was organized as formal and informal settings. Teacher educators motivate the student-teachers in such a way that they feel free to express their grievances and get it rectified in each course.

File Description	Documents
Link for additional Information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
74	23

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Micro-teaching:**The teachers gave orientation about micro teaching and also takes a model lesson for the students to make them understand the concept clearly. Every student-teacher in the group was given the opportunity to teach and practice and provided feedback. After getting the training in individual skills, they are integrated in macro-teaching. As enough training was given in all the selected skills the students were capable of using the micro skill for effective teaching.

**Demonstration and Criticism Classes:**Before the sixteen week school internship, the demonstration and criticism classes were conducted with COVID-19 protocol both in the college as well as in the schools for the benefit of student-teachers. The teacher educator takes 2 demonstration classes for each pedagogical courses and the student-teacher takes 2 criticism classes in the real classroom situation along with the school students.

**Remedial Teaching:**In the college, remedial teaching classes were organized into two types such as formal setting and in-formal setting. The team of faculty members moderated and reflected on the respective courses. The remedial teaching classes were organized from December 2020 to April 2021 for all the perspective courses.

**Peer group teaching:**As peer group teaching was encouraged, student-teachers who were good in preparing lesson plan and teaching help other students to perform better.

**Concept Mapping approach with flippedclassroom instruction:** In the academic year 2020-21, the college offered a variety of teaching methods, including providing experiential learning through concept mapping methods. It consists of flipped classroom instruction with plicker

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1G2FVwQEAIHnioX3ssDnXkKbdy3e42msW/view?usp=sharing">https://drive.google.com/file/d/1G2FVwQEAIHnioX3ssDnXkKbdy3e42msW/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

#### Management of ICT resources

Well equipped laboratory and ICT resource facilities are available in the college. The college website is updated regularly which gives all the information and activities about the college. Separate emails are created and stored for the student-teachers as well as faculty members for the purpose of sharing important information.

The student-teachers and faculty members have access to Internet facilities in ICT resource centre and the institution is wi-fi enabled. The college organizes every year, training programme on developing techno-pedagogic skills for the use of interactive white boards and internet for the benefit of student-teachers. The administration is computerized through software for preparing the salary, staff and student particulars, etc.

#### Instructional Approach through ICT:

The conventional lecture method was complemented by modern equipments like Smart Board, OHP and LCD. The faculty would often use Teaching and Learning methods like OHP, Power Point Presentation and etc., It helps the student-teachers to be more active and show interest towards the teaching and learning process. The student-teachers use ICT resources and present their topic in student seminars. The separate register/records were kept and maintained in the ICT resource centres/laboratory for the usage of entry purpose in the concerned rooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

23

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the examination committee of the college communicating with the students on time. All the tests were notified in the college academic calendar to follow the time for both students and teachers. The Director and the Principal hold meetings of the faculties and directs them to ensure effective implementation of the evaluation process.

Then after completion of the teaching unit of the prescribed syllabus, the unit test is conducted in the perspective and pedagogical courses in the college. This sufficient number of tests make them acquainted with the subject content.

All the perspective, pedagogical and EPC courses are assessed through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminar Presentation, projects, etc. These practicum marks are informed and acknowledged by the students.

After completion of half of the course the first model examination was conducted as per the university examination pattern. The second model examination followed by completion of second half of the portion. The third model examination consists of full portions. Hence three model examinations are conducted for each theory course.

For transparent and robust internal assessment, the following mechanisms are conducted

- Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Announcement of results and acknowledgements by the students.
- Comparative Study of the students marks by the examination committee
- Feedback and suggestion given to the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://kcedn.org/dwls/2021-22.pdf">http://kcedn.org/dwls/2021-22.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has an examination committee, comprising of the principal, the head of the department, and senior faculties, and other teaching faculty as members, for the smooth conduction of all examinations.

The marks of every test/examination were intimated to the students and they got acknowledgement. Moreover, the examination committee collects all internal marks from the faculties. The collected marks are analysed and the consolidated marks of each student were overviewed by the principal, who demanded the reason from the faculty members if there was a discrepancy in the internal marks.

Moreover, the CCE marks are carried out on the best two out of three or four tests. As a result, no student would suffer in terms of internal examination marks or examination absenteeism.

- The time table for the test is prepared well in advance and communicated to the students earlier.
- After evaluation of internal assessment answer scripts are shown to the students to check and got their signature to clear up any discrepancy or doubt.
- The consolidated marks were examined by the examination committee and finally reviewed by the Director and the Principal.
- The final internal assessment marks are calculated on the basis of attendance, task and assignment marks, periodic test marks, or model examinations etc.
- Moreover, the student council has a right to raise their grievances through the examination committee/Principal or by giving suggestions in the suggestion box.
- Apart from the above, Grievances and redressal committee is constituted to regulate the general conducts of the students and teachers.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/document/d/1TjaHTl13Aw4dQmjmXwcku4x0ktds_LS5/edit?usp=sharing&amp;oid=111725521092325413884&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1TjaHTl13Aw4dQmjmXwcku4x0ktds_LS5/edit?usp=sharing&amp;oid=111725521092325413884&amp;rtpof=true&amp;sd=true</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all programmes offered by the institution are stated through

1. A one-week orientation programme about the B.Ed. and B.Sc.B.Ed. programmes was conducted for the students where the following points were detailed for the quality of curriculum transaction and their awareness.

- In B.Ed., the perspectives on education, curriculum, pedagogic studies, and engagement with the field courses were detailed to the students.
- In B.Sc.B.Ed., science courses with education, including practicals, are explained to both students as well as teachers (B.Sc.B.Ed., Physics, Chemistry, and Mathematics).

2. The programme and course outcome were displayed on the college Website and communicated to teachers and students.

3. The academic calendar describes all the academic and other programmes in details along with the syllabi and learning outcomes. It is helpful to them.

4. The curriculum and syllabus are central, and they are also available on the Pondicherry University website.

5. The importance of the learning outcomes has been discussed and communicated to the teachers in staff meetings and IQAC meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://kcedn.org/admission.htm">http://kcedn.org/admission.htm</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

### Attainment of the Program and Course Outcomes

The programme and course outcome are evaluated through 1) continuous comprehensive evaluation (internal evaluation) and 2) university examination results.

Orientation on the program: At the beginning of every semester or year, the college conducts an orientation programme to convey programme and course objectives in the introductory part. The CCE in the regular timetable: The continuous comprehensive evaluation system is followed in the regular timetable through tasks and assignments. Each course has at least two assignments, three periodic tests, and three model examinations. Hence, the student is aware and learns the content meaningfully.

Method of evaluating programme and course outcomes:

The programme aims at preparing teachers for foundational, preparatory, middle, and secondary teaching. It enables the undergraduate students (B.A and B.Sc) to learn child psychology, sociology perspectives on school students, and pedagogical aspects. Hence, the evaluation was carried out by students' seminars, tasks and assignments, projects, teaching practices, etc. This active assessment process enables the teachers to provide remedies for students' differential needs. This process enhances the teaching skills and skills in evaluating the learner, etc. At the end of each semester/each year, the university conducts examinations based on the results published by the university, the course outcomes are measured, the pass percentage revealed that course outcomes were positively achieved.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

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

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

21



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://kcedn.org/dwls/SSS%20report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has collaborations with the nearby industry and institutions for the mutual benefit of the institutions. The few industries/institutions that collaborated with the college in the academic year 2020-21 were Godrej Consumer Products Ltd, Kattukuppam, Mahatma Gandhi Medical College and Research Centre, Pillyarkuppam, and Professor Annusamy Higher Secondary School, Bahour (government aided). The Swatch Barath awareness programme was conducted in association with the Godrej Consumer program. The COVID awareness programme was conducted with MGMRC. In the pandemic period, a few programmes were conducted online in collaboration with other institutions and industry.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.4 - Collaboration

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

9

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College is constructed in 8.54 acres of land with safe and secured campus. There are 5 Blocks.

In Block A on the ground floor, Director Room, ICT resource centre, 2 Staff rooms for both (men & women), store room of UPS, Physics Lab, Chemistry Lab, Language laboratories, Integrated Resource Centre, Kitchen.

- On the first floor, library, Reference cum reading room, lecture hall 1, a large curriculum laboratory for physics and separate toilets for men and women.
- On the second floor, student Common room(women), Laboratory biology and Lecture hall 2,3,4,5&6, Music, Drama Art and Craft Resource Centre and separate toilets for men and women.

Block B, in both floors Number of eight spacious and sufficiently ventilated lecture halls, Seminar hall and large multipurpose hall principal and office room, Co-operative store, Yoga and Physical Education centres, Toilet for PWD men and Women.

Incinerator Area Block C: As per the guidelines of the Department of Higher and Technical Education Pondicherry, the college has constructed and maintained incinerator area for the purpose of napkin burning devices.

Security Room and Store Room Block D: Store and security room was located at the entrance of the college premises. Two securities were working as shift basis on day and night. Generator and Electrical net work are in Block D.

Block E Green Campus store Room: Tools and equipment for green campus initiatives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

#### Facilities for Sports and Games:

In the Sports and games, Indoor and Outdoor games items are available in the college premises. Provision of playground for organizing sports and games like badminton, volley ball, handball and kho-kho. A running track for organizing running, jumping and rely. Sports kit and material facilities were provided to the students.

#### Sports

The students of the college participated in sports activities inside and outside the campus. The physical education department has provided all the equipments and facilities for enhancing sports activities. The following sports materials are available in the college: Table tennis, Volleyball, Badminton, Tennikoit, Handball, Ball badminton racket, Shuttle bat and Relay button. The following rhythmic materials are available in the college: Lezium, Hoops, Kolattam Sticks, Dumbbells, Indian Clubs and Wands.

Yoga Centre (fitness centre)

Student's personality were developed by giving various level of training in Yoga for the physical, mental, emotional, spiritual and social developments. It gives mental peace, improves energy levels, makes the body flexible, improves immunity, retains flexibility of the spinal cord and muscles, creates awareness about body and changes our outlook towards life.

To Provide Yoga practice to the Student-teachers and Teaching Staffs for providing physical and mental fitness regularly in multi-purpose hall with proper seating arrangement (50 yoga mats).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

4

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

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

512402.41

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

#### Automation of Library using Integrated Library Management system (ILMS)

The library which is well furnished with bookracks, chairs, reading tables, newspaper stands, computers, etc., at present there are about 8500 books are available in the library. Colon classification system with local variation is followed to classify these books.

#### Circulation Section:

The circulation section is regarded as the hub of all library work. Issue of books, magazines etc. are dealt with in this section. The circulation counter with computer facility is at the



entry point.

#### Stock Section:

Open access system is followed in this Library. With the assistance of the library staff, the users can take the books from this section. The books are neatly arranged in these racks subject-wise.

#### Reference Section:

The Library provides exhaustive reference service to its users. It has a good collection of encyclopaedias, dictionaries, Yearbooks, etc. Dissertations from the field of Education were also available here for reference.

#### Librarian's Point:

The Librarian's point is on the left side as one enters. Most of the technical work like entry of new arrivals (accession), maintenance of ledgers, computation of data etc; are done in this point. A wooden rack which displays new arrivals was kept there.

There was enough reading space for students, which can accommodate about 60 students and reference section.

The newspaper section is near the main entrance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

113629

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

8

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution provides ICT learning resource to staff members and students. The computer facilities are available in ICT resource centre, Language laboratory, multipurpose hall, library and principal room.

- Teachers accessed to Internet facilities in ICT resource centre and Library as well as Wi-Fi facilities.
- Providing training on developing techno-pedagogic skills to both students and faculty members
- All the classrooms were provided with Wi-Fi router to use LCD screen to present the Power point whenever the faculty need to use.
- Training to use interactive white boards and internet.
- Providing awareness programme on NDL (National Digital Library) access
- Information system was carried through electronic mode (computer). All the files documents, Photographs of the curricular, co-curricular and administrative activities of the college were kept in the computers. All the information can be readily available for everyone for the purpose of planning future work.
- Inside the institution, principal has created set of files with serial numbers through which information are collected and shared at the time of necessity
- For developing lesson plans, the student-teacher use the internet resources for providing activity, project, assignment, video and animation etc., which can be included in their lesson plan.
- For classroom transactions, the student has adopted smart board in practicing micro lesson and macro lesson

#### List of Hardware

##### Name of Item Quantity

- Computers 29
- Printer 02
- Routers 04 (switch)
- Scanners 02
- Head Phones 29
- Speaker 02
- Projection screen 01
- LAN Cards and Networking All Computers
- 100 MBPS fiber connection 01
- Network Doogle 01
- CCTV 07
- smartboard with projector HCL 01
- Portable LCD Projector 01
- WebCam 01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9,54,524

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Periodical maintenance of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc .are done on regular bases

100 percent Budget allocated fund for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc., are achieved under the direction of the Principal.

Physical infrastructure facilitates are improved in the Institution

Well-equipped library, ICT lab, good classroom and language lab with essential instruments are provided by management. All the facilities are under the direct supervision of respective in-charge teachers. They are maintaining the stock as well as maintenance work with the support of technical staff.

The appointed electrician and technical staff of the trust take care of the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping. The non-teaching staff are also trained in maintenance of science and computer equipment.

Environmental issues associated with the Infrastructure

A maintenance contract for UPS, Generator, Inter come facilities, Wi-fi, network, printers, CCTV etc., enabled the college to get all repair corrected immediately.

The utilization of infrastructures is ensured through class timetable, Staff allotment, maintenance of records of etc.,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

21

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - 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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

3

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State



**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

17

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Co- curricular -planning**

Students are involved in all the following activities in all stages and given training to them in school whenever they are employes as teachers. Engagements with field were planned for the academic year as given in the University Regulation. The teaching practice and school visit were planned systematically for both First Year and Second Year B.Ed. Student-teachers.

Training Programmes:One week school visit was arranged with the

prior permission of the higher secondary schools and CBSE schools in Cuddalore and Puducherry area for the first year students to make them familiar with the school activities, rules and regulation which may enable them to mentally prepare for four month teaching practice in second year.

**Field Visits:** Three weeks Field Visit Programmes were arranged with prior permission from the respective centres for observing and visiting Innovative Centres, Community Resource Centres, and Educational Resource Centres.

- 16 week teaching practices were planned as two spell (Second year)
- Community living camp were planned to conduct in the month of the academic year
- Yoga, health and physical education classes were well planned for both First year and Second year.
- Engagement with the Field, Task and Assignment related to theory courses were planned well in advance in consolidation with students.

#### Extra-Curricular Programme

Soft - Skill Development Programme, Music classes, Art and craft training, socially useful product training, Home gardening training, Smart interactive board training, National seminar, various workshop to be conducted for professional development and educational tour were planned with student involvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has Alumni Association functioning systematically. Old students those completed B.Ed. Programme in the College are acting as the members of this Alumni Association. Every year Alumni meet is conducted in the college. Invitation is sent to the Alumni students to participate in the Alumni meet. During the Alumni meet, the students share their views to promote the academic performance. For the year 2020-2021, the chairman, the secretary, and joint secretary were selected by the IQAC Cell.

Due to COVID-19, Alumni Association meetings were not conducted in this year, 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional 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 and in tune with the vision and mission of the institution

The college was established in the Academic year 2005-2006 in a village Manapattu, Puducherry catering to the needs of Teacher Education for Women. The college provides education, especially for down trodden, socially and economically backward women to empower the women through better teaching-learning environment along with their harmonious development in personal and profession life.

The quality education is the major goal of the college and hence the college has taken a lot of efforts to maintain the best administrative and academic process in 2020-2021 too to March towards the vision "Centre of Excellence in Teacher Education". It creates facilitative teaching-learning environment with various impetuses to achieve the academic excellence of the learners. It integrates the new pedagogical practices through technology and leverage the creativity in education. The college inculcates the spirit of inquiry in learning and provides platform for sensitizing social values through various internship, camps, national level programs and aspiring budding teachers to serve the nation generously.

The vision and mission is displayed in the college campus academic calendar and in the website. To attain the mission and vision the college principal and faculty are acting as the members of various committees to active them in and outside the college.

In the previous five years the college Principal acted as the members of the Board of Studies and Court of Pondicherry University. Moreover, most of the teachers are acting as member of the University Examinations and Curricular revision etc.,

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/aboutus.htm">http://kcedn.org/aboutus.htm</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Krishnasamy College of Education for Women has rich educational practices including academic as well as administration. The college had democratic organizational culture. It has various committees for its effective functioning. In the academic year 2020-2021, Under Dr.G.Manjula, Principal and Dr.R.Muthumanickam, Director of the college, the committees constituted are Time Table and Attendance maintenance Committee; Examination and Academic Calendar preparation committee; admission and placement committee; Conference and workshop committee; Student and staff Development committee; Linkage and Project Committee; Student Grievance Redressal Committee; Publication Committee and so on. Each committee was soleresponsible and active for enriching the development of the College. The work has been distributed to the respective individual or Committees followed by staff meeting. The staff meeting was conducted on 10th or 11th of every month where the active process and upcoming events were discussed usually. The final decisions were taken from the acceptance of the all the staff members, management, and administrative personals. The principal of the college and the management sought the decision of any event followed by the suggestions of all the staff members of the college. This formal and informal arrangement and practices leads to decentralization and participative management in democratic organizational culture for setting the values and also planning, implementation and achieving its vision.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college had academic planning committee for the year 2020-2021, which actively involved the academic practices as well as administrative planning.

The strategic plan of the academic year 2020-2021, was quality enhancement of the institution with imparting additional program along the course content through various teaching methodology. As per the demands of the stakeholders the college plans to start value added and skill-based courses such as ICT, Soft skill programs, Spoken English Class, organic home gardening practices,

Yoga and Meditation practices, and also Staff development program.

**Induction Classes:** In the beginning of the year, the college has organised two week orientation class to the fresher who joined newly. In the orientation class, the entire B.Ed., program was explained and the feedback and suggestion of the students as well as teacher were collected and also implemented in that year program.

To strengthening curricular, co-curricular and extra-curricular activities, the student-teachers are grouped based on their performance in pre-general test and allotted one mentor for each group. The mentor-mentee interacted every day and rectifies their problem which they faced. The college proposes to organize Conferences, Seminars and Workshops. It attempts to promote the linkages with nearby industries, institutions and NGO's through this conferences and seminars. The college also planned to strengthen personal counselling, ICT enabled teaching, innovative pedagogical teaching, internship program, career counselling cell, cultural and sports & games activities, welfare schemes for students and increasing library learning resources.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/calendar.htm">http://kcedn.org/calendar.htm</a>
Upload any additional 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.

The College has a well organized structure management with positions as Principal, Director, Administrative officer, Executive Director, Chief executive officer and finally Chairman to review and evaluates the academic and administrative process of the college.

The rules and regulations are stated in the college academic calendar based on the Pondicherry university regulation and NCTE norms. The Chairman was the head of the institution; Principal was responsible for the college functions and growth including administrative, academic, co-curricular, and extra-curricular and linkage. IQAC of the college is involved in developing a quality

system to improve the academic and administrative performance of the College.

Functions of various bodies:

There were well defined 13 committee such as Academic Planning Committee, Curricular Execution Committee, Seminar, Workshop and Conference Committee, Student Development Committee, Staff Development Committee, College Development Committee, Publication Committee, Student Grievance Redressal Committee, Government Schemes Implementation Committee, Other Curricular Activities Committee, Examination Committee, Infrastructure Maintenance Committee and Documentation for Re-accreditation, Projects and Government Schemes, etc., with are in the academic year 2020-2021. Each committee has Advisor, Convenor, Deputy-convenor, Co-ordinator and Member of the committees. All staff members are oriented about the Administrative codes followed in the institution.

The Grievance Redressal committee which addresses genuine complaints, issues and difficulties of the Students, Staff and Parents at individual as well as College level. Students are encouraged to use the Suggestion/ Feedback box to express constructive suggestions and grievances.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

A good performance management system works towards the improvement of the institution in terms of its achievements of the overall organisational mission and vision.

In every year, the feedback and suggestions of staff are collected and discussed in the staff meeting. Based on that the management gets direct and written feedback from each staff member for the requirements to be fulfilled. Apart from this, the staff development committee and staff welfare committee which takes care of all the needs of teaching and non-teaching staff.

The institution consistently inspires staff and provides a platform for methodological skill development, multidisciplinary scheme development, and ethical and human value development. It provides the dynamic teaching-learning environment. A collaborative and interactive work culture with the motivation to get enrolled in Ph.D. and publish research papers.

The faculty development programme by the internal and external members for the holistic training and skill development.

The Governing Council Meeting with the Pondicherry University Members was organised to resolve on teaching-learning processes, quality improvement of the college and staff and student development programmes.

The college provides staff welfare schemes to both teaching and non-teaching staff such as Employee Providential fund, Maternity benefits as per norms, Child Care leave, and free transport. Staff Welfare fund, Salary Advance to needy staff members on festival



season, free uniforms, group insurance etc.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/faculty.php">http://kcedn.org/faculty.php</a>
Upload any additional information	No File Uploaded

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

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The strictly follows the PU and UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. The performance of each employee is assessed annually after completion of one year of service. The objective is evaluate the

performance as per established norms, and also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

#### Teaching Staff

- a) The performance of each faculty member is assessed during the teaching period (continuous monitoring)
- b) The proforma filled by the Faculty Member is considered for the quality improvement of the faculty
- f) Based on the student feedback.

#### Non-Teaching Staff

All non-teaching staff are assessed through respective in-charge reports.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Krishnasamy College of Education for Women has internal and external audit mechanism which conducts financial transactions audits every year. The internal audit has been carried out regularly and it was ongoing continuous process by the financial committee and annually the external financial audits conducted. The committee verifies income and expenditure and report to the management through principal.

Every financial year, the budget were prepared which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, consumable charges, transport

charges and Non-recurring expenses like lab equipment purchases, furniture and other development expenses. The permanent accounts auditing person were appointed to monitors these expenses regularly and maintained all the payment bills properly.

Internal audit: all the recurring and non-recurring vouchers are audited by the financial committee and report to the management through principal regularly.

External audit: the financial year accounts of the college audited by chartered accountant regularly as per government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

6910054.41

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Krishnasamy College of Education for Women has self-financing institutions under the trust. The college mobilizes the fund according to the resources. The Chairman, administrative officer, Director, and Principal were carried out the funds to various

resources. They also recommended the funds for better handling of resources and effective mobilization of available funds.

The allotted funds were utilized for infrastructure such as to purchase equipments, lab materials, furniture. Secondly, the funds were utilized to organize seminars, workshops, conferences, etc. the administration audits were reviewed and planning committee suggestion were taken in allotting the funds for the academic year.

The academic year 2020-2021, the fund expensed as 25% income for purchase of books, apparatus, sports, and conducting programs. 60% funds spent on employee salary remaining funds were spent on recurring expenses such as transport, electric, telephone, internet charges. They also spent a minimal amount for up gradation of infrastructures and invited guest speaker of various programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of Krishnasamy College of Education for Women constituted and working for the quality improvement of the college. The objectives the IQAC were ensuring the continuous improvement of the institution; connect the various stakeholders such as education with parents, teachers, students and NGO's.; suggesting for the academic and administrative performance of the institutions; and measures the quality enhancement in the institutions for better quality improvement.

Internal Quality Assurance Cell (IQAC) in the academic year 2020-2021, developed several quality assurance mechanisms under Academic Monitoring Committee as under:-

- Biometric attendance system.
- Feedback analysis received from Students.
- Coordinates with all stakeholders for their opinions and advices for quality improvement.

- Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.
- Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.
- Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Collection, maintenance and analyzed documents are prepared and maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Krishnasamy College of Education for Women constituted IQAC and working for the quality improvement in such, teaching-learning process, methodology of teaching, administration of the college. IQAC also periodically conducts

- Bio-metric attendance for both teachers and students.
- The seminars and workshops conducted for the faculty
- Every month once the staff development program was conducted
- Provision of Wi-fi facility and smart classes
- Makes facility for usage of ICT in teaching -learning process.
- Preparation of course plan at the beginning of every year
- The college has provided the Synopsis for the each course as hard copy before the students entered into class.
- The changing time table is maintained every day for engaging the students in absent of the particular teacher on that day.
- Planning and conducting the CCE and enhancing professional capabilities of the students
- Arranging mentor-mentee practices
- Conducting formal and informal remedial class and peer tutoring
- Conducting Student-seminars

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Gender Championship committee was envisaged in our educational institution - Krishnasamy College of Education for Women. This Committee organizes focused group discussions, debates, poster competitions, thematic plays, workshops etc.

These Gender Champions are identified by a screening committee consisting of the Director, Principal, Vice-principal and other staff members. This committee consists of the B.Ed. student-teachers. Student-teachers who face any issues can register it to the committee and the committee can give them a proper solution.

On the basis of formation of Gender Champions, the college organizes the "Gender Champion Programme" for the development of Student-teachers. In connection with the Gender Equity Promotion, several programmes are offered for the first year and second year Student-teachers who showed their potentials, talents, skills & awareness about the concept of 'Gender Equality and Women Empowerment'. The Morning Prayer consists of the 'Women Achievers' talk to strengthen "The Right to Education Act". The local Lawyers from Pudhucherry and Cuddalore contribute themselves by mentioning the various acts, sections etc. which are relevant to protect women from the clutches of bad vibrations. Guest Lectures are often organized to promote Women Participation on par with Men.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Annual gender sensitization action plan in order to maintain gender equality in the college campus annual gender sensitization action plan was proposed in the staff meet conducted on 10.09.2011 and got approved in the meeting. Gender equality is maintained in the college campus. Most of the faculty members were female and male in number is low compared to female faculty. All the students are feminine gender only.</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>



7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### Solid waste management

The college maintains the Solid waste management process by collecting and treating solid wastes into a usable waste. The college has constructed the Bio-degradable waste pond in college campus where the solid waste can be changed and used as a valuable resource in the form of manure or natural fertilizer for the Home Gardening, college lawn and garden of both Block A& B buildings.

#### Liquid waste management

The Liquid waste was converted into usable water in the form of Rain water harvesting. There was a use of rainwater harvesting technique utilized to harvest rainwater from roofs and other above surfaces to be stored for later use. For example, it was used for garden and for flushing toilets. So during the summer hot days, this harvesting of rainwater can be technically used and solved the problem of water scarcity.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

B. Any 3 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute proactively takes effort to provide an inclusive environment. The initiatives are to promote education, economic upliftment of the needy and setting communal harmony. The extension activities are targeted towards enabling a holistic environment for student development. The college organizes and conducts several activities to build and promote an environment for ethical, cultural and spiritual values among the students and staff. To develop the emotional and religious feeling among the students and the faculty commemorative days are celebrated in the campus with the initiative and support of the administration, not only recreation and amusement but also to generate the feeling of oneness. The college celebrates cultural and regional days and festivals, like new-year's day, teacher's day, orientation and farewell program, induction program, rally, oath, plantation, youth day, women's day yoga day, festivals like Ramzon, Diwali pongal celebration, Christmas etc. Motivational lectures of eminent persons in the specific field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of

social and communal harmony and national integration.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students and facilities of children.

In this way the institute's effort /initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural religion, linguistic, communal socio-economic and other diversities are practiced.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Human values help in understanding the attitude, motivation, behavior and also influence one's perception about self-confidence, self-control, self-esteem, etc. Righteousness is the backbone of our principle and standard of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession. Professional's ethics are consistent when the student-teachers are sensitized on the importance of the activity and are encouraged to participate in saving the life of citizens of India. The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety, hundred percent of vote for Election Department. To equip students with the knowledge, skill and values that is necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment. These elements were inculcated in the value system of the college community.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

Commemoration can also honor an event and celebration of someone or something usually in the form of ceremony. Commemorations are often held on the anniversary of someone's birth or death such as 5th September as Teacher's day, 8th September as World's Literacy day, 15th September as International day of democracy, etc were celebrated. It is remembered officially and gives respect to a great person or event by means of special action and to serve as a memorial or remainder of the monument. This was used to commemorate, promote and mobilize for action such as UNESCO, WHO, NCW, UNEP events to mark important aspects of human life of

springboard for awareness raising actions performed for their symbolic value and an important part of Indian culture. It organizes cultural exchange programs to promote mutual understanding between nations and students get an opportunity to learn the culture of other countries. It expresses their beliefs, culture and tradition. Every festival has its distinct personality. The primary goal of these events was to promote joy and strengthen bonds between national and International level.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Practice 1 Outreach programs to promote Inclusiveness

The primary purpose is to inculcate the values of civic responsibilities in the students by working and supporting the marginalized and deprived sections of our society. The main objectives were as follows:

- Outreach to increase awareness about relevant issues in the community
- Outreach to enhance skills in the community
- Developing beneficial networks through Outreach Programmes to reduce disparities
- Promoting civic engagement in students

Many of the outreach activities were focused on educational camps for slum children whereas others were intended for community improvement with a focus on environment, health, and legal awareness. Our initiatives have also been covered in newspapers. Other awareness programs have also had good attendance and the COVID pandemic has not stopped these efforts. Students of the college are not only givers but through the community activities they also reap benefits as engagement in such activities leads to

academic and personal development. More and more students are getting aware about the outreach activities.

#### Practice 2 Online learning and COVID preparedness

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in the physical mode. Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The examination results of the students during the above period indicate that students on the whole performed quite well.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution consistently inspires students and provides a platform for methodological skill development, multidisciplinary scheme development, and ethical and human value development.

The institution provides quality higher Education through holistic training and skill development. Imparting internships program and mentoring to make them employable through proper planning and strategies, workshops and hands on training for skill development of teachers focused on preparing for classroom (offline/online) lectures accessing the open journals

It provides for an ethical and moral value -based self development to meet the challenges of the dynamic teaching - learning environment. This is vital for the growth and development of the institution, It enhances the quality of its faculty, catalyze high standard academic research in discipline specific and interdisciplinary fields, build effective governance and leadership and provide an optimal learning environment and support system for the students. Institution has a collaborative and interactive work culture.

The development of ICT infrastructure in the college is easily accessible to teachers, non-teaching staff and students. The college periodically organizes training programmes in the latest ICT applications and tools in higher education, strengthening in multiple dimensions.

NAAC



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college has prepared orientation time-table to give awareness about the entire curricular activities. Through regular time-table, the core paper, Pedagogy of school subjects, Enhancement of Professional Capacities (EPC), regulation, evaluation, internship programme, teaching practice, and so are explained in detailed to the student-teachers.

The faculty members were preparing synopsis for the entire full course and half-course to give to the student teacher.

After taking classes the faculty members were conducting test. Different mode of tests are Class test , Content test, unit wise test , 50 % Five unit test 100 % Unit test, Assignment and oral test. Then, based on the student performance the remedial teaching was organized.

In this regard the college has developed the curriculum for both B.Ed., and B.Sc., B.Ed., programmes for the academic year 2020-21. The Principal and faculty members has participated in all the curriculum development processes regarding B.Ed. and Integrated B.Sc., B.Ed., and B.A., B.Ed., Programmes in Pondicherry University regularly.

The 10 faculty members more involved in the development of curriculum by Pondicherry University for both 2year B.Ed., and 4 year B.Sc., B.Ed., programmes.

All the 20 faculty members were involved in planning for effective curriculum delivery for the academic year 2020-21.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year the academic calendar is prepared through the Committee members with help of director and Principal. It gives a right direction to the teachers and students. The University syllabi norms and regulations, internal and external marks details, curricular and co-curricular activities, and events were mentioned very clearly and also arranged with date wise systematically. The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation (CIE).

Inaugural Function: Due to COVID 19 B.Ed. Online Classes started on 5th October 2020 for the Academic year 2020-21. School Internship Programme for second year Student-teachers for four months as per NCTE norms in schools in two different spells were completed.

The review meeting for I spell was conducted on 21st & 22nd February 2021 and for II spell was conducted on 24th April 2021.

School Engagement And School Internship- To observe the holistic functioning of the school system, the first Year B.Ed. Student-teachers went for School Internship from 23rd to 29th March 2021 and Visits to places of Innovative Centres, Educational Resource Centres and Community Resource Centres in Cuddalore and Puducherry.

The five days community living camp was conducted in near College premises from 5th to 9th March, 2021.

The last working day of the academic year for second year was 30.05.2021 as per the academic calendar 2020-21.

1. The end of classes for first year students was 30th June 2021.
2. The University Examinations for I & II year students commenced from 28.06.2021.
3. The University Examinations for first year Integrated B.Ed. student-teachers commenced from 09th April 2021.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://kcedn.org/dwls/2020-21.pdf">http://kcedn.org/dwls/2020-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**2**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution follows a well-structured curriculum framed by Pondicherry University which aims to develop Professional Ethics, Gender, Human Values, Environment and Sustainability etc. The purpose of education in the 21st century and the college's vision and mission are to develop student-teachers into multi-talented personalities.

**Professional Ethics:**

1) Personality development courses are through Enhancing Professional Capacity program (EPC), namely, Drama & Art education, Yoga, health and physical education, critical

understanding of ICT, reading and reflecting on text, and understanding of the self for every student-teacher benefit.

2) A soft skill development programme is conducted every week to ensure and develop their good communication skills in the modes of oral speech, debate, dramatic performance, poetry, and song in relation to various themes and important days of the week.

**Human Values:** The various activities were planned to instil ethical and moral values in order to promote Value Education.

**Environment and Sustainability:** Usually the community living camp was organised in the adopted village areas of Manapattu, Varkalodai, and Kanniyakoil from, under the theme of "Water Conservation". The various programmes were organised with the involvement of all.

**Eco-club Activities:** The Eco club functioning in the college ensures planting of samplings in the college premises and neighbouring areas to make the environment pollution free and green.

**Gender champion:** The Krishnasamy College of Education for Women, is successfully implementing the Gender Champion programmes through various activities. The college provided leadership development programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

55

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://kcedn.org/dwls/SSS%20report%202020-21.pdf">http://kcedn.org/dwls/SSS%20report%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**52**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

**6**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Content test:

Every year, before the school internship, we conduct the content test for the student-teachers based on their teaching pedagogical school subject.

Content tests were conducted regularly in the class at the end of the teaching unit for the perspective and pedagogical courses . Remedial measures were undertaken immediately as and when required.

### Model Exam:

The model tests were conducted at the end of the year to have overall assessment and enable the students to improve their competence. The scores were consolidated by the teachers and special attention was paid for slow learners by the subject teachers.

### Remedial teaching:

The Remedial teaching and peer tutoring classes are conducted twice a week for the benefit of slow learners based on their test and academic performance.

Planned class teaching and intensive interaction with the students enabled the teachers to identify slow and advanced learners who were then given assistance by the way of personal guidance to improve their academic competence.

In the remedial teaching and peer tutoring activities, the student-teachers were grouped and one group consists of bright, average and slow learners. This session was organized as formal and informal settings. Teacher educators motivate the student-teachers in such a way that they feel free to express their



grievances and get it rectified in each course.

File Description	Documents
Link for additional Information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
74	23

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Micro-teaching:**The teachers gave orientation about micro teaching and also takes a model lesson for the students to make them understand the concept clearly. Every student-teacher in the group was given the opportunity to teach and practice and provided feedback. After getting the training in individual skills, they are integrated in macro-teaching. As enough training was given in all the selected skills the students were capable of using the micro skill for effective teaching.

**Demonstration and Criticism Classes:**Before the sixteen week school internship, the demonstration and criticism classes were conducted with COVID-19 protocol both in the college as well as in the schools for the benefit of student-teachers. The teacher educator takes 2 demonstration classes for each pedagogical courses and the student-teacher takes 2 criticism classes in the real classroom situation along with the school students.

**Remedial Teaching:**In the college, remedial teaching classes were organized into two types such as formal setting and informal setting. The team of faculty members moderated and reflected on the respective courses. The remedial teaching

classes were organized from December 2020 to April 2021 for all the perspective courses.

Peer group teaching: As peer group teaching was encouraged, student-teachers who were good in preparing lesson plan and teaching help other students to perform better.

Concept Mapping approach with flipped classroom instruction: In the academic year 2020-21, the college offered a variety of teaching methods, including providing experiential learning through concept mapping methods. It consists of flipped classroom instruction with plicker

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1G2FVwOEA_IHnioX3ssDnXkKbdy3e42msW/view?usp=sharing">https://drive.google.com/file/d/1G2FVwOEA_IHnioX3ssDnXkKbdy3e42msW/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

#### Management of ICT resources

Well equipped laboratory and ICT resource facilities are available in the college. The college website is updated regularly which gives all the information and activities about the college. Separate emails are created and stored for the student-teachers as well as faculty members for the purpose of sharing important information.

The student-teachers and faculty members have access to Internet facilities in ICT resource centre and the institution is wi-fi enabled. The college organizes every year, training programme on developing techno-pedagogic skills for the use of interactive white boards and internet for the benefit of student-teachers. The administration is computerized through software for preparing the salary, staff and student particulars, etc.

#### Instructional Approach through ICT:

The conventional lecture method was complemented by modern equipments like Smart Board, OHP and LCD. The faculty would

often use Teaching and Learning methods like OHP, Power Point Presentation and etc., It helps the student-teachers to be more active and show interest towards the teaching and learning process. The student-teachers use ICT resources and present their topic in student seminars. The separate register/records were kept and maintained in the ICT resource centres/laboratory for the usage of entry purpose in the concerned rooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

23

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the examination committee of the college communicating with the students on time. All the tests were notified in the college academic calendar to follow the time for both students and teachers. The Director and the Principal hold meetings of the faculties and directs them to ensure effective implementation of the evaluation process.

Then after completion of the teaching unit of the prescribed syllabus, the unit test is conducted in the perspective and pedagogical courses in the college. This sufficient number of tests make them acquainted with the subject content.

All the perspective, pedagogical and EPC courses are assessed through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminar Presentation, projects, etc. These practicum marks are informed and acknowledged by the students.

After completion of half of the course the first model examination was conducted as per the university examination pattern. The second model examination followed by completion of second half of the portion. The third model examination consists of full portions. Hence three model examinations are conducted for each theory course.

For transparent and robust internal assessment, the following mechanisms are conducted

- Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Announcement of results and acknowledgements by the students.
- Comparative Study of the students marks by the examination committee
- Feedback and suggestion given to the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://kcedn.org/dwls/2021-22.pdf">http://kcedn.org/dwls/2021-22.pdf</a>

### 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has an examination committee, comprising of the principal, the head of the department, and senior faculties, and other teaching faculty as members, for the smooth conduction of all examinations.

The marks of every test/examination were intimated to the students and they got acknowledgement. Moreover, the examination committee collects all internal marks from the faculties. The collected marks are analysed and the consolidated marks of each student were overviewed by the principal, who demanded the reason from the faculty members if there was a discrepancy in the internal marks.

Moreover, the CCE marks are carried out on the best two out of three or four tests. As a result, no student would suffer in terms of internal examination marks or examination absenteeism.

- The time table for the test is prepared well in advance and communicated to the students earlier.
- After evaluation of internal assessment answer scripts are shown to the students to check and got their signature to clear up any discrepancy or doubt.
- The consolidated marks were examined by the examination committee and finally reviewed by the Director and the Principal.
- The final internal assessment marks are calculated on the basis of attendance, task and assignment marks, periodic test marks, or model examinations etc.
- Moreover, the student council has a right to raise their grievances through the examination committee/Principal or by giving suggestions in the suggestion box.
- Apart from the above, Grievances and redressal committee is constituted to regulate the general conducts of the students and teachers.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/document/d/1TjaHT113Aw4dOmjmXwcku4x0ktds_LS5/edit?usp=sharing&amp;oid=111725521092325413884&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1TjaHT113Aw4dOmjmXwcku4x0ktds_LS5/edit?usp=sharing&amp;oid=111725521092325413884&amp;rtpof=true&amp;sd=true</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all programmes offered by the institution are stated through

1. A one-week orientation programme about the B.Ed. and B.Sc.B.Ed. programmes was conducted for the students where the following points were detailed for the quality of curriculum transaction and their awareness.

- In B.Ed., the perspectives on education, curriculum, pedagogic studies, and engagement with the field courses were detailed to the students.
- In B.Sc.B.Ed., science courses with education, including practicals, are explained to both students as well as teachers (B.Sc.B.Ed., Physics, Chemistry, and Mathematics).

2. The programme and course outcome were displayed on the college Website and communicated to teachers and students.

3. The academic calendar describes all the academic and other programmes in details along with the syllabi and learning outcomes. It is helpful to them.

4. The curriculum and syllabus are central, and they are also available on the Pondicherry University website.

5. The importance of the learning outcomes has been discussed and communicated to the teachers in staff meetings and IQAC meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://kcedn.org/admission.htm">http://kcedn.org/admission.htm</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

#### Attainment of the Program and Course Outcomes

The programme and course outcome are evaluated through 1) continuous comprehensive evaluation (internal evaluation) and 2) university examination results.

Orientation on the program: At the beginning of every semester or year, the college conducts an orientation programme to convey programme and course objectives in the introductory part. The CCE in the regular timetable: The continuous comprehensive evaluation system is followed in the regular timetable through tasks and assignments. Each course has at least two assignments, three periodic tests, and three model examinations. Hence, the student is aware and learns the content meaningfully.

#### Method of evaluating programme and course outcomes:

The programme aims at preparing teachers for foundational, preparatory, middle, and secondary teaching. It enables the undergraduate students (B.A and B.Sc) to learn child psychology, sociology perspectives on school students, and pedagogical aspects. Hence, the evaluation was carried out by students' seminars, tasks and assignments, projects, teaching practices, etc. This active assessment process enables the teachers to provide remedies for students' differential needs. This process enhances the teaching skills and skills in evaluating the learner, etc. At the end of each semester/each year, the university conducts examinations based on the results published by the university, the course outcomes are measured, the pass percentage revealed that course outcomes were positively achieved.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

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

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

21

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://kcedn.org/dwls/SSS%20report%202020-21.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has collaborations with the nearby industry and institutions for the mutual benefit of the institutions. The few industries/institutions that collaborated with the college in the academic year 2020-21 were Godrej Consumer Products Ltd, Kattukuppam, Mahatma Gandhi Medical College and Research Centre, Pillyarkuppam, and Professor Annusamy Higher Secondary School, Bahour (government aided). The Swatch Barath awareness programme was conducted in association with the Godrej Consumer program. The COVID awareness programme was conducted with MGMRC. In the pandemic period, a few programmes were conducted online in collaboration with other institutions and industry.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**3.4 - Collaboration**
**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

9

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**
**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College is constructed in 8.54 acres of land with safe and secured campus. There are 5 Blocks.

In Block A on the ground floor, Director Room, ICT resource centre, 2 Staff rooms for both (men & women), store room of UPS, Physics Lab, Chemistry Lab, Language laboratories, Integrated Resource Centre, Kitchen.

- On the first floor, library, Reference cum reading room, lecture hall 1, a large curriculum laboratory for physics and separate toilets for men and women.
- On the second floor, student Common room(women), Laboratory biology and Lecture hall 2,3,4,5&6, Music, Drama Art and Craft Resource Centre and separate toilets for men and women.

Block B, in both floors Number of eight spacious and sufficiently ventilated lecture halls, Seminar hall and large multipurpose hall principal and office room, Co-operative store, Yoga and Physical Education centres, Toilet for PWD men and Women.

Incinerator Area Block C: As per the guidelines of the Department of Higher and Technical Education Pondicherry, the college has constructed and maintained incinerator area for the purpose of napkin burning devices.

Security Room and Store Room Block D: Store and security room was located at the entrance of the college premises. Two

securities were working as shift basis on day and night. Generator and Electrical net work are in Block D.

Block E Green Campus store Room: Tools and equipment for green campus initiatives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

#### Facilities for Sports and Games:

In the Sports and games, Indoor and Outdoor games items are available in the college premises. Provision of playground for organizing sports and games like badminton, volley ball, handball and kho-kho. A running track for organizing running, jumping and rely. Sports kit and material facilities were provided to the students.

#### Sports

The students of the college participated in sports activities inside and outside the campus. The physical education department has provided all the equipments and facilities for enhancing sports activities. The following sports materials are available in the college: Table tennis, Volleyball, Badminton, Tennikoit, Handball, Ball badminton racket, Shuttle bat and Relay button. The following rhythmic materials are available in the college: Lezium, Hoops, Kolattam Sticks, Dumbbells, Indian Clubs and Wands.

#### Yoga Centre (fitness centre)

Student's personality were developed by giving various level of training in Yoga for the physical, mental, emotional, spiritual and social developments. It gives mental peace, improves energy levels, makes the body flexible, improves immunity, retains flexibility of the spinal cord and muscles, creates awareness about body and changes our outlook towards life.

To Provide Yoga practice to the Student-teachers and Teaching Staffs for providing physical and mental fitness regularly in multi-purpose hall with proper seating arrangement (50 yoga mats).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

4

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

512402.41



File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

#### Automation of Library using Integrated Library Management system (ILMS)

The library which is well furnished with bookracks, chairs, reading tables, newspaper stands, computers, etc., at present there are about 8500 books are available in the library. Colon classification system with local variation is followed to classify these books.

#### Circulation Section:

The circulation section is regarded as the hub of all library work. Issue of books, magazines etc. are dealt with in this section. The circulation counter with computer facility is at the entry point.

#### Stock Section:

Open access system is followed in this Library. With the assistance of the library staff, the users can take the books from this section. The books are neatly arranged in these racks subject-wise.

#### Reference Section:

The Library provides exhaustive reference service to its users. It has a good collection of encyclopaedias dictionaries, Yearbooks, etc. Dissertations from the field of Education were also available here for reference.

#### Librarian's Point:

The Librarian's point is on the left side as one enters. Most of the technical work like entry of new arrivals (accession) maintenance of ledgers computation of data etc; are done in this point. A wooden rack which displays new arrivals was kept there.

There was enough reading space for students, which can accommodate about 60 students and reference section.

The newspaper section is near the main entrance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

113629

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

8

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution provides ICT learning resource to staff members and students. The computer facilities are available in ICT resource centre, Language laboratory, multipurpose hall, library and principal room.

- Teachers accessed to Internet facilities in ICT resource centre and Library as well as Wi-Fi facilities.
- Providing training on developing techno-pedagogic skills to both students and faculty members
- All the classrooms were provided with Wi-Fi router to use LCD screen to present the Power point whenever the faculty need to use.
- Training to use interactive white boards and internet.
- Providing awareness programme on NDL (National Digital Library) access
- Information system was carried through electronic mode (computer). All the files documents, Photographs of the curricular, co-curricular and administrative activities of the college were kept in the computers. All the information can be readily available for everyone for the purpose of planning future work.

- Inside the institution, principal has created set of files with serial numbers through which information are collected and shared at the time of necessity
- For developing lesson plans, the student-teacher use the internet resources for providing activity, project, assignment, video and animation etc., which can be included in their lesson plan.
- For classroom transactions, the student has adopted smart board in practicing micro lesson and macro lesson

#### List of Hardware

#### Name of Item Quantity

- Computers 29
- Printer 02
- Routers 04 (switch)
- Scanners 02
- Head Phones 29
- Speaker 02
- Projection screen 01
- LAN Cards and Networking All Computers
- 100 MBPS fiber connection 01
- Network Dougle 01
- CCTV 07
- smartboard with projector HCL 01
- Portable LCD Projector 01
- WebCam 01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
<b>9,54,524</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p><b>Periodical maintenance of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc .are done on regular bases</b></p> <p><b>100 percent Budget allocated fund for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc., are achieved under the direction of the Principal.</b></p> <p><b>Physical infrastructure facilitates are improved in the</b></p>	

**Institution**

Well-equipped library, ICT lab, good classroom and language lab with essential instruments are provided by management. All the facilities are under the direct supervision of respective in-charge teachers. They are maintaining the stock as well as maintenance work with the support of technical staff.

The appointed electrician and technical staff of the trust take care of the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping. The non-teaching staff are also trained in maintenance of science and computer equipment.

**Environmental issues associated with the Infrastructure**

A maintenance contract for UPS, Generator, Inter come facilities, Wi-fi, network, printers, CCTV etc., enabled the college to get all repair corrected immediately.

The utilization of infrastructures is ensured through class timetable, Staff allotment, maintenance of records of etc.,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/facilities.htm">http://kcedn.org/facilities.htm</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

21

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - 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**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**



<b>11</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>3</b>	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	

17

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

#### Co- curricular -planning

Students are involved in all the following activities in all stages and given training to them in school whenever they are employes as teachers. Engagements with field were planned for the academic year as given in the University Regulation. The teaching practice and school visit were planned systematically for both First Year and Second Year B.Ed. Student-teachers.

**Training Programmes:**One week school visit was arranged with the prior permission of the higher secondary schools and CBSE schools in Cuddalore and Puducherry area for the first year students to make them familiar with the school activities, rules and regulation which may enable them to mentally prepare for four month teaching practice in second year.

**Field Visits:**Three weeks Field Visit Programmes were arranged with prior permission from the respective centres for observing and visiting Innovative Centres, Community Resource Centres, and Educational Resource Centres.

- 16 week teaching practices were planned as two spell (Second year)
- Community living camp were planned to conduct in the month of the academic year
- Yoga, health and physical education classes werewell planned for both First year and Second year.
- Engagement with the Field, Task and Assignment related to

theory courses were planned well in advance in consolidation with students.

#### Extra-Curricular Programme

Soft - Skill Development Programme, Music classes, Art and craft training, socially useful product training, Home gardening training, Smart interactive board training, National seminar, various workshop to be conducted for professional development and educational tour were planned with student involvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

##### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has Alumni Association functioning systematically. Old students those completed B.Ed. Programme in the College are acting as the members of this Alumni Association. Every year Alumni meet is conducted in the college. Invitation is sent to the Alumni students to participate in the Alumni meet. During the Alumni meet, the students share their views to promote the academic performance. For the year 2020-2021, the chairman, the secretary, and joint secretary were selected by the IQAC Cell.

Due to COVID-19, Alumini Association meetings were not conducted in this year, 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional 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 and in tune with the vision and mission of the institution

The college was established in the Academic year 2005-2006 in a village Manapattu, Puducherry catering to the needs of Teacher Education for Women. The college provides education, especially for down trodden, socially and economically backward women to empower the women through better teaching-learning environment along with their harmonious development in personal and profession life.

The quality education is the major goal of the college and hence the college has taken a lot of efforts to maintain the best administrative and academic process in 2020-2021 too to March towards the vision "Centre of Excellence in Teacher Education". It creates facilitative teaching-learning

environment with various impetuses to achieve the academic excellence of the learners. It integrates the new pedagogical practices through technology and leverage the creativity in education. The college inculcates the spirit of inquiry in learning and provides platform for sensitizing social values through various internship, camps, national level programs and aspiring budding teachers to serve the nation generously.

The vision and mission is displayed in the college campus academic calendar and in the website. To attain the mission and vision the college principal and faculty are acting as the members of various committees to active them in and outside the college.

In the previous five years the college Principal acted as the members of the Board of Studies and Court of Pondicherry University. Moreover, most of the teachers are acting as member of the University Examinations and Curricular revision etc.,

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/aboutus.htm">http://kcedn.org/aboutus.htm</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Krishnasamy College of Education for Women has rich educational practices including academic as well as administration. The college had democratic organizational culture. It has various committees for its effective functioning. In the academic year 2020-2021, Under Dr.G.Manjula, Principal and Dr.R.Muthumanickam, Director of the college, the committees constituted are Time Table and Attendance maintenance Committee; Examination and Academic Calendar preparation committee; admission and placement committee; Conference and workshop committee; Student and staff Development committee; Linkage and Project Committee; Student Grievance Redressal Committee; Publication Committee and so on. Each committee was soleresponsible and active for enriching the development of the College. The work has been distributed to the respective individual or Committees followed by staff meeting. The staff meeting was conducted on 10th or 11th of every month where the active process and upcoming events were discussed usually. The

final decisions were taken from the acceptance of the all the staff members, management, and administrative personals. The principal of the college and the management sought the decision of any event followed by the suggestions of all the staff members of the college. This formal and informal arrangement and practices leads to decentralization and participative management in democratic organizational culture for setting the values and also planning, implementation and achieving its vision.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college had academic planning committee for the year 2020-2021, which actively involved the academic practices as well as administrative planning.

The strategic plan of the academic year 2020-2021, was quality enhancement of the institution with imparting additional program along the course content through various teaching methodology. As per the demands of the stakeholders the college plans to start value added and skill-based courses such as ICT, Soft skill programs, Spoken English Class, organic home gardening practices, Yoga and Meditation practices, and also Staff development program.

**Induction Classes:** In the beginning of the year, the college has organised two week orientation class to the fresher who joined newly. In the orientation class, the entire B.Ed., program was explained and the feedback and suggestion of the students as well as teacher were collected and also implemented in that year program.

To strengthening curricular, co-curricular and extra-curricular activities, the student-teachers are grouped based on their performance in pre-general test and allotted one mentor for each group. The mentor-mentee interacted every day and rectifies their problem which they faced. The college proposes to organize Conferences, Seminars and Workshops. It attempts to

promote the linkages with nearby industries, institutions and NGO's through this conferences and seminars. The college also planned to strengthen personal counselling, ICT enabled teaching, innovative pedagogical teaching, internship program, career counselling cell, cultural and sports & games activities, welfare schemes for students and increasing library learning resources.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://kcedn.org/calendar.htm">http://kcedn.org/calendar.htm</a>
Upload any additional 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.

The College has a well organized structure management with positions as Principal, Director, Administrative officer, Executive Director, Chief executive officer and finally Chairman to review and evaluates the academic and administrative process of the college.

The rules and regulations are stated in the college academic calendar based on the Pondicherry university regulation and NCTE norms. The Chairman was the head of the institution; Principal was responsible for the college functions and growth including administrative, academic, co-curricular, and extra-curricular and linkage. IQAC of the college is involved in developing a quality system to improve the academic and administrative performance of the College.

Functions of various bodies:

There were well defined 13 committee such as Academic Planning Committee, Curricular Execution Committee, Seminar, Workshop and Conference Committee, Student Development Committee, Staff Development Committee, College Development Committee, Publication Committee, Student Grievance Redressal Committee, Government Schemes Implementation Committee, Other Curricular Activities Committee, Examination Committee, Infrastructure Maintenance Committee and Documentation for Re-accreditation, Projects and Government Schemes, etc., with are in the academic

year 2020-2021. Each committee has Advisor, Convenor, Deputy-convenor, Co-ordinator and Member of the committees. All staff members are oriented about the Administrative codes followed in the institution.

The Grievance Redressal committee which addresses genuine complaints, issues and difficulties of the Students, Staff and Parents at individual as well as College level. Students are encouraged to use the Suggestion/ Feedback box to express constructive suggestions and grievances.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/activities.htm">http://kcedn.org/activities.htm</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

A good performance management system works towards the improvement of the institution in terms of its achievements of the overall organisational mission and vision.

In every year, the feedback and suggestions of staff are



collected and discussed in the staff meeting. Based on that the management gets direct and written feedback from each staff member for the requirements to be fulfilled. Apart from this, the staff development committee and staff welfare committee which takes care of all the needs of teaching and non-teaching staff.

The institution consistently inspires staff and provides a platform for methodological skill development, multidisciplinary scheme development, and ethical and human value development. It provides the dynamic teaching-learning environment. A collaborative and interactive work culture with the motivation to get enrolled in Ph.D. and publish research papers.

The faculty development programme by the internal and external members for the holistic training and skill development.

The Governing Council Meeting with the Pondicherry University Members was organised to resolve on teaching-learning processes, quality improvement of the college and staff and student development programmes.

The college provides staff welfare schemes to both teaching and non-teaching staff such as Employee Providential fund, Maternity benefits as per norms, Child Care leave, and free transport. Staff Welfare fund, Salary Advance to needy staff members on festival season, free uniforms, group insurance etc.

File Description	Documents
Paste link for additional information	<a href="http://kcedn.org/faculty.php">http://kcedn.org/faculty.php</a>
Upload any additional information	No File Uploaded

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

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

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The strictly follows the PU and UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. The performance of each employee is assessed annually after completion of one year of service. The objective is evaluate the performance as per established norms, and also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

#### Teaching Staff

- a) The performance of each faculty member is assessed during the teaching period (continuous monitoring)
- b) The proforma filled by the Faculty Member is considered for the quality improvement of the faculty
- f) Based on the student feedback.

#### Non-Teaching Staff

All non-teaching staff are assessed through respective in-charge reports.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Krishnasamy College of Education for Women has internal and external audit mechanism which conducts financial transactions audits every year. The internal audit has been carried out regularly and it was ongoing continuous process by the financial committee and annually the external financial audits conducted. The committee verifies income and expenditure and report to the management through principal.

Every financial year, the budget were prepared which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, consumable charges, transport charges and Non-recurring expenses like lab equipment purchases, furniture and other development expenses. The permanent accounts auditing person were appointed to monitors these expenses regularly and maintained all the payment bills properly.

Internal audit: all the recurring and non-recurring vouchers are audited by the financial committee and report to the management through principal regularly.

External audit: the financial year accounts of the college audited by chartered accountant regularly as per government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

6910054.41

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Krishnasamy College of Education for Women has self-financing institutions under the trust. The college mobilizes the fund according to the resources. The Chairman, administrative officer, Director, and Principal were carried out the funds to various resources. They also recommended the funds for better handling of resources and effective mobilization of available funds.

The allotted funds were utilized for infrastructure such as to purchase equipments, lab materials, furniture. Secondly, the funds were utilized to organize seminars, workshops, conferences, etc. the administration audits were reviewed and planning committee suggestion were taken in allotting the funds for the academic year.

The academic year 2020-2021, the fund expensed as 25% income for purchase of books, apparatus, sports, and conducting programs. 60% funds spent on employee salary remaining funds were spent on recurring expenses such as transport, electric,

telephone, internet charges. They also spent a minimal amount for up gradation of infrastructures and invited guest speaker of various programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) of Krishnasamy College of Education for Women constituted and working for the quality improvement of the college. The objectives the IQAC were ensuring the continuous improvement of the institution; connect the various stakeholders such as education with parents, teachers, students and NGO's.; suggesting for the academic and administrative performance of the institutions; and measures the quality enhancement in the institutions for better quality improvement.

Internal Quality Assurance Cell (IQAC) in the academic year 2020-2021, developed several quality assurance mechanisms under Academic Monitoring Committee as under:-

- Biometric attendance system.
- Feedback analysis received from Students.
- Coordinates with all stakeholders for their opinions and advices for quality improvement.
- Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.
- Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.
- Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Collection, maintenance and analyzed documents are prepared and maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Krishnasamy College of Education for Women constituted IQAC and working for the quality improvement in such, teaching-learning process, methodology of teaching, administration of the college. IQAC also periodically conducts

- Bio-metric attendance for both teachers and students.
- The seminars and workshops conducted for the faculty
- Every month once the staff development program was conducted
- Provision of Wi-fi facility and smart classes
- Makes facility for usage of ICT in teaching -learning process.
- Preparation of course plan at the beginning of every year
- The college has provided the Synopsis for the each course as hard copy before the students entered into class.
- The changing time table is maintained every day for engaging the students in absent of the particular teacher on that day.
- Planning and conducting the CCE and enhancing professional capabilities of the students
- Arranging mentor-mentee practices
- Conducting formal and informal remedial class and peer tutoring
- Conducting Student-seminars

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**C. Any 2 of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Gender Championship committee was envisaged in our educational institution – Krishnasamy College of Education for Women. This Committee organizes focused group discussions, debates, poster competitions, thematic plays, workshops etc.

These Gender Champions are identified by a screening committee consisting of the Director, Principal, Vice-principal and other staff members. This committee consists of the B.Ed. student-teachers. Student-teachers who face any issues can register it to the committee and the committee can give them a proper solution.

On the basis of formation of Gender Champions, the college organizes the "Gender Champion Programme" for the development of Student-teachers. In connection with the Gender Equity Promotion, several programmes are offered for the first year and second year Student-teachers who showed their potentials, talents, skills & awareness about the concept of 'Gender Equality and Women Empowerment'. The Morning Prayer consists of



the 'Women Achievers' talk to strengthen "The Right to Education Act". The local Lawyers from Pudhucherry and Cuddalore contribute themselves by mentioning the various acts, sections etc. which are relevant to protect women from the clutches of bad vibrations. Guest Lectures are often organized to promote Women Participation on par with Men.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Annual gender sensitization action plan in order to maintain gender equality in the college campus annual gender sensitization action plan was proposed in the staff meet conducted on 10.09.2011 and got approved in the meeting. Gender equality is maintained in the college campus. Most of the faculty members were female and male in number is low compared to female faculty. All the students are feminine gender only.</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste management**

The college maintains the Solid waste management process by collecting and treating solid wastes into a usable waste. The college has constructed the Bio-degradable waste pond in college campus where the solid waste can be changed and used as a valuable resource in the form of manure or natural fertilizer for the Home Gardening, college lawn and garden of both Block A& B buildings.

**Liquid waste management**

The Liquid waste was converted into usable water in the form of Rain water harvesting. There was a use of rainwater harvesting technique utilized to harvest rainwater from roofs and other above surfaces to be stored for later use. For example, it was used for garden and for flushing toilets. So during the summer hot days, this harvesting of rainwater can be technically used and solved the problem of water scarcity.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. Landscaping with trees and plants</b></li> </ol>	<p><b>B. Any 3 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 633">File Description</th> <th data-bbox="539 566 1394 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 645 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 645 1394 734" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 745 531 801">Any other relevant documents</td> <td data-bbox="539 745 1394 801" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>	Any other relevant documents	<a href="#">View File</a>					
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Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>D. Any 1 of the above</b></p>										
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Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for</b></p>	<p><b>B. Any 3 of the above</b></p>										

persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute proactively takes effort to provide an inclusive environment. The initiatives are to promote education, economic upliftment of the needy and setting communal harmony. The extension activities are targeted towards enabling a holistic environment for student development. The college organizes and conducts several activities to build and promote an environment for ethical, cultural and spiritual values among the students and staff. To develop the emotional and religious feeling among the students and the faculty commemorative days are celebrated in the campus with the initiative and support of the administration, not only recreation and amusement but also to generate the feeling of oneness. The college celebrates cultural and regional days and festivals, like new-year's day, teacher's day, orientation and farewell program, induction program, rally, oath, plantation, youth day, women's day yoga day, festivals like Ramzon, Diwali pongal celebration, Christmas etc. Motivational lectures of eminent persons in the specific field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration.

Besides academic and cultural activities, we have built up many

strong infrastructures for a variety of sports activities for the physical development of the students and facilities of children.

In this way the institute's effort /initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural religion, linguistic, communal socio-economic and other diversities are practiced.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Human values help in understanding the attitude, motivation, behavior and also influence one's perception about self-confidence, self-control, self-esteem, etc. Righteousness is the backbone of our principle and standard of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession. Professional's ethics are consistent when the student-teachers are sensitized on the importance of the activity and are encouraged to participate in saving the life of citizens of India. The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety, hundred percent of vote for Election Department. To equip students with the knowledge, skill and values that is necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment. These elements were inculcated in the value system of the college community.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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**

**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemoration can also honor an event and celebration of someone or something usually in the form of ceremony. Commemorations are often held on the anniversary of someone's birth or death such as 5th September as Teacher's day, 8th September as World's Literacy day, 15th September as International day of democracy, etc were celebrated. It is remembered officially and gives respect to a great person or event by means of special action and to serve as a memorial or remainder of the monument. This was used to commemorate,

promote and mobilize for action such as UNESCO, WHO, NCW, UNEP events to mark important aspects of human life of springboard for awareness raising actions performed for their symbolic value and an important part of Indian culture. It organizes cultural exchange programs to promote mutual understanding between nations and students get an opportunity to learn the culture of other countries. It expresses their beliefs, culture and tradition. Every festival has its distinct personality. The primary goal of these events was to promote joy and strengthen bonds between national and International level.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Practice 1 Outreach programs to promote Inclusiveness

The primary purpose is to inculcate the values of civic responsibilities in the students by working and supporting the marginalized and deprived sections of our society. The main objectives were as follows:

- Outreach to increase awareness about relevant issues in the community
- Outreach to enhance skills in the community
- Developing beneficial networks through Outreach Programmes to reduce disparities
- Promoting civic engagement in students

Many of the outreach activities were focused on educational camps for slum children whereas others were intended for community improvement with a focus on environment, health, and legal awareness. Our initiatives have also been covered in newspapers. Other awareness programs have also had good attendance and the COVID pandemic has not stopped these

efforts. Students of the college are not only givers but through the community activities they also reap benefits as engagement in such activities leads to academic and personal development. More and more students are getting aware about the outreach activities.

#### Practice 2 Online learning and COVID preparedness

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in the physical mode. Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The examination results of the students during the above period indicate that students on the whole performed quite well.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution consistently inspires students and provides a platform for methodological skill development, multidisciplinary scheme development, and ethical and human value development.

The institution provides quality higher Education through holistic training and skill development. Imparting internships program and mentoring to make them employable through proper planning and strategies, workshops and hands on training for skill development of teachers focused on preparing for classroom (offline/online) lectures accessing the open journals

It provides for an ethical and moral value -based self development to meet the challenges of the dynamic teaching - learning environment. This is vital for the growth and development of the institution, It enhances the quality of its faculty, catalyze high standard academic research in discipline specific and interdisciplinary fields, build effective



governance and leadership and provide an optimal learning environment and support system for the students. Institution has a collaborative and interactive work culture.

The development of ICT infrastructure in the college is easily accessible to teachers, non-teaching staff and students. The college periodically organizes training programmes in the latest ICT applications and tools in higher education, strengthening in multiple dimensions.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Future Plans of action for next academic year (200 words)

- This institution achieved 100 percent academic result in the University Examinations 2020-21.
- For the academic year 2021-22, the following points were discussed and planned to achieve the academic excellence in spite of Covid-19 critical situations.
- Focusing and attaining full admission in 2 year B.Ed. and 4 year B.Sc., B.Ed.,.
- Giving orientation programme at the beginning of the academic year for 2 year B.Ed. and 4 year B.Sc., B.Ed., separately.
- Managing the classes both online and offline based on the pandemic situation.
- Organizing Staff Development programme within the institution.
- Following Green campus initiatives which is already in practice.
- Allotment of mentor-mentee to all the faculties in order to achieve 100 percent result.
- Focusing on admissions from other states and regions like Andaman.
- Implementing waste recycling system.
- Establishment of Solar energy and focusing on energy consumption.
- Arranging transport facilities to all the adjacent areas and getting admissions.
- Focus on student support and helping to get them

scholarships from the Government and any other NGO's.

- Promoting psychological counselling cell in a systematic manner by inviting psychologists for special programmes in the college.
- Allotment of separate periods for Communication Skill Development in the academic time-table to improve the communicative competence among the prospective teachers.

NAAC