



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MICHAEL JOB MEMORIAL COLLEGE OF EDUCATION FOR WOMEN
Name of the head of the Institution		Dr.R.Ravi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07305040204
Mobile no.		9843686389
Registered Email		michaeljobcollege10323@gmail.com
Alternate Email		r.ravi@mjc.ac.in
Address		Near Sulur Boat lake , Ravathur post , Irugur (Via),sulur
City/Town		Coimbatore
State/UT		Tamil Nadu
Pincode		641103

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Dr.R.gokilavani			
Phone no/Alternate Phone no.		09486241501			
Mobile no.		9486241501			
Registered Email		r.gokilavani@mjc.ac.in			
Alternate Email		michaeljobcollege10323@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.mjcbed.ac.in">http://www.mjcbed.ac.in</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.mjcbed.ac.in">http://www.mjcbed.ac.in</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.58	2013	25-Oct-2013	24-Oct-2018
<b>6. Date of Establishment of IQAC</b>			17-Oct-2010		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
B.Ed Bridge Course	18-Jul-2016 5		92		

M.Ed Bridge Course	22-Aug-2016 5	50
Mini teaching skills workshop	24-Oct-2016 5	96
Teaching Aid Exhibition	02-Apr-2018 1	350
Demonstration Teaching	01-Aug-2016 3	85

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
michael job memorial college of Education for women	NA	NIL	2016 0	0

[View Uploaded File](#)

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1.Fresher's meet 2. Mini teaching Workshop 3. Orientation of B .Ed Faculty 4. Orientation of M .Ed Faculty 5. Research Colloquium

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
FRESHER'S MEET	completed
BRIDGE COURSE FOR B. Ed STUDENTS	completed
BRIDGE COURSE FOR M. Ed COURSE	completed
MINI TEACHING WORKSHOP	completed
ORIENTATION OF B.Ed FACULTY	completed
ORIENTATION OF M.Ed FACULTY	completed
RESEARCH COLLOQUIUM	completed
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
AQAR	01-Aug-2016

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

25-Oct-2013

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2022

Date of Submission

16-Dec-2022

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

CURRICULUM PLANNING AND IMPLEMENTATION Michael job Memorial College of

Education have a unique and transparent system of curriculum transaction as per the guidelines given by TNTEU. To achieve the target of the curriculum the college has two different programmes B.Ed. and M.Ed. In the B.Ed. Course, there is a strategy of connecting scholastic and co-scholastic area to fulfill the objective of curriculum. Teaching strategies act as a bridge to fulfill this aspect of curriculum. An annual Academic Calender is framed at the starting of each academic year and it lays down the programme- commencement of session, school internship, teaching aids exhibition, mini -teaching, formative assesment and model examination etc. All faculties carry out their responsibilities both in scholastic and co-scholastic areas. It is mandatory for every student-teacher to participate in all college events for enhancement of their personality, to inculcate team work and leadership qualities, unity, cooperation The faculty take their responsibility of submitting action taken reports to the Principal in oral or in written form. Moreover, remedial classes and tutorial classes are taken up by teachers in their subject area in accordance to the demands of the student teachers. Michael job Memorial College of Education for women Provides Internship of both B.Ed. & M.Ed. The student-teachers are trained for exact teaching experiences transforming themselves from theory to practical work. In the M.Ed. Course, transaction of the curriculum is done through lecture method, seminar, workshop, project work, minor research works and power point presentation method. The most important part of M.Ed. Course such as field visit to co operative school and teacher Educational Institution. Regarding dissertation submission students have to develop their proposal writing skills in academic writing, reviewing of literature, writing of synopsis and eventually writing of dissertation are carried out before the final exam.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil

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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	SIXTEEN WEEK SCHOOL INTERNSHIP	72
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

##### Feedback Obtained

FEEDBACK OBTAINED FOR OVERALL DEVELOPMENT OF THE INSTITUTION Michael Job Memorial College of Education has put an effort to analyse the feedback for the academic 2016- 2017 to assess the curriculum feedback from the teacher Educators (All Pedagogy staff) and student teachers for the academic year 2016-2017. The teacher Educators (All Pedagogy staff) and the student teachers agreed that the TNTEU B.ED M.ED curriculum is very flexible in selection of electives and optional subjects. The respondents have said that the curriculum has the quality of promoting self-learning. Majority of the respondents agreed that the course component of the curriculum was helpful for holistic development and future placement of the students. Both students and teacher educators responded that the extended internship programme was helpful to develop basic skills of teaching. More than 80 percent of the respondent agreed that the MJCOE Provides all the resources like ICT library, course material to develop their teaching learning process. The respondents also agreed that the present curriculum provided enough opportunities to the student-teachers and the faculties to participate in seminars, workshops ,conferences and conduct research activities, to publish articles in various journals All the respondents agreed that the curriculum provided updated life skills and value based knowledge to the students along with curricular The response regarding the question on co-curricular and extra-curricular activities and learning outcomes and its enhancements were highly positive. The institution considered that the feedback on curriculum played an important part in the enhancement and modification of the curricular aspects of the college. The collective feedback was analyzed and the report was submitted to the head of the institution to take up necessary steps for the further improvement of transaction of curriculum in the college.

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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Bed Med	EDUCATION	150	120	83
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	72	11	16	4	8

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	8	4	1	2	2

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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

STUDENTS MENTORING SYSTEM Michael Job Memorial College Of Education has been extending its service to all the student- teachers and M.Ed students in both sides of scholastic and co-scholastic areas. The classroom transaction as per the curriculum provided by the ( TNTEU) . Personality development and guiding students for their professional growth is the other dimension. Thus, different teachers of the college are assigned classified duties related to both curricular and co curricular areas. Teachers give the direction of their duty, organisation, cooperation, discipline etc. Thus, the role of teacher here is to mentor the Student teachers for their leadership quality and social participation. Like-wise in scholastic areas also every Student teacher will be assigned for undergoing practice teaching in different cooperating schools in and around Coimbatore district. At this time every group of student-teachers for every school will have a teacher-in-charge to supervise their teaching practice in the school for their subject area. During this period the teacher-supervisor will carefully look after the performance of all the student-teachers in all directions such as teaching, punctuality, regularity, cooperation to the school and participation to school management. When any sort of personality or teaching becomes inappropriate teacher- supervisor will have the provision to rectify their errors and improve at the same time. Thus, it is an imperative for all teachers of the college to take the role of mentor for all the trainees in the institution. Further, the supervisor being a mentor of the assigned student-teacher group will provide opportunity threshold to all the trainees for consultation for any kind of problem, deficit of knowledge and preparation of examination. And in addition to the above active exercise of teachers as mentors, all teachers are involved to train teaching skills to all the trainees in a very conducive manner for a duration of three days before practice teaching. This session of teaching skills improvised the teaching performance of student-teachers. In M.Ed course apart from curriculum classroom transaction. Proposal writing, preparation of seminar and the ppt presentation, process of data gathering tool making, and a large part of practical approach of research methodology are handled by all the teachers At the end of the normal classes students will prepare a dissertation which is under a strict supervision of their supervisors. Thus, faculties engaged to M.Ed. classes has more and the above the duty of their normal classroom activity.0

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
72	19	1 : 4

## 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	20	4	0	1

#### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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### 2.5 – Evaluation Process and Reforms

#### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	10323	YEAR	25/05/2016	17/09/2016
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

REFORMS INITIATED ON CONTINUOUS INTERNAL EVALUATION SYSTEM AT THE INSTITUTION LEVEL Michael Job Memorial College of Education for Women has a Continuous Comprehensive evaluation system for both the B.Ed. and M.Ed. students. Every faculty has the independence and freedom to arrange the internal evaluation in accordance to the completion of each topic or unit. This cumulative internal assessment is reflected at the time of the final internal score of the respective student. The faculty exercises different techniques and formats of assessment in accordance to the requirements of the students. Class-tests, home assignments, project work, seminar presentations for the continuous internal evaluation. Co- scholastic activities like literary events, cultural events and games and sports also are part of the activities evaluated and assess to reward internal marks of the institution. The College also has a Examination Committee to look after the Internal Evaluation of the students.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

ACADEMIC CALENDAR 2016-2017 The Academic Calendar for the academic year 2016-2017 had been prepared in advance covering all the scholastic and co-scholastic areas which the students have to undergo in the academic year. Teacher education colleges have activities like internship, micro-teaching workshop, exhibition of teaching aids, practice teaching, model Examination, The Academic Calendar includes bridge courses for newly admitted B.Ed M.Ed students and other curricular activity ,field visit, Innovative school visit and also the orientation of both B.Ed M.Ed faculty. The Freshers Meet, formative Exam, Model Examination ,other activities were also put up in the Academic Calendar Examination was also tentatively scheduled in the Academic Calendar.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[NA](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
10323	BEd MED	EDUCATION	78	78	100
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[NA](#)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NA	0	0
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	Nil	Nil	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	0	0

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2016	0	NIL	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	3	2	6

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**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	Nil	Nil

No file uploaded.

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	0	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS AWARENESS	INSTITUTION LEVEL	SPEACH	20	78
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	Nil	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
80000	50000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
MODERN-LIB	Fully	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1075	20	64	2	1139	22
Reference Books	2060	20	600	12	2660	32
Journals	32	23	10	3	42	26
e-Books	5	2	10	3	15	5
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	1	3	1	2	2	10	100	0

Added	0	0	0	0	0	0	2	0	0
Total	50	1	3	1	2	2	12	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4459540	2360041	1777292	34657

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL ACADEMIC AND SUPPORT FACILITIES Michael Job Memorial College of Education for women has framed the role and responsibility for maintaining all the facilities like laboratories, multi-purpose hall, indoor hall, classrooms with smart boards, faculty rooms, Seminar hall, IQAC room, placement cell, Ladies Common room, Gents Common Room, visitors room, administrative block, library, ladies and staffs washroom, canteen and campus garden. The policy of the college is to fulfill and upgrade the infrastructure requirement as and when the need arises. Various committees of the college are constituted to plan and ensure that the available infrastructure is in line with the academic growth and is optimally utilized. Each committee consists of faculties of the college and they perform their duties efficiently. PROCEDURE FOR MAINTENANCE OF FACILITIES

- SPORTS FACILITIES- The sports equipments are kept in indoor hall and utilized only when required by the students specially during the Games period and Sports events. The Secretary of Games and Sports for B.Ed and M. Ed course take the responsibility of looking after the sports equipments. Faculty-in-charge of sports Mrs. Sindhu devi also monitors the activity.
- LIBRARY- The students can take their library books after issuing the library cards. There is a time limit for borrowing of any library books. It will be fixed by Librarian Mr. Anbazhagan .
- LABORATORIES- The following laboratories available in our MJCOE ie. Physical Science, Language laboratory, Psychology lab and Computerlab, Biological science lab, Education Technology lab. These labs are utilized only when students required. Pedagogy staff members maintain their lab and computer staff maintain technology and computer lab. Language staff maintain language laboratory . Psychology lab maintained by psychology lab incharge teacher. .
- CLASSROOMS- The maintenance of the classroom and the ICT room are the responsibility of the faculty and the students. Precaution is maintained to utilize these facilities with utmost care. Classrooms are always locked after normal classes.
- Virtual class room and Seminar hall - The virtual class room and Seminar hall of the MJCOE college is utilize mainly for general meetings, , article presentation , seminar, workshop, conference, cultural activities, important day celebration, Freshers meet, online presentation, online class.
- LADYS and GENTS COMMON ROOM- The Ladys and Gents

common room are for the students to be used in their recreational time. The responsibility of these rooms are given to the Ladys and Gens Common room Secretaries and respective faculties who are assigned as mentors/ guides for these rooms. 7. Staff Room-This is common to all faculty. It is maintained by Mrs.Usha. 8. CAMPUS GARDEN, Reception, Office room,Principal room, , IQAC ROOM, placement cell,Chairman room VISITORS ROOM, These facilities are looked after by the Mr.Ajay,Mrs Usha amp Mrs Beula

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SCHOLARSHIP	26	1954000
Financial Support from Other Sources			
a) National	0	0	0
b) International	00	0	0
No file uploaded.			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	NIL
No file uploaded.			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

No file uploaded.

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
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No Data Entered/Not Applicable !!!

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#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0

No file uploaded.

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
200 M RUNNIG	INSTITUTION	16
400 M RUNNING	INSTITUTION	16
DISC THROUGH	INSTITUTION	6
LONG JUMP	INSTITUTION	6

[View File](#)

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	Nil

No file uploaded.

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

NIL

### 5.4 – Alumni Engagement

#### 5.4.1 – Whether the institution has registered Alumni Association?

No

#### 5.4.2 – No. of enrolled Alumni:

122

#### 5.4.3 – Alumni contribution during the year (in Rupees) :

12200

5.4.4 – Meetings/activities organized by Alumni Association :

YES

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

PRACTICES OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT Michael Job Memorial College of Education for Women practices decentralization and participative management. The Institutions follows the Proficient Management approach in managing the Institutions. The Proficient Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The Institutions always believe in the practices of decentralization and participative management. Practice of decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - ? Management ? College Development Committee ? Governing Council ? Principal ? IQAC Committee ? Examination Committee ? Alumni association ? Administrative and Non teaching Staff ? NCC, NSS 6.1.2 Case Study Showing Decentralisation and Participative Management The Institution has adopted the decentralisation and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other statutory Committees continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment. 1. President 2. Board of Trustee 3. Principal 4. College Development Committee 5. Internal Quality Assurance Cell 6. Departments and Heads of the Departments 7. Examination 8. Research Committee 9. N.C.C/ N.S.S and Sport 10. Discipline Committee 11. Anti- Ragging Committee Hierarchy of the Committee : All Committee head by the Chairperson of the committee who is nominated by the members of the committee. All activities are monitors by the Internal Quality Assurance Cell.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>Michael job Memorial College of Education for Women is under TNTEU University. This institution following the TNTEU syllabus for both B.Ed and M.Ed Course. It is common to all the Educational Institution. The end of the program the IQAC collects feedback from the students regarding curriculum and its transaction, evaluation, resource materials available in library ,capacity of resource persons. But the college is always enhancing the different types of innovative ideas and skills among the student community for transaction of curriculum.</p>
Teaching and Learning	<p>Michael job Memorial College of Education for Women has very innovative teaching-learning process and activities. Every class has different learning activities such as debating of issues, role playing, brainstorming and other Interactive activities.</p>
Examination and Evaluation	<p>MJCOE is following the continuous evaluation system in both B.Ed ampM.Ed course. The internal marking are based on this continuous evaluation that comprised of unit tests, class tests, seminar presentation, project work and home assignments. Formative Assessment and Model Examination. examinations are also conducted as preparatory examination before the students appear in the final examination of the university. MJCOE maintain proper Examination assessment and Evaluation process. We are following continuous Comprehension system ie. Formative Examination and Model Examination. Pedagogy faculties check their students task and assignment, seminar and assess their skills and evaluate and internal marks will be provided.</p>
Research and Development	<p>MJCOE has a research Colloquium which guide and monitors the research and development work of the M.Ed students( ie. Preparation of Research proposal, research tool, methodology, article presentation, seminar related to research topic ) and teacher Educators. Faculties are also advised to take up more research and the publish articles</p>

	in approved journals. Moreover, students of B.Ed. have to perform minor research activities in their respective schools. M.Ed. Students have to undergo a minor research for their dissertation and faculties guide them through the process.
Human Resource Management	Human Resource Management is the strategic approach to the effective and efficient management of people in an institution so that they help the institution to gain a competitive advantage. In the college, Orientation Courses are given to the faculties of B.Ed., M.Ed. Staffs to gain maximum benefit from these resources.
Admission of Students	Michael Job Memorial college of Education for Women has separate Committees for admission of B.Ed. and M.Ed. The selected students are counseled and then allowed for admission.
Library, ICT and Physical Infrastructure / Instrumentation	MJCOE has sufficient library facilities and lot of TEXT BOOKS ,RESEARCH BOOKS, JOURNALS, MAGAZINE, REFERENCE BOOKS,DISSERTATIONS,ENCYCLOPEDIAS .Moreover we have ICT facility and good infrastructure.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	MJCOE has Administration section to maintain all the institutional activities and maintaining finance and accounts.

### 6.3 – Faculty Empowerment Strategies

#### 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NIL	NIL	Nil
No file uploaded.				

#### 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
2016	ORIENTATION OF B.Ed FACULTY	NIL	16/06/2016	17/06/2016	15	Nil
2016	ORIENTATION OF M.Ed FACULTY	NIL	25/08/2016	26/08/2016	8	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

MJCOE has proper finance and Account section to maintain the finance and Management.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NIL	Yes	MANAGMENT
Administrative	Nil	NIL	Yes	MANAGMENT

## 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

## 6.5.3 – Development programmes for support staff (at least three)

NIL

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Academic Audit (Internal ) by IQAC 2.Virtual Class Room 3.Mobile Canteen

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

## 7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equity	15/12/2016	16/12/2016	75	5

## 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NIL

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	6
Rest Rooms	Yes	1

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	NA	NA	Nil

No file uploaded.

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil

No file uploaded.

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. RAIN WATER HARVESTING
2. HERBAL GARDEN
3. CLEANLINESS AWARENESS PROGRAM
4. PLASTIC BANCAMPUS
5. VERMICOMPOST

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL TWO BEST PRACTICES I. TEACHING-LEARNING AND EVALUATION This criterion relates to College efforts to serve students of various backgrounds and abilities through effective teaching-learning practices. Interactive instructional techniques that engage students in higher order thinking and inquiry through the use of interviews, focus group discussion, debates, projects, presentations, experiments, practical sessions, internships and e-resources are important considerations. The criterion calls for substantial attention to how the institution supports and facilitates the use of ICT and other new and emerging technologies. It also helps in the adequacy and competence as well as the continued professional development of faculty handling programs of study. The efficiency of the techniques used to continuously evaluate the performance of teachers and students is also a major concern of this criterion. The focus of this criterion is captured in the following criterion statements that represent the good practices expected of an institution: MJCOE has a transparent admissions process and ensures that the defined admission criteria is equally applicable to all applicants. MJCOE provides clear information to students about admission and completion requirements, fee structure and refund policies, financial aid and student support services for all programs. MJCOE engages its students in active learning. The instructional approach and learning experiences are extensive and in keeping with the stated objectives of the program. Practice teaching plans are developed in partnerships that cooperatively involve school staff and custodial teachers. Student teachers are prepared to manage the diverse learning needs of students in schools. The assessment and evaluation plan is comprehensive, reliable, objective and transparent and students are well informed in advance. Evaluation and evaluation results are used to improve the performance of students and course transactions. The college incorporates new technologies into its programs and encourages students and teachers to use and adopt technology in teaching-learning. II. STUDENT SUPPORT AND PROGRESSION The main objective of this criterion is the effort of an institution that provides students with the necessary support to facilitate good campus experience and their overall development. It also seeks information on student and alumni profiles and contributions to the institution and vice versa. The focus of this criterion is captured in the following criterion statements, which describe some of the good practices expected of a quality institution: MJCOE has adequate teaching resources and a well-established mechanism to systematically review various library resources for adequate access and relevance and for decision making for acquisition. Various provisions in the institute support

and enhance the effectiveness of faculty in the teaching and mentoring of students. MJCOE campus environment promotes improvement in students motivation, satisfaction and developmental performance. The progress of the students at various stages of the programs is monitored and appropriate advice is given to the students. MJCOE develops the leadership qualities of the students through its involvement and involvement in various institutional activities. The key aspects identified under this criterion are: student progress, student support, student activities and best practices in student support and progress.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

### 8.Future Plans of Actions for Next Academic Year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR: The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under – ? To create an enabling environment for holistic development of Students, Faculty and Support Staff. ? To facilitate continuous upgradation and updation of knowledge use of technology, by faculty and students. ? To create awareness and initiate measures for Protecting and Promoting Environment. ? To encourage and facilitate Research Culture, to promote Research by Faculty. This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated here under – 1) INSTITUTION ? To provide thrust to achieve excellence in both B.Ed M.Ed courses. ? To monitor Quality Assurance and Quality Enhancement activities of the Institution. 2) INFRASTRUCTURE ? To Implement Structural Repairs to Building and Electrical Repairs, on the basis of need. ? To provide resources required for Use of Technology to provide online course contents, video lectures. 3.LEARNING RESOURCES ? To upgrade Library Resources to include digital content, which can be accessed by Students and Faculty online. ? Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers. ? Faculty members shall be encouraged to use online Apps to enable students to communicate their doubts, give feedback, suggestions, etc. 4. LINKAGES ? To foster and strengthen relationship of Alumni with the Institution 5. FACULTY ? To facilitate a Research Environment in the College, which encourages Faculty to undertake Research. ? To encourage faculty to use Technology to communicate with students ? To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences ? To devise techniques to enable various improvements in the existing Teaching Learning Evaluation process and measurement of Learning Outcomes. ? To encourage Faculty to prepare formative and summative exam question paper ? To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues OTHER INITIATIVES ? To give thrust to and create awareness about Cleanliness. ? To Identify Talent among students for various sports cultural activities.